

## Equal Opportunities Policy

The College is committed to equal opportunities in all its working practices. The College is an equal opportunities employer and is committed to treating all its employees and job applicants equally. It is also committed to promoting equal opportunities in its treatment of and educational provision for students.

### Employment

The College recognises that discrimination against a member of staff or a job applicant on the grounds of race, religion, colour, sex, age, national origin, disability or sexual orientation is legally and morally wrong. It is therefore the policy of the College to employ, train and promote employees on the basis of their abilities and qualifications alone.

Members of staff have an obligation to co-operate with the College to ensure that this policy is effective in ensuring equal opportunities and preventing discrimination. Action under the College's disciplinary procedure will be taken against any employee who is found to have committed an act of improper discrimination. Serious breaches of the equal opportunities policy will be regarded as gross misconduct and could render the employee liable to summary dismissal.

Members of staff must not harass or intimidate other employees or students on the grounds of race, religion, colour, sex, age, national origin, disability or sexual orientation. Such behaviour will be treated as gross misconduct under the College's disciplinary procedure.

Members of staff should draw the attention of one of the Principals to suspected discriminatory acts or practices. Members of staff must not victimise or retaliate against another member of staff who has made allegations or complaints of discrimination, or provided information about such complaints. Such behaviour will be treated as gross misconduct.

All allegations of discrimination will be dealt with seriously, confidentially and speedily. The College will not ignore or treat lightly grievances or complaints from members of a particular sex or racial group.

### Recruitment and Advertising

The recruitment process must result in the selection of the most suitable person for the job in respect of qualifications and experience. Advertisements for jobs will encourage applications from all suitably qualified and experienced people. Advertisements will avoid prescribing any unnecessary requirements, which would exclude a higher proportion of a particular gender or racial group and avoid any requirements as to marital status or age.

### Selection Methods

The selection process for all jobs will be consistent and fair, based solely on the job requirements and the individual's ability and suitability to do the job in question. Questions and exercises on matters which may be unfamiliar to racial minority applicants or to those of a particular sex will not be included in the selection procedure if they are not related to the requirements of the job.

All applications will be treated in the same way, and all those involved in the selection procedure will be clearly informed of the selection criteria and of the need for their consistent application. If it is necessary to ask whether personal circumstances will affect the performance of the job, this will be done objectively, without detailed questions based on assumptions about race, religion, sex, age, health, national origin, disability, sexual orientation, marital status, children or domestic obligation

Terms of employment, benefits, facilities and services All terms of employment, benefits, facilities and services will be reviewed from time to time in order to ensure that there is no unlawful discrimination on the grounds of race, gender or marriage or any discrimination based on disability or sexual orientation.

### Monitoring Equal Opportunities

The College will regularly monitor the effects of selection decisions and personnel practices and procedures in order to assess whether equal opportunity is being achieved. It will also review from time to time the selection criteria and personnel procedures to ensure that they do not include requirements or conditions which constitute or may lead to unlawful indirect discrimination.

### Promoting Equal Opportunities in the College

All members of staff will ensure that they are familiar with the College's Equal Opportunities Policy in order to promote equal opportunities and avoid discrimination in the areas for which they are responsible.

### Disability

Subject to the physical constraints of our buildings, we welcome applications for employment, or for College places, or as a service provider, from people who have a disability within the meaning of the Disability Discrimination Act 1995 (as amended). Every application will be processed and considered fairly. The College also abides by the Special Educational Needs and Disability Code of Practice (0-25 years) 2014. We will make reasonable adjustments to our systems and procedures in order to accommodate disabilities of which we have been made aware for our students and staff.

At the pre-appointment stage a health questionnaire will be issued, after the conditional Offer of Employment has been made. If a health-related issue arises at that stage, the College reserves the right to involve occupational health services or an independent doctor's assessment of fitness to perform the role. The College will endeavour to accommodate medical issues through reasonable adjustments. If you do not declare anything and something health-related arises that should have been declared, the College reserves the right to evoke disciplinary procedures and consider dismissal.

(Complaints Any person who believes he or she has received less favourable treatment on any of the grounds referred to in this policy should make a formal complaint -

- An employee should complain in accordance with the relevant Grievance Procedure.
- A student, parent, legal guardian or education guardian should make a formal complaint in writing to a member of staff in the first place, usually the relevant student mentor or to any other adult member of the staff who is in a position to report the complaint.

## Enforcement

We will treat seriously and urgently investigate every complaint. Disciplinary action will be taken against any member of the College community who is found to have acted in contravention of this policy. The Principal, Senior Management team and Mentors play an active role in monitoring the implementation of the College's policy on equal opportunities.

## Teaching and Learning

St Albans independent College is proud of the harmonious and inclusive nature of the teaching and learning in the College. In the way that we teach and through what we teach, we can begin to develop a positive anti-discriminatory education. We promote tolerance and respect for each other, paying particular regard to the protected characteristics set out in the Equality Act 2010. We will do this by -

- Having similar expectations for all students regardless of their sex, race, disability, religion or belief, gender reassignment, pregnancy or maternity.
- We also welcome applications from pupils with special needs and disabilities, and refer parents to our policy covering Special Educational Needs and Disability (SEND).
- Grouping students so that they are encouraged to work co-operatively regardless of their sex, race, national origin, disability or sexual orientation.
- Using appropriate teaching philosophy, strategies and techniques to reflect, support and develop the diversity of learners and their backgrounds.
- Recognising the necessity for staff and students of different religious backgrounds to be absent from College for certain religious holidays and giving help where necessary when students need to catch up as a result of such holidays.
- Allowing in our teaching and setting of work for the physical demands upon students who need to observe fasts in College time or attend religious services more regularly than usual in the evening.
- Addressing issues of equality in PSHE lessons for the GCSE students.
- Providing extracurricular activities which appeal to students of different races, national origins and sexes and which promote interaction between them.

Harassment in all its forms is unlawful and unacceptable. Our behaviour and anti-bullying policies contain clear procedures on dealing with unlawful discrimination. Staff INSET will address these issues regularly.

A successful equal opportunities policy requires strong and positive support from parents and guardians, and full acceptance of the College's ethos of tolerance and respect.