



**The Study Prep**  
WIMBLEDON

Name of Policy	Equal Opportunities Staff Policy
Reviewed by	Bursar/Deputy Heads/Human Resources
HMT Member	Head
Date of review	March 2023
Date of next review	March 2024



# The Study Prep

## WIMBLEDON

### STAFF EQUAL OPPORTUNITIES POLICY

The Study Preparatory School is committed to encouraging equality and diversity among our workforce, and eliminating unlawful discrimination, whether indirect or direct, harassment and victimisation. The School is committed to promoting equality in all areas of employment and to challenging discrimination and stereotyping. We are committed to equal treatment for all Staff and pupils regardless of their race or colour, nationality or national or ethnic origins, religion or belief, sex, sexual orientation, pregnancy or maternity, marital or civil partnership status, gender reassignment, age, and disability (together known as “Protected Characteristics”), as set out in the Equality Act 2010. The School will make every effort to address the needs of those with a disability and will make any reasonable adjustments necessary in accordance with the School’s Equal Opportunities Policy.

#### **This policy’s purpose is to:**

1. Provide equality, fairness and respect for all in our employment, whether temporary, part-time or full-time.
2. Oppose and avoid all forms of unlawful discrimination. This includes pay and benefits, terms and conditions of employment, dealing with grievances and discipline, dismissal, redundancy, parental leave, requests for flexible working, and selection for employment, promotion, training and/or other developmental opportunities.

#### **The School commits to:**

3. Encourage equality and diversity in the workplace.
4. Create a working environment free of bullying, harassment, victimisation and unlawful discrimination, promoting consideration, dignity and respect for all, and where individual differences and the contributions of all staff are recognised and valued.
5. This commitment includes the training of managers and all other employees about their rights and responsibilities under the School’s Equal Opportunities Policy. These responsibilities include staff conducting themselves in a manner which is in line with the Policy and the School’s commitment to provide equal opportunities in employment, and preventing bullying, harassment, victimisation and unlawful discrimination.
6. All staff members should understand that they, as well as their employer, can be held liable for acts of bullying, harassment, victimisation and unlawful discrimination, in the course of their employment, against fellow employees, pupils and the general public.
7. Providing appropriate support and opportunities to all staff and provide them with sufficient opportunity to have training and development needs reviewed regularly as part of the performance management review arrangements. As well providing opportunities for training, development and progress to all staff, who will be supported and encouraged to develop their full potential.
8. Staff Inset Days and Staff Training Meetings provide time for training on a rolling programme of topics, including Health and Safety and Child Protection.
9. Take seriously complaints of bullying, harassment, victimisation and unlawful discrimination by fellow employees, visitors, volunteers, the public and any others in the course of the School’s work.

Such acts will be dealt with as misconduct under the School's Grievance and/or Disciplinary Procedures, and any appropriate action will be taken. Particularly serious complaints could amount to gross misconduct and lead to dismissal without notice.

10. Review and update employment practices and procedures where necessary to ensure fairness and to take account of changes in the law.
11. The ongoing duty to make reasonable adjustments for staff with a disability to ensure they do not suffer a substantial disadvantage in comparison with other non-disabled staff. The School will carefully consider any proposals to provide for auxiliary aids and services in light of a staff member's disability and the resources available to the School. This will include, but is not limited to, consideration of the provision of specialist equipment, job redesign and/or flexible hours.

## **Employment**

12. In accordance with the School's recruitment policy as well as safeguarding criteria, all employees are recruited, trained and promoted on the basis of ability, the requirements of the job and relevant objective criteria. A disability will not of itself justify the non-recruitment of an applicant for a position at the School. Such reasonable adjustments to the application procedures shall be made as are required to ensure that applicants are not disadvantaged because of their disability. For example, where written tests are used, alternative arrangements will be made for visually impaired applicants.
13. Most posts involve substantial opportunity for unsupervised access to children and they are exempt from the Rehabilitation of Offenders Act, 1974. All candidates offered an appointment are required to obtain an Enhanced Disclosure from the Criminal Records Bureau before the appointment if confirmed. In the event that the Disclosure reveals information of concern, it will be discussed with the candidate before a decision is made whether or not to confirm the appointment.

The School's Equality Policy is fully supported by the Higher Management Team and by the school governors. Details of the School's Grievance and Disciplinary Procedures can be found on the Polices Drive.

## **Breaches of this policy**

We take a strict approach to breaches of this policy, which will be dealt with in accordance with our Disciplinary Procedure. Serious cases of discrimination may amount to gross misconduct resulting in dismissal.

If you believe that you have been the subject of discrimination you can raise the matter informally in accordance with the Anti-Harassment and Bullying Policy, or formally through our Grievance Procedure. Complaints will be treated in confidence and investigated as appropriate.

There must be no victimisation or retaliation against staff who complain about discrimination. However, making a false allegation deliberately and in bad faith will be treated as misconduct and dealt with under our Disciplinary Procedure.

Use of the School's Grievance and/or Disciplinary Procedures does not affect an employee's right to make a claim to an employment tribunal within three months of the alleged discrimination.

**Policy reviewed: March 2023**