



Equal Opportunities Policy

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Version 1.0

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Review Cycle – yearly

Next review – 2010

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Manor House School has always promoted equality of opportunity for staff, pupils and others involved with the school and nursery. This statement formalises our commitment.

1. Statement of policy

It is our policy to provide employment equality to all, irrespective of:

- Gender, including gender reassignment
- Marital or civil partnership status
- Having or not having dependants
- Religious belief or political opinion
- Race (including colour, nationality, ethnic or national origins)
- Disability
- Sexual orientation
- Age

We are opposed to all forms of unlawful and unfair discrimination. All job applicants, employees and contractors will be treated fairly and will not be discriminated against on any of the above grounds. Our equal opportunities policy is also intended to help all who work for us to develop their full potential. However, our employment policy is to recruit the best person available for the position and must take into account English language ability, communications capability with children, work ethos, qualifications and work experience.

2. Coverage

The policy applies to job applicants, employees, contract and agency workers, peripatetic teachers, trainees, volunteer workers and former employees.

3. Equal opportunities

The school is committed to:

- Promoting equality of opportunity for all persons
- Promoting a good and harmonious working environment in which all persons are treated with respect
- Preventing occurrences of unlawful direct discrimination, indirect discrimination, harassment and victimisation
- Fulfilling all our legal obligations under the equality legislation and associated codes of practice
- Complying with our own equal opportunities policy and associated policies
- Taking lawful affirmative or positive action, where appropriate
- Regarding all breaches of equal opportunities policy as misconduct which could lead to disciplinary proceedings



4. Implementation

The senior management team has specific responsibility for the effective implementation of this policy. We expect all employees to abide by the policy.

In order to implement this policy we shall:

- Communicate the policy to employees, job applicants and contract staff
- Incorporate specific and appropriate duties in respect of implementing the equal opportunities policy into job descriptions and work objectives
- Provide equality training and guidance where appropriate
- Ensure that those who are involved in assessing candidates for recruitment or promotion are trained in non-discriminatory selection techniques
- Obtain commitments as appropriate from other organisations or persons such as subcontractors that they too will comply with the policy in their dealings with our organisation
- Ensure that adequate resources are available to fulfil the objectives of this policy

5. Monitoring and review

The effectiveness of our equal opportunities policy will be reviewed annually and action taken as necessary to ensure continued coverage.

6. Complaints

Persons covered by this policy who believe that they have suffered any form of discrimination, harassment, victimisation or abuse are entitled to raise the matter direct with a member of the management team. All complaints of this nature will be dealt with seriously, promptly and confidentially. A written report will be added to the employees confidential file.

Employees have the right to pursue complaints of discrimination to an industrial tribunal or the Fair Employment Tribunal under:

- Disability Discrimination Act 1995, as amended
- Sex Discrimination Act 1975
- Race Relations Act 1976
- Equal Pay Act 1970
- Employment Equality (Religion or Belief) Regulations
- Employment Equality (Sexual Orientation) Regulations

Every effort will be made to ensure that employees who make complaints will not be victimised. Victimisation, harassment, abuse or discrimination will result in disciplinary action and may warrant dismissal.