

EQUALITY, DIVERSITY AND INCLUSION POLICY FOR STAFF

We want Downe House to be an inclusive and supportive place to work. We are committed to encouraging equality, diversity and inclusion (EDI) among all members of the School community, and eliminating unlawful discrimination.

The aim is for our staff to be representative of all sections of society, and for each staff member to feel respected, respect others and be able to give their best.

The School is also committed against unlawful discrimination of staff, pupils, families, visitors and other key stakeholders.

The School aims to embed equality, diversity and inclusion in all its activities.

The purpose of the Policy is to:

- To provide equality, fairness and respect for all in our employment, whether temporary, voluntary, part-time or full-time.
- To provide equality, fairness and respect for all pupils and their families.
- To not unlawfully discriminate under the Equality Act 2010 protected characteristics of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race (including colour, nationality, and ethnic or national origin), religion or belief, sex and sexual orientation.
- To oppose and avoid all forms of unlawful discrimination. This includes in pay and benefits, terms and conditions of employment, dealing with grievances and discipline, dismissal, redundancy, leave for parents, requests for flexible working, and selection for employment, promotion, training or other developmental opportunities.

Definitions – What is Equality, Diversity and Inclusion?

Equality

Equality is about ensuring that every individual has an equal opportunity to make the most of their lives and talents. It is also the belief that no one should have poorer life chances because of the way they were born, where they come from, what they believe, or whether they have a disability. Equality recognises that historically certain groups of people with [protected characteristics](#) such as race, disability, sex and sexual orientation have experienced discrimination.

Review Date: March 2022 – Director of Human Resources

Diversity

Diversity is about recognising difference and understanding and respecting those differences. It is acknowledging the benefit of having a range of perspectives in decision-making, widening participation and making a workforce representative of the organisation's service users and society as a whole.

Inclusion

Inclusion is where people's differences are valued and used to enable everyone to thrive at work. An inclusive working environment is one in which everyone feels that they belong without having to conform, that their contribution matters and they are able to perform to their full potential, no matter their background, identity or circumstances. An [inclusive workplace](#) has fair policies and practices in place and enables a diverse range of people to work together effectively

Our Policy

1. Downe House will aim to promote a culture that encourages equality, diversity and inclusion in all aspects of our work.
2. We will aim to create a working environment free of bullying, harassment, victimisation and unlawful discrimination, promoting dignity and respect for all, and where individual differences and the contributions of all staff, pupils and other stakeholders are recognised and valued.
3. Our commitment to EDI includes training all our employees about their rights and responsibilities under the Equality, Diversity and Inclusion Policy, and their responsibility to promote best practice, and challenge bias.
4. Staff will have a responsibility to conduct themselves in a way that helps the School provide equal opportunities in employment, and prevents bullying, harassment, victimisation and unlawful discrimination of everyone in the School community including colleagues and pupils.
5. All staff should understand they, as well as Downe House, can be held liable for acts of bullying, harassment, victimisation and unlawful discrimination, in the course of their employment.
6. Everyone in the School community should feel able to raise any issues and concerns without fear of prejudice or reprisal
7. The School will take seriously complaints of bullying, harassment, victimisation and unlawful discrimination. Such acts will be investigated and dealt with as misconduct under the School's grievance and/or disciplinary procedures, and appropriate action will be taken. Particularly serious complaints could amount to gross misconduct and lead to dismissal. Some serious complaints may also be a criminal matter.

8. The School will make opportunities for training, development and progress available to all staff, who will be helped and encouraged to develop to their full potential.
9. The School will review employment practices, procedures and policies when necessary to ensure fairness, and also update them to take account of changes in the law.
10. Recruitment and employment decisions will be made based on fair and objective criteria. The School will normally ensure that job vacancies are widely advertised and/or publicised so that the broadest range of candidates can apply. The School's selection procedures will be reviewed from time to time to ensure they are appropriate.
11. We will regularly collect, monitor and analyse diversity data and we will monitor the make-up of the workforce in order to encourage equality, diversity and inclusion, and in meeting the aims and commitments set out in the Equality, Diversity and Inclusion Policy.
12. Monitoring will also include assessing how the Equality, Diversity and Inclusion Policy, and any supporting action plans, are working in practice, reviewing them annually, and considering and taking action to address any issues.

Revision History:

Revision	Date	Description of changes	Requested By
	January 2016	Reviewed	Kate Tuttle
	January 2017	Reviewed	Kate Tuttle
	January 2018	Reviewed	Kate Tuttle
	January 2019	Reviewed	Kate Tuttle
	January 2020	Reviewed	Kate Tuttle
	March 2021	Reviewed and updated	Kate Tuttle
	March 2022	Reviewed	Kate Tuttle

Review Leader: Director of Human Resources
Reviewed: March 2022
Next Review: March 2023