

DUNSTONE PRIMARY SCHOOL

POLICY STATEMENT - EQUAL OPPORTUNITIES

1. The Governing Body recognises Plymouth City Council's responsibilities as an employer for setting standards of fair treatment.
2. The Governing Body will provide equal opportunities to any employee or job applicant and will not discriminate either directly or indirectly on the grounds of age, race, colour, ethnic origin, nationality, sex, religion, marital status, sexuality or disability. The Governing Body also affirms its commitment to treat part-time staff as equitably as full-time staff, having regard to national and local conditions of service and to statute.
3. To meet these objectives the Governing Body and Headteacher will ensure that:
 - (a) Selection criteria relate to job requirements and are not discriminatory by asking for inappropriate qualifications or experience.
 - (b) Job descriptions and personnel specifications are not discriminatory.
 - (c) Job advertisements are not without proper reason confined to publications or worded in such a way as to exclude applicants either individually or of a particular group. Advertisements will carry a statement that the Plymouth City Council is an equal opportunity employer. Care should be taken in recruitment procedures to avoid sex, race, social ability/disability discrimination.
 - (d) Every job is open equally to all applicants with the required qualifications except where conditions of privacy, and decency or authenticity apply or in cases where the job involved the provision of personal services.
 - (e) Applications will be dealt with in accordance with the Governing Body's recruitment and selection policy. (See code of practice on recruitment).
 - (f) Where selection tests are used they are validated to ensure they relate directly to the job requirements and/or career requirements and measure an individual's ability to do or train for the particular work or career. Such tests are reviewed regularly to check that they remain relevant and free from bias either in content or scoring.
 - (g) Transfer, promotion and training is open equally to all eligible employees and selection criteria do not exclude applicants from any group.
 - (h) Specific training on recruitment and selection will be undertaken by governors and staff as appropriate, to ensure awareness of the wider implications of discrimination.

4. (a) All employees have personal responsibility for the practical application of the policy and those with responsibility for staff are reminded that they may be held individually accountable for ensuring that no form of discrimination occurs in the recruitment, selection, promotion and training of employees.
- encouragement should be given to provide training for everyone.
 - governors should treat staff equally in relation to performance of jobs involving comparable levels of effort, skill and decision making when awarding any promotion or pay increase.
 - verbal abuse or harassment should not be tolerated.
 - no one should feel the need to conform to a stereotype. Staff should have confidence in their own unique abilities.
 - there should be scope for the expression of individual points of view.
 - active appreciation of all the varying contributions made by staff should be encouraged.
- (b) Enquiries will be made into suspected cases of direct discrimination or acts of commission or omission which lead to indirect discrimination. Any such practices will be stopped and disciplinary action may be taken against the individual(s) concerned.
- (c) The Governing Body has overall responsibility to ensure this policy is consistently applied and each head of department has responsibility for the implementation of the policy in his or her department.
- (d) The School's grievance procedure is available to any employee who considers that he or she may have been unfairly discriminated against. It is important to understand that employees who consider they have failed to secure adequate redress, within the procedure of the Governing Body, may choose to take their case to an industrial tribunal. External applicants who feel they have been unfairly discriminated against may also take their case to an industrial tribunal. In these circumstances complaints can be brought against individual employees as well as the Governing Body and the employing authority.
- (e) The Governing Body will review implementation and the need for monitoring.

Signed Dated