

**Equality and Diversity Policy**

**1. Purpose**

This policy sets out St Botolph’s approach to equality and diversity. The school is committed to promoting equality and diversity and promoting a culture that actively values difference and recognises that people from different backgrounds and experiences can bring valuable insights to the workplace and enhance the way we work.

St Botolph’s aims to be an inclusive school, committed to providing equal opportunities throughout employment including in the recruitment, training and development of employees, and to pro-actively tackling and eliminating discrimination.

**2. Equality and diversity at Monitor**

At St Botolph’s, we consider that equality means breaking down barriers, eliminating discrimination and ensuring equal opportunities and access for all groups both in employment and services.

We consider diversity to mean celebrating difference and valuing everyone. Each person is an individual with visible and non-visible differences and by respecting this everyone can feel valued for their contributions which is beneficial not only for the individual but for St Botolph’s too.

We acknowledge that equality and diversity are not inter-changeable but inter-dependent. There can be no equality of opportunity if difference is not valued and harnessed.

**3. Scope**

The rights and obligations set out in this policy apply equally to all employees, whether part time or full time on a zero hours or fixed-term contract, and also to associated persons such as agency staff, contractors and others employed under a contract of service.

You have a personal responsibility for the application of this policy. As part of your employee induction, you are expected to read and familiarise yourself with this policy, ensure that this policy is properly observed and fully complied with.

**4. St Botolph’s commitment**

Every employee is entitled to a working environment that promotes dignity, equality and respect for all. St Botolph’s will not tolerate any acts of unlawful or unfair discrimination (including harassment) committed against an employee, contractor, job applicant or visitor because of a protected characteristic:

• sex;

• gender reassignment;

• marriage and civil partnership;

• pregnancy and maternity;

• race (including ethnic origin, colour, nationality and national origin);

• disability;

• sexual orientation;

• religion and or belief; and

• age.

Discrimination on the basis of work pattern (part-time working, fixed term contract, flexible working) which is unjustifiable will also not be tolerated.

All employees will be encouraged to develop their skills and fulfil their potential and to take advantage of training, development and progression opportunities in St Botolph’s. Selection for employment, promotion, training, or any other benefit will be on the basis of aptitude and ability.

No form of intimidation, bullying or harassment will be tolerated. If you believe that you may have suffered discrimination because of any of the above protected characteristics, you should consider the appropriateness and feasibility of attempted informal resolution by discussion in the first instance with your line manager or another colleague in a relevant position of seniority. Allegations regarding potential breaches of this policy will be treated in confidence and investigated in accordance with the appropriate procedure. St Botolph’s will ensure that individuals who make such allegations in good faith will not be victimised or treated less favourably by Monitor as a result. However, false allegations of a breach of this policy which are found to have been made in bad faith will be dealt with under St Botolph’s **Discipline Policy**.

A person found to have breached this policy may be subject to disciplinary action under St Botolph’s **Discipline Policy**.

**5. When does this policy apply?**

This policy applies to all conduct in the workplace and also to conduct outside of the workplace that is related to your work (e.g. at meetings, social events and social interactions with colleagues) or which may impact on St Botolph’s reputation (e.g. the expression of views on social media, contrary to the commitments expressed in this policy, that could be linked to St Botolph’s).

We set out below some specific areas of application:

**a) Recruitment**

Selection for employment at St Botolph’s will be on the basis of aptitude and ability. St Botolph’s will capture applicants’ diversity demographics as part of its recruitment processes to promote the elimination of unlawful discrimination.

**b) Training**

You may also be required to participate in training and development activities from time to time, to encourage the promotion of the principles of this policy.

**c) Promotion**

All promotion decisions will be made on the basis of merit, and will not be influenced by any of the protected characteristics listed above. Promotion opportunities will be monitored to ensure equality of opportunity at all levels. Where appropriate, steps will be taken to identify and remove unnecessary or unjustifiable barriers to promotion.

**d) During employment**

The benefits, terms and conditions of employment and facilities available St Botolph’s employees will be reviewed on a regular basis to ensure that access is not restricted by unlawful means and to provide appropriate conditions to meet the special needs of disadvantaged or under-represented groups.

**EQUALITY AND DIVERSITY DECLARATION:**

I have read and understood St Botolph’s **Equality and Diversity Policy** and agree to work to the expected standards. Regardless of my background and circumstances, I agree to treat all colleagues and visitors with respect and dignity while carrying out the duties and responsibilities of my role at St Botolph’s CE Primary School.

Signature………………………………………………………………………………………

Date: September 2019.

Mrs D Wilson