

MANCHESTER HEALTH ACADEMY

EQUALITY AND DIVERSITY POLICY

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Approval History

Approved By:	Date of Approval	Version Approved	Comments
DCSF	12 th June 2009	V2	Base Document
Governing Body	3 Dec 2015	V3	Approved
Finance & Audit Committee	26 April 2018	V4	Approved

Revision History

Revision Date	Next Revision Date	Rev	Summary of Changes	Changes Marked	Owner/Editor
Nov'15		V3	Rewrite of policy, bringing student and staff policies together, and also updating to take into consideration the requirements of the Equality Act 2010	N	TM
Apr'18	Apr'20	V4	Change of job title to Welfare Coordinator in S7.3.2	N	TM

Review History

Reviewed Date	Rev
06/10/11	V2

1. Purpose

Manchester Health Academy (MHA) believes in the equal value of all people and is committed to building an inclusive culture that supports all staff and pupils in reaching their full potential in an environment that is free from discrimination. This policy therefore sets out our commitment, both as an employer and as an education provider, to the provision of an environment which values people's differences. This involves having respect for all individuals, treating them with dignity, courtesy, fairness and consideration, welcoming and accepting differences, and aiming to wherever possible meet people's needs.

2. Scope

The principle of non-discrimination will inform all aspects of the Academy in all our dealings with students, prospective students, staff, prospective staff, parents and others involved with the Academy, including members of the community using Academy facilities. All governors, staff and pupils are therefore expected to abide by this policy. Any outside contractors, agencies or other third parties exercising functions or duties on our behalf are also required to comply with this duty.

3. Responsibility

- 3.1 The Governing Body has overall responsibility for ensuring the Academy complies with the appropriate equality legislation and regulations.
- 3.2 The Principal is responsible for implementing the policy; for ensuring that all staff are aware of their responsibilities and are given appropriate training and support; and for taking appropriate action in any cases of unlawful discrimination.
- 3.3 Leadership and management are responsible for addressing issues of discrimination and ensuring that there are effective procedures for reporting and responding to such incidents. They must also ensure that appropriate arrangements exist to monitor the performance of potentially disadvantaged students and that strategies are effectively put in place to raise performance, aspirations and self-esteem.
- 3.4 Teachers are responsible for ensuring that:
 - teaching styles, methods, language, questioning and classroom management includes and engages all students;
 - suitable resources are chosen which motivate and are sensitive to different groups, cultures and backgrounds;
 - stereotypes and what are thought to be stereotypical activities are effectively challenged;
 - teaching strategies are reviewed in relation to variations in learning and attainment and in the light of known good practice; and
 - they are aware of possible cultural assumptions and bias within their attitudes.
- 3.5 Every employee regardless of position or authority has personal responsibility for the implementation of this policy and must deliver this commitment by:
 - living our values;
 - respecting each other;
 - being ambitious for all;
 - talking and listening to our students, staff and community;

- providing our students with the opportunity to explore diversity, human rights and difference;
- providing support to all our students and staff so they can be their best;
- dealing with and reporting any prejudice- related incidents that may occur.

3.6 Students are expected to:

- treat each other with respect and courtesy;
- explore diversity with a healthy and positive approach;
- value diversity;
- speak out if they witness or are subject to any inappropriate language or behaviour or feel that they have been treated unfairly.

4. Our Approach

4.1 MHA is committed to equality, diversity and inclusion of students, staff, carers/families, governors and the communities we serve. Our Academy will be a place to study and work where staff and students will reach their full potential in an environment free from discrimination.

4.2 We are committed to providing an exceptional education provision to our students. We will ensure that whatever aptitude or level of ability, our students are presented with a variety of educational and social opportunities which sensitively challenges and supports each of them to maximise their development. We will not tolerate any discriminatory actions that obstruct access to, or effect delivery of this provision and welcome our duty under the Equality Act 2010 to eliminate discrimination; to advance equality of opportunity; and to foster good relations.

4.2 We are fully committed to ensuring that people who work for MHA, or who study here, are treated fairly and with respect, irrespective of their difference, including but not exclusively: age, disability, gender, gender reassignment, marital status, race, religion or belief, pregnancy and maternity, sex, or sexual orientation, and that discrimination (in any of its forms) does not occur.

4.3 Our workforce is diverse and we work on the basis that everyone is different and that people should be valued as individuals. We embrace the fact that people from different backgrounds can bring fresh ideas and perceptions, which can make our education provision better, and therefore we work hard to create an inclusive environment to nurture our employees and students.

4.4 Any employee who is found to have discriminated against a colleague, a student or a member of the public will normally be dealt with under the Academy's disciplinary procedure.

5. The General Equality Duty and Public Sector Duty

The Equality Act 2010 has introduced a single equality duty on all public bodies, including academies, which has 3 main elements:

- eliminate discrimination, harassment and victimisation and other conduct prohibited by the act;
- advance equality of opportunity between people who share a protected characteristic and those who don't (this can be achieved by removing or minimising disadvantage, taking

- steps to meet different needs and encouraging participation when it is disproportionately low);
- foster good relationships between people who share a protected characteristic and those who do not.

MHA will therefore have due regard to the above equality considerations in all its policies and decision making processes.

6. MHA Principles

In fulfilling our legal obligations, we are guided by five principles:

- Principal 1: All students, potential students, their parents/carers and members of staff are of equal value.
- Principal 2: We recognise and respect difference
- Principal 3: We foster positive attitudes and relationships and a shared sense of cohesion and belonging
- Principal 4: We aim to grow a culture of inclusion and to remove, or as a minimum, reduce inequality and barriers that already exist
- Principal 5: We base our policies and practices on sound evidence

7. Students

7.1 Admissions and exclusions

Our admissions arrangements are fair and transparent and do not discriminate on the grounds of protected characteristics or socio-economic factors. Exclusions will always be based on the Academy's Behaviour Policy. We will closely monitor exclusions to avoid any potential adverse impact and ensure any impartiality is identified and dealt with.

7.2 Teaching and Learning

We aim to provide all our students with the opportunity to succeed and to reach the highest level of personal achievement by:

- ensuring all students have equal access to all Academy curriculum programmes of study throughout each Key Stage, and non compulsory courses, according to aptitude and ability;
- being committed to full educational inclusion (see SEN policy);
- collecting and recording information on the take up of courses, attainment, behaviour and other student data, which will be analysed by gender, ethnic background and ability thus allowing the Academy to take appropriate action to address any gap;
- ensuring all subjects have equality of opportunity at their core, making explicit references within schemes of work and medium and long term learning plans to ensure full progress;
- ensuring all Academy Improvement Plans will act to improve the learning of students according to this analysis;

- creating positive attitudes and developing awareness for equality of opportunity through specific teaching via PSHE which promotes attitudes and values that will challenge racist and other discriminatory behaviour or prejudices;
- seeking to involve all parents/carers in supporting their child's education.

7.3 Rules and procedures

7.3.1 Academy rules and the code of conduct for students clearly and explicitly forbids the verbalisation or vocalisation of discrimination. Breaches of these rules will be swiftly dealt with in line with the Academy's Behaviour Policy.

7.3.2 Harassment and bullying is not tolerated by MHA. Any incident will be dealt with swiftly generally by the Welfare Coordinator, who will speak to any students involved and contact the parents/carers as appropriate. Victims will be supported and reassured and appropriate sanctions will be applied to the perpetrators, up to an including exclusion, dependent on the circumstances.

8. **Staff**

8.1 Recruitment

8.1.1 The Academy strives to ensure that recruitment and selection procedures are free from bias, affording each individual an equal opportunity to be considered and selected. We ensure that job advertising avoids stereotyping or using words that may discourage groups with a particular characteristic from applying. We believe that recruitment decisions should be based on an individual's ability to do the job and that performance should only be judged against objective, work related criteria. The Academy is however concerned to ensure, wherever possible, that the staffing of the Academy reflects the diversity of our community. Therefore positive action measures may be taken in accordance with relevant anti-discrimination legislation to encourage applicants from under-represented groups, should this be deemed necessary.

8.1.2 The selection criteria and processes for recruitment will be kept under review to ensure that there is no unjustifiably discriminatory impact on any particular group.

8.2 Employment

8.2.1 All Academy policies and procedures apply equally to all staff and are kept under review to ensure that there is no unjustifiably discriminatory impact on any particular group.

8.2.2 The Academy is committed to ensuring all staff meet their full potential and have equal access to training, education and development opportunities. All staff will be made aware of opportunities for promotion and are equally encouraged to apply for promotion posts. However, when appropriate, we may take relevant positive action measures (as permitted by the anti-discrimination legislation) to provide special training and support for groups which are under-represented in the workforce to encourage them to take up training and career development opportunities.

8.2.3 Where employees have particular cultural and religious needs, the Academy will consider whether it is reasonably practical to vary and/or adapt work requirements to meet these needs. Consideration will also be given to requests for leave for other

religious or cultural events, taking into account the service needs and our leave of absence policy provisions.

- 8.2.4 Employees with disabilities or whose circumstances change in the course of their employment should inform the Academy of any “reasonable adjustments” to their employment or working conditions which they consider to be necessary or which they consider would assist them in the performance of their duties. Careful consideration will be given to any proposals of this nature and, where reasonable, such adjustments will normally be made.
- 8.2.5 It is also recognised that flexibility may be required to facilitate staff to meet personal commitments, such as looking after an ill relative, and such requests will be seriously considered, in line with our other policies and guidelines.

9. Procedures for handling complaints of discrimination

- 9.1 The Academy will treat seriously all complaints of unlawful discrimination on any of the protected grounds, made by staff, students or other third parties and will take appropriate action, where necessary.
- 9.2 In the event that an employee feels he/she has suffered discrimination in any way, the Academy’s Grievance Procedure should be utilised.
- 9.3 The procedure to be used for handling allegations of harassment or bullying is detailed in the Harassment and Bullying Policy.
- 9.4 All complaints will be investigated in accordance with the relevant procedure and the complainants will be informed of the outcome.
- 9.5 Individuals found to have verbalised and/or carried out an act of discrimination will be handled under the appropriate procedure (i.e. staff – Disciplinary Policy, students – Behaviour Policy).

10. Monitoring

- 10.1 The Academy will monitor the number and outcome of complaints of discrimination made by staff, students and other third parties.
- 10.2 All employees and job applicants will be asked to complete an equalities monitoring form. MHA guarantees that this form will be used for the purpose of monitoring the effectiveness of its equal opportunities policy only. Monitoring will take place by analysing data and the workforce profile will be used to help monitor equal opportunities.

11. Reporting on Equality Compliance

In order to comply with the requirements of the public sector equality duty, we will:

- collect and publish academy equality information annually
- publish one or more equality objectives, which will be reviewed at least every four years.

12. General Principles

- 12.1 This policy is for guidance only and does not form part of an employee's contract of employment, and may therefore be amended at any time.
- 12.2 MHA is committed to ensure that staff feel able to raise concerns and no individual will be penalised for raising such a grievance unless it is found to have been made in bad faith. Misuse of the grievance procedure will not be tolerated and could lead to disciplinary action.
- 12.3 Any employee who harasses any other employee on the grounds of a protected characteristic as set out in the Equality Act 2010 will normally be subject to the Academy's disciplinary procedure. In serious cases, such behaviour may be deemed to constitute gross misconduct and, as such, may result in summary dismissal.

13. Related Documents

Please note that the following policies are also available:

Anti-Bullying Policy
Code of Conduct for Employees
Disciplinary Policy
Flexible Working Policy
Grievance Policy
Harassment and Bullying Policy
Leave of Absence Policy
SEN Policy