

# Equal Opportunities Policy

## Preamble

This model Equal Opportunities Policy has been determined by the Local Authority in agreement with recognised trade unions, teachers' associations and the Governors' Council. This policy is recommended to schools for adoption.

## Purpose

To promote equal treatment for **all** members of staff or job applicants irrespective of race, colour, sexual orientation, nationality, ethnic origin, religion, political belief, disability, age, gender or marital status and to ensure that this is managed in such a way that Helston Community College complies with Equal Opportunities legislation and Codes of Practice.

## Scope

All established and temporary members of staff and all job applicants. This policy has particular relevance to all those concerned with recruitment, training and promotion.

## Policy Statement

The Governing Body of Helston Community College staff is committed to providing equality of opportunity. All members of staff have a part to play in achieving this and College leaders will ensure that individuals are aware of their personal responsibility to observe and support the Equal Opportunities Policy.

No member of staff, or prospective member of staff, should receive unfair or unlawful treatment due to race, colour, ethnic or national origin, gender, age, sexual orientation, disability, marital status or religious or political beliefs.

College Leaders will seek to identify and act upon any unfair or unlawful discrimination which denies an individual opportunity on any of the criteria mentioned above. Existing staff and job applicants have the right to complain about unlawful discrimination through the appropriate procedures which are set out in the Complaints/Alleged Breaches section of this policy document.

Active steps will be taken to ensure that the policy is implemented and regularly reviewed.

College Leaders will:

- make the best possible use of skills, talents and abilities of all staff; and
- demonstrate commitment to equal opportunities initiatives

Whilst the emphasis in this policy is on the fair and equal treatment of all staff, the principle of creating an environment which eliminated discrimination applies equally to the treatment of students, Governors, suppliers and other people who have contact with the school.

### **Adherence to Policy**

It is the responsibility of the Governing Body, Headteacher and line managers to:

- ensure that within areas of responsibility the standards established within this policy are followed
- contribute to the development of an Equal Opportunities Action Plan;
- review the effectiveness of the policy and all related Action Plans and provide feedback to the Director of Children, Schools & Families

All members of staff must:

- co-operate with any measures introduced to ensure equal opportunity;
- report any suspected discriminatory acts or practices to their line manager
- not persuade or attempt to persuade others to practice unlawful discrimination;
- not victimise anyone as a result of them having report or provided evidence of discrimination;
- not harass, abuse or intimidate others on account of their race, gender, etc;
- not lobby job applicants in an attempt to discourage them from applying or taking up a post

### **Complaints/Alleged Breaches**

Any member of staff wishing to raise a complaint should do so, in writing, to the Headteacher within 15 working days (i.e. school days), providing details of the alleged incident. An investigation will then be conducted by a member of the Governing Body who has not been previously involved in the selection procedure. The individual will receive written notification as to the outcome.