



# EQUALITY AND DIVERSITY POLICY

Adopted

**TO BE RATIFIED AT THE  
C&PW MEETING 09/02/2017**

To be Reviewed

**FEBRUARY 2019**

## **Seven Hills School**

### **Equality and Diversity Policy**

#### **Rationale**

All people are different and have a unique combination of aptitudes and potential limits to their abilities. This uniqueness should be acknowledged and celebrated by the whole school community. No one should be limited in their access to an appropriate activity on any grounds of race, gender, faith, sexual orientation, physical or intellectual potential.

#### **Aims**

- 1 To ensure that all children/students have equal access to an appropriate curriculum which is not based upon their race, gender, faith, sexual orientation, physical or intellectual potential.
- 2 To enable everyone to contribute to, gain from, and be valued as a member of the school community.
- 3 To respect and celebrate all within the school community for their individuality, whatever their race, gender, faith, sexual orientation, physical or intellectual potential.
- 4 To ensure that all staff are supplied with sufficient information in school to allow them to do their job efficiently.
- 5 To ensure that no member of staff is limited in their employment at Seven Hills by reasons of race, gender, faith, age or sexual orientation.
- 6 To provide an efficient means to investigate any incidents or concerns where the equal opportunities of members of the school community have been compromised

#### **Monitoring and Review**

This policy will be monitored by the Head Teacher.

This policy will be reviewed every two years (or earlier if required following additional guidance received by the school).

## **Guidelines**

1 The school community at Seven Hills consists of both children/students and staff. For reasons of clarity it makes sense to look at these separately, although it is acknowledged that it is sometimes difficult to make this distinction, and aspects of one may equally apply to the other.

## **2 Children/students**

2.1 All children/students within the school will have equality of access to an appropriate curriculum irrespective of their race, gender, faith, sexual orientation, physical or intellectual potential.

2.2 All children/students will have equal access to a broad and balanced curriculum. Planning for curricular activities will be based upon the Long Term Plans, which will be adapted through the Medium Term and Short Term planning structures, to meet the individual needs of the children as identified in the Individual Learning Plans (ILPs).

2.3 Careful consideration will be taken of the activities planned to ensure that stereotypes are avoided and that positive images of all groups are promoted.

2.4 The school building will be constantly monitored to ensure that all teaching areas continue to remain accessible to all children/students.

2.5 The school will ensure that all children/students have access to appropriate resources to meet their individualised programmes of work.

2.6 Timetabling of specialised resources (e.g. computers) will be carefully arranged to ensure that all children/students have access to them in response to their needs.

2.7 At all times, a positive and encouraging ethos will be provided which allows for individual responses and views, and encourages children/students to give their own views and opinions.

2.8 At all times, a respect for the views and opinions of others will be encouraged, between children/students and other children/students, children/students and staff and between staff.

2.9 All staff will be aware of their influence as role models.

2.10 Constant vigilance of equal opportunity issues is essential. Any incidents or concerns will be reported, without delay, to the Head Teacher. These will be written up on an Incident Form [ Appendix 1] available from the School Office or electronically on staff share . These will be investigated and appropriate action taken if/as appropriate.

### 3 Staff

3.1 All staff will have access to participate in the full life of Seven Hills School. No one will be limited in this on the grounds of their race, gender, faith, age or sexual orientation.

3.2 All staff are entitled to as much information about the running and management of Seven Hills School as possible. This will be achieved through:

- Weekly briefing meetings will share information with staff about events in school, forthcoming training and development times, information about students, safeguarding, health and safety, arrangements for whole school events, etc.
- Briefing is open to staff to contribute and share information with their colleagues
- Bulletins and information sent on the school g-mail system
- Distribution of the staff handbook at the start of each academic year
- The Head Teacher will write short reports or statements of guidance on particular issues within the school which will be distributed to all staff
- Copies of appropriate reports written to the Governing Body can be made available (this does not include confidential reports)
- The meeting cycle for development activities for all staff will be available on staff share and weekly notice through briefing
- A whole school calendar of events will be published at the beginning of each academic year and made available to all staff within the school .

3.3 No member of staff will be discriminated against in terms of employment through race, gender, faith, age or sexual orientation.

3.4 We are an equal opportunities employer and we adhere to the principles of equality in all aspects of the recruitment process. We welcome applications for vacant posts from appropriately qualified persons regardless of age, disability, gender reassignment, marriage and civil partnerships, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

3.5 All staff will be given active encouragement to further their own professional development. Seven Hills School aims for a balance between meeting the needs of the School Development Plan and the individual needs of the staff members.

4. Wherever possible, the CPD budget will be used to fund relevant professional development opportunities, which staff feel are of benefit to them and relate directly to their roles and responsibilities.

### Incident Reporting Form

Name:	Date:
Position in School:	
Details of Incident:	
Signed:	

Date of Follow Up Meeting:
Follow Up Actions / Discussion (To be completed by Headteacher)
Headteacher Signature:
Does this information / incident/ outcomes need to be communicated to:
Chair of Governors            [   ] Members of Leadership       [   ] School Staff                    [   ]