



Immanuel College

17a Staff Equality and Diversity Policy



The Charles Kalms • Henry Ronson
**Immanuel
College**

HMC Independent Jewish Day School for Children aged 4-18

Academic Excellence
Expert Pastoral Care
Inspiring Jewish Education



The Independent Association
of Prep Schools



STAFF EQUALITY AND DIVERSITY POLICY

Legal Status:

Key documents with which policy is in accordance with:

- Independent School Standards (England) Regulatory Requirements (2014)
- Commentary on Regulatory Requirements 2018
- Keeping Children Safe in Education September 2018
- The Equality Act 2010

Applies to:

This policy applies to the School's employees, whether permanent, temporary, casual, part-time or on fixed term contracts, to former employees, to job applicants and to individuals such as agency staff and consultants and volunteers who are not our employees, but who work at the School.

Main Related Documents:

- Staff Code of Conduct
- Safeguarding Policy and Procedures
- Recruitment & Selection Policy
- Equal Opportunities Policy for Students

Availability:

This policy is available to parents on request from the school Office. It is also available to staff on the school R drive for staff.

Monitoring and Review:

- This policy will be subject to continuous monitoring, refinement and audit by the Head Master.
- The Governors undertake a formal review of this policy for the purpose of monitoring and of the efficiency with which the related duties have been discharged, by no later than one year from the date shown below, or earlier if significant changes to the systems and arrangements take place, or if legislation, regulatory requirements or best practice guidelines so require.

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Signed:

Review due: May 2020

Gary Griffin
Head Master

Prof Anthony Warrens & Edward Misrahi
Joint Chairmen of the Board of Governors

1.0 POLICY STATEMENT

Immanuel College is an equal opportunity employer.

We are committed to ensuring equal opportunities, fairness of treatment, dignity, work-life balance and the elimination of all forms of discrimination in the workplace for all staff and job applicants. We aim to create a working environment in which all individuals are able to make best use of their skills, free from discrimination or harassment, and in which all decisions are based on merit. Immanuel College has therefore adopted this policy as a means of helping to achieve these aims.

A key objective of the policy is so that the School can provide a working environment in which people feel comfortable and confident that they will be treated with respect and dignity.

It is our policy to treat all workers and job applicants and employees equally and fairly. The School will not discriminate on grounds of sex, trans-gender status, pregnancy or maternity, sexual orientation, religion or beliefs, marital status, civil partnership status, race, ethnic origin, colour, nationality, national origins, disability or age, or any other grounds (whether prohibited by legislation or otherwise).

2.0 INTRODUCTION

In order to promote an environment within which the School can call upon the widest possible range of knowledge, skill and experience, as well as ensuring compliance with the relevant legislation and codes of practice, we are committed to achieving and maintaining a workforce which represents the population within our recruitment area in terms of race or

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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”).

Immanuel College will regularly review the operation of our recruitment, promotion, training and development policies to ensure that no applicant for employment or member of staff is disadvantaged by conditions or requirements which cannot be shown to be justifiable.

No staff member or prospective staff member will receive unfair or unlawful treatment on the grounds of a Protected Characteristic, because they are perceived to have a Protected

Characteristic or because they are associated with someone who has a Protected Characteristic. In particular, but not only, in relation to:

- Recruitment and selection
- Promotion and training opportunities
- Benefits, terms and conditions of employment
- Grievance and disciplinary procedures
- Termination of employment including redundancies
- Conduct at work

The principles of non-discrimination and equality of opportunity also apply to the way in which staff must treat visitors, pupils, parents, suppliers and former members of staff.

This equality policy applies to all stages of the recruitment and selection process, as well as throughout individuals’ employment. We strive to achieve a diverse workforce, reflective of the community and beyond that we serve (see Appendix A).

Immanuel College is a Modern Orthodox Jewish School and is registered with the Secretary of State as being of a designated religious character. This may be taken into account when recruiting teaching staff where appropriate to do so.

3.0 IMPLEMENTATION

Immanuel College, with the assistance of the staff, will:

- Break down any barriers to equality of opportunity which may prevent staff members realising their full potential or accessing benefit.
- Advertise vacancies and ensure job selection criteria are appropriate for the job.

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- Promptly and fully investigate all complaints of discrimination and harassment, taking appropriate action where necessary.
- Ensure that all members of staff are fully informed and trained on this Policy.
- Monitor the composition of the School and the effects of its recruitment practices.
- Examine and review existing procedures to ensure they are not discriminatory in their operation.
- Ensure that the language used in official communication reflects the letter and spirit of the policy.

4.0 DIRECT AND INDIRECT DISCRIMINATION

Discrimination by or against an employee is generally prohibited unless there is a specific legal exemption. Discrimination may be direct or indirect and it may occur intentionally or unintentionally.

Direct discrimination occurs when someone is treated less favourably because of one or more of the protected characteristics. Direct discrimination may occur even when unintentional. It may also, in some cases, occur by association ie where a person is put at a disadvantage due to a characteristic of another person.

Indirect discrimination occurs when someone else is disadvantaged by an unjustified provision, criterion or practice that also puts other people with the same protected characteristic at a particular disadvantage, for example, a requirement for GCSE English as a selection criterion. This would have a disparately adverse impact on people educated overseas and may not be justified if all that is needed is to demonstrate a reasonable level of literacy or an equivalent qualification.

5.0 DIGNITY AT WORK

Staff must not engage in any behaviour or conduct which may amount to harassment or bullying of another person at work. Harassment of any kind is regarded as a disciplinary offence and in serious instances may lead to instant dismissal. Further information can be found in our Anti-Harassment Policy.

Harassment may take the form of unwanted conduct which is related to a relevant Protected Characteristic which is perceived as affecting an employee's dignity at work. It may also take the form of unwanted conduct towards someone based on their appearance

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or other personal characteristics which is perceived as affecting their dignity at work. It is not only unwanted physical contact, assault or propositions; it includes suggestive remarks or gestures, graffiti, offensive comments, jokes and banter. Harassment may include bullying, intimidatory behaviour, persistent teasing or constant unfounded criticism of the performance of tasks, unfair allocation of work and responsibilities, or exclusion from normal workplace conversation. It may be directed towards one individual or a group. A single incident can amount to harassment if sufficiently grave.

Victimisation is also prohibited. This is less favourable treatment of someone who has complained or given information about discrimination or harassment, or supported someone else's complaint.

All staff have a duty to act in accordance with this policy and treat colleagues with dignity at all times, and not to discriminate against or harass other members of staff, regardless of their status.

6.0 RECRUITMENT AND SELECTION

This equality policy applies to all stages of the recruitment and selection process, as well as throughout individuals' employment. We strive to achieve a diverse workforce, reflective of the community and beyond that we serve (see Appendix A).

The staffing process is governed by the School's principles of non-discrimination and is designed to achieve best match between, on the one hand, the individual's knowledge and skills, experience and character, and, on the other hand, the requirements of the vacant post, recognising the need for flexibility to respond to changing conditions.

- The capability of the individual to perform in the position will be the major selection criterion but the ability both to work with others and to be trained, coupled with individual potential will be taken into account.
- All applicants will be dealt with courteously and as expeditiously as possible.
- Carefully selected and validated skills and/or tests, including lesson observations, may be used as part of the selection process.
- Appointments will be confirmed on receipt of satisfactory references, DBS checks (and, where applicable, a check of the prohibition order), evidence of medical fitness and satisfactory completion of a probationary period.

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All staff who have a responsibility for recruitment, selection and promotion, or who supervise other staff, will receive equal opportunities training as part of their recruitment training. Other staff will have the opportunity to attend awareness training in equality and the avoidance of discrimination.

7.0 DISABILITY

If you are disabled, or become disabled, we encourage you to tell us about your condition so that we can support you as appropriate.

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.

If you experience difficulties at work because of your disability, you may wish to contact the Director of Human Resources to discuss any reasonable adjustments that would help overcome or minimise the difficulty. The Director of Human Resources may wish to consult with you and your medical adviser about possible adjustments and you may be required to give your consent to a report being produced about your state of health and ability to perform your duties. We will consider the matter carefully and try to accommodate your needs within reason. If we consider a particular adjustment would not be reasonable we will explain our reasons and try to find an alternative solution where possible. Once an adjustment has been made its operation may need to be reviewed at agreed intervals, to assess its continuing effectiveness.

Immanuel College will make such adjustments to work arrangements or School premises as are reasonable to enable a disabled staff member to carry out his or her duties. This will include, but is not limited to, consideration of provision of specialist equipment, job redesign, flexible hours.

Where, during the course of their employment, a disabled member of staff recognises their need for a reasonable adjustment to be made to work arrangements or School premises, he or she should discuss this requirement with the Director of Human Resources and/or the Bursar.

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8.0 FIXED TERM EMPLOYEES

We will monitor our use of fixed term staff and their conditions of service to ensure that they are being offered appropriate access to benefits, training, promotion and permanent employment opportunities.

9.0 PART-TIME WORKERS

The School will monitor the conditions of service of part-time staff and their progression to ensure that they are being offered appropriate access to benefits and training and promotion opportunities. We will also ensure requests to alter working hours are dealt with appropriately under the School's Flexible Working Policy.

10.0 AGENCY WORKERS

The School will monitor agency workers to ensure that they are treated no less favourably than a comparable worker in relation to accessing collective facilities and amenities at the School. The School will also monitor the use of temporary work agencies and subject to the exceptions set out in the Agency Worker Regulations 2010, will ensure that all agency workers have the same basic working conditions they would have been entitled to had they been recruited by the School directly into a comparable role.

11.0 PROCEDURE

If you consider that you have been the recipient of unwanted conduct amounting to harassment, you may want to try to resolve it informally with the other person, either face-to-face or in writing. If this is not appropriate, or has not been successful, you may raise a grievance in accordance with the grievance procedure. All such grievances will be dealt with sensitively and in confidence as far as reasonably practicable to progress the complaint.

If you consider that you have been subject to discrimination of any form, you should inform the Director of Human Resources.

We will seek to ensure that you are not in any way penalised whether directly or indirectly for bringing a complaint and the situation will be monitored to ensure that the harassment has stopped. False or malicious allegations will be treated as a disciplinary offence. Retaliation against a member of staff who complains of harassment can be expected to lead to disciplinary action.

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APPENDIX A

WORKFORCE DIVERSITY

The diversity of our staff is reflected at all levels within our organisation.

Gender

Women and men are fully and properly represented and rewarded for their contribution at all levels of the School through:

- Challenging gender stereotypes
- Supporting staff in balancing their life at work and at home
- Supporting staff who become pregnant and taking active steps to facilitate their return to work after maternity leave

Trans-gender Status

People who plan to undergo, are undergoing, or have undergone gender re-assignment are protected against all forms of discrimination and harassment. Immanuel College will take positive steps to support a trans-gender person and ensure they are treated with dignity and respect.

Marital Status

People are treated fairly and equally in the workplace irrespective of their marital, civil partnership or family status.

Race

The racial and cultural diversity of our communities is represented at all levels of the organisation through:

- Challenging racial stereotypes
- Understanding, respecting and valuing different racial and cultural backgrounds and perspectives.

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Disability

The abilities of disabled people are recognised and valued at all levels of the organisation through:

- Focusing on what people can do rather than on what they cannot
- Challenging stereotypes about people with disabilities
- Making appropriate adjustments in the workplace to help people with disabilities achieve their full career potential.

Age

Age diversity within the workforce is promoted and valued through:

- Challenging age stereotypes
- Recognising the benefits of a mixed-age workforce.

The School does not operate any compulsory retirement age, and each employee may choose for him/herself when to stop working.

Religious Belief and Political Opinion

People are treated fairly in the workplace irrespective of their religious beliefs and practices or political opinions by recognising individual's freedom of belief and right to protection from intolerance and persecution.

HIV

Discrimination against a staff member or potential staff member on grounds that s/he has, or is thought to have, HIV or AIDS is not acceptable, and confidentiality will be respected in line with the wishes of an individual with HIV or AIDS.

Sexuality

People are treated fairly in the workplace irrespective of their sexuality through:

- Respecting different lifestyles
- Challenging negative stereotypical views

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