

EQUAL OPPORTUNITIES POLICY

Rooted in Christ and Catholic tradition and under the guidance of its patron, St Edmund's aims to realise the God-given potential, in body, mind and spirit, of all members of its community through service and leadership.

Avita Pro Fide !

St Edmund's is committed to ensuring the welfare and protection of children in its care and this commitment is a fundamental part of the role of every person employed by St Edmund's.

St Edmund's (the 'College') is an equal opportunities employer. All members of our community, whatever their function, status or ability, should be held in equal esteem.

In order to promote an environment within which the College can call upon the widest possible range of knowledge, skill and experience, as well as ensuring compliance with relevant legislation and codes of practice, it is our policy not to discriminate against our workers or students on prohibited grounds.

These prohibited grounds are known as "protected characteristics", and include age, disability, gender reassignment, marital or civil partner status, pregnancy or maternity, race, colour, nationality, ethnic or national origin, religion or belief, sex or sexual orientation.

This policy is for guidance only and shall be provided to all workers, but does not form part of any employee's contract of employment. This policy applies to all aspects of employment with the College, including recruitment, pay and conditions, training, appraisals, promotion, conduct at work, disciplinary and grievance procedures and termination of employment.

1 Discrimination

You must not unlawfully discriminate against or harass other people including current and former employees, job applicants, parents, students, suppliers, work-related contacts and visitors. This applies within and outside the College including on College related trips or events, including social events.

The following forms of discrimination are prohibited under this policy and are unlawful:

Direct discrimination: treating someone less favourably because of a protected characteristic. For example, rejecting a job applicant because she is pregnant.

Indirect discrimination: a provision, criterion or practice that applies to everyone but adversely affects people with a particular protected characteristic more than others, and is not justified.

Harassment: this includes sexual harassment and other unwanted conduct related to a protected characteristic, which has the purpose or effect of violating someone's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for them. Harassment is dealt with further in the College's Dignity at Work Policy.

Victimisation: retaliation against someone who has complained or has supported someone else's complaint about discrimination or harassment.

Disability discrimination: this includes direct and indirect discrimination, any unjustified less favourable treatment because of the effects of a disability, and failure to make reasonable adjustments to alleviate disadvantages caused by a disability.

2 Recruitment and Selection

The staffing process is governed by the College's Safer Recruitment and Selection Policy. It is designed to achieve the 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.

3 Disability

If you are disabled or become disabled, we encourage you to tell us about your condition so that we can consider what reasonable adjustments or support may be appropriate. We will make such adjustments to work arrangements or 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 the provision of specialist equipment, role redesign, retraining and 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 College premises, he or she should discuss this requirement with the HR Director. The expertise of the disabled staff member concerning their own disability will be recognised, although the College reserves the right to request independent medical opinion where appropriate.

Once an adjustment has been made its operation may need to be reviewed at agreed intervals, to assess its continuing effectiveness.

Applicants are encouraged to inform the College about a disability early on in the recruitment process, in order that reasonable adjustments or appropriate support may be considered. A disability will not justify the non-recruitment of an applicant. Such reasonable adjustments to the recruitment procedure 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.

Before an applicant is judged, because of a reason related to their disability, to have failed to meet the requirements of a job description and person specification, or to have been less suitable than other applicants, full consideration will be given to whether reasonable adjustments can be made which will counteract this disadvantage.

4 Part-Time and Fixed-Term Work

Part-time and fixed-term employees should be treated the same as comparable full-time or permanent employees and enjoy no less favourable terms and conditions (on a pro-rata basis where appropriate), unless different treatment is justified.

Specifically, part-time teachers' pay is calculated with reference to the full-time equivalent. Timetables for each academic year are always complex and impact on all staff. Given the changing nature of staffing and subject demand each year, working hours cannot be guaranteed year on year, but we do try our best to accommodate part-time staff and maintain an agreed percentage of full time teaching wherever possible. A part-time teacher's salary will always reflect working timetabled Periods and Period 7 hours for each academic year.

Salaries for part time teaching staff are currently calculated based on the percentage of a full time teacher's working week. We work in a fortnightly 'cycle' of 7 teaching periods per day (70 periods per cycle).

A full time teacher is allowed 20% non contact time, which equals 14 teaching periods per cycle. They would therefore be timetabled for 56 contact periods (including period 7s). Although not always the case, this would usually be broken down into 48 periods 1-6 and 8 period 7s per cycle (24 teaching periods and 4 period 7s per week).

Part time teachers' salaries are calculated as the appropriate percentage of the above. For example, a teacher working 29 periods 1-6 and 4 period 7s per cycle, would be paid 60% of the full time equivalent salary.

Where a teacher is being paid – for example – 50% of their full time equivalent salary, but is not actually working the requisite periods and so is being overpaid, the College will try and ensure that additional period 7s can be offered, or other timetabled contact time (such as King Room Supervision) in order to bring their timetable to the correct level.

The College must calculate salaries consistently. It may happen, therefore, that if a teacher cannot work additional periods in order to bring their timetable to the correct percentage to match their salary, the College will have to reduce salary accordingly.

5 Training and Development

Structured training and development (INSET) at all levels within the College is essential to the efficient and effective delivery of high quality education and operation of our support services and the development of the individual.

The College aims to ensure that all employees have the knowledge, skills and experience to satisfactorily meet the required standards of job performance.

Training needs will be identified through the College's Appraisal system. You will be given appropriate access to training to enable you to progress within the College and all promotion decisions will be made on the basis of merit.

6 Equal Opportunities for Students

The College, as a caring, Catholic community, aims to develop the talents of every child to achieve their potential and will ensure that no one receives less favourable treatment on prohibited grounds.

Adequate support will be provided for students who have special educational needs, including those whose first language is not English.

Teaching must promote fundamental British values and not discriminate against pupils on the basis of the protected characteristics. Advice about how to avoid discriminating unlawfully is available from the website of the Equality and Human Rights Commission.

All staff, including teachers, are expected to respect the rights of others and to respect those with different beliefs; expressing a view in an unprofessional way that involves singling out students on grounds of sexuality, or presenting extreme views without balance on a topic, would be considered inappropriate. Any member of staff found to be discriminating in any way

against a student or failing to follow College procedures, shall be dealt with under the College's Disciplinary Policy, which may result in dismissal.

The College will ensure that boarders will not experience inappropriate discrimination because of differences arising out of gender, pregnancy or maternity, disability, race, religion or belief, cultural background, linguistic background, special educational need/s, sexual orientation, gender reassignment or academic or sporting ability. These factors must be taken into account in the care of all boarders, so that care is sensitive to different needs. The College's plan in relation to PSHE (personal, social health and economic education) encourages respect for other people, with particular regard to the protected characteristics, in order to promote respect and a culture of tolerance and diversity among students. Students must be encouraged to respect other people, even if they choose to follow a lifestyle that one would not choose to follow oneself.

7 Breaches of this Policy

We take a strict approach to breaches of this policy, which will be dealt with under our Disciplinary Procedure. Serious cases of deliberate discrimination may amount to gross misconduct resulting in dismissal.

If you believe that you have suffered discrimination, or identify a breach of this policy, you can raise the matter through our Grievance Procedure or through our Dignity at Work Policy as appropriate. Complaints will be treated in confidence and investigated as appropriate.

There must be no victimisation or retaliation against staff who complain about discrimination. However, making a false allegation deliberately and in bad faith will be treated as misconduct and dealt with under our Disciplinary Procedure.

Frequency of review: 3 years
Policy last reviewed: April 2017
Next review date: April 2020