



# Equality, Diversity and Inclusion Policy

**This policy was approved by Trustees: September 2022**

**Graeme Brook Chair of Trustees**

**This policy was adopted: November 2020**

**This policy will be reviewed annually on or before September 2023**

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## **Mission Statement**

- 1.1 Humber Education Trust (“the Trust”) is committed to equality and valuing diversity and actively supports practices that promote genuine equality of opportunity for all staff, pupils and visitors.
- 1.2 The Trust is committed to promoting a positive and diverse culture in which all staff and pupils are valued and supported to fulfil their potential irrespective of any protected characteristic
- 1.3 The Trust recognises its obligations under the Equality Act 2010 and are committed to promoting the equality and diversity of all those we work with especially our employees, pupils and visitors. We oppose all forms of unlawful and unfair discrimination, bullying and harassment and will make every effort to comply with the requirements of the Equality Act 2010 and its subsequent provisions.
- 1.4 Humber Education Trust is committed to providing high quality teaching and learning for our pupils. We recognise that by valuing and promoting equal opportunities in employment for all employees and job applicants, and avoiding unlawful discrimination in employment and delivery of services, we will be able to deliver first class education.
- 1.5 We aim to create a working environment in which all individuals are able to make best use of their skills, free from discrimination or harassment, and in which all decisions are based on merit. We also value diversity and recognise the varied contributions that a diverse workforce brings to an organisation; we are committed to drawing on different perspectives and experiences of individuals which will add value to what we do.
- 1.6 We will ensure that we do not discriminate against pupils, visitors or employees on the basis of age, disability, gender reassignment, marital or civil partner status, pregnancy or maternity, race, religion or belief, sex or sexual orientation (the protected characteristics).
- 1.7 The principles of non-discrimination also apply to how we expect our employees to treat our employees, pupils, parents and carers, visitors, clients, customers, suppliers and former employees regardless of whether the legal protection of having a protected characteristic applies.
- 1.8 This policy complies with the requirements of the Equality Act 2010. Under the general public sector equality duty of the Equality Act 2010, our Schools/Trust must have due regard to the need to:
  - 1.8.1 eliminate discrimination, harassment and victimisation;
  - 1.8.2 advance equality of opportunity between people who share a protected characteristic and those who do not; and
  - 1.8.3 foster good relations between people who share a protected characteristic and those who do not.

The duty covers the protected characteristics of race, disability, sex, age, sexual orientation, religion or belief, pregnancy and maternity and gender reassignment. The first part of the duty - the duty to eliminate discrimination, harassment and victimisation - also applies to the protected characteristic of marriage and civil partnership. As part of our duty we publish on our website, information relating to any persons who share

a relevant protected characteristic who are affected by our policies and practices. We will also publish gender pay gap reporting in line with the regulations.

- 1.9 As part of the application of this policy, the Humber Education Trust may collect, process and store personal data and special categories of data in accordance with our data protection policy. We will comply with the requirements of **Data Protection Legislation** (being (i) the General Data Protection Regulation ((EU) 2016/679) (unless and until the GDPR is no longer directly applicable in the UK) and any national implementing laws, regulations and secondary legislation, as amended or updated from time to time, in the UK and then (ii) any successor legislation to the GDPR or the Data Protection Act 1998, including the Data Protection Act 2018) in relation to how we collect, hold and share personal data.

## **2 Publication of Information and Equality Objectives**

- 2.1 The Trust acknowledges its legal duties to publish information on compliance with the three strands of the public sector equality duty and, in addition, to publish specific and measurable equality objectives.
- 2.2 The Trust will work across the academy communities to analyse data and existing practices to set out the actions taken in compliance of the equality duty and to inform the setting of relevant equality objectives to support the development of the academy and its community.
- 2.3 The information on the equality duty will be updated annually and the objectives every 4 years. The Equality Action Plan is published on each academy's website.

## **3 Implementation, monitoring, evaluation and review**

- 3.1 The designated senior member of staff with overall responsibility for the implementation, monitoring and evaluation of the 'Equality, Diversity and Inclusion Policy' in each school is the CEO (Trust) and Principal/Headteacher (School).
- 3.2 Additional support would also be provided to any parent or significant person, wishing to know more about the policy and procedures outlined above. A copy of this policy document is available for inspection on each school's premises during office hours and an electronic copy is posted on the school website.
- 3.3 This policy is reviewed annually by Trust in consultation with the recognised trade unions. We will monitor the application and outcomes of this policy to ensure it is working effectively.
- 3.4 The effectiveness of this policy will be assessed using a self-evaluation framework and an assessment of progress against targets identified in each school's Equality Action Plan together with stakeholder views. Following this evaluation, recommendations will be made for changes to the policy and action planning for the future to continue to improve the culture of equality, diversity and inclusion for all within the school.

## Appendix A - Employees

### **4 Scope and purpose**

- 4.1 This policy covers all individuals working at all levels and grades in the Humber Education Trust, including governors, Head Teacher/Principal, senior leadership, employees, consultants, contractors, trainees, part-time and fixed-term employees, volunteers, casual workers and agency staff (collectively referred to as **employees** in this policy).
- 4.2 This policy applies to all aspects of the employment relationship and covers job advertisements, recruitment and selection, training and development, opportunities for promotion, conditions of service, pay and benefits, conduct at work, disciplinary and grievance procedures, and termination of employment. It also applies to former employees for example in the provision of employment references. This policy focuses on employment and does not cover the provision of services to our pupils.
- 4.3 The purpose of this policy is to set out our approach to equal opportunities, how we will tackle discrimination and how we will put our commitment into action and comply with the law, to ensure that equality and diversity is promoted in the workplace and our employees are not subject to and do not commit unlawful acts of discrimination.
- 4.4 This policy has been implemented following consultation with the recognised Trade Unions. It has been formally adopted by the Trust.
- 4.5 This policy does not form part of any employee's contract of employment and may be amended at any time.

### **5 Roles and responsibilities**

- 5.1 The Board of Trustees has overall responsibility for this policy and for ensuring compliance. Day-to-day operational responsibility for this policy has been delegated to the CEO (Trust) and Principal/Headteacher (School).
- 5.2 All senior leaders must set an appropriate standard of behaviour, lead by example and ensure that those they manage adhere to the policy and promote our aims and objectives with regard to equal opportunities. Senior leaders will be given appropriate training on equal opportunities awareness, and recruitment and selection best practice.
- 5.3 All employees must be aware of this policy and have a duty to act in accordance with this policy and not to discriminate against or harass other people including employees, former employees and job applicants treating them with dignity at all times. They should also apply this to how they treat members of the public in the provision of services and should support the School in meeting its commitment to provide equal opportunities for all and promoting diversity in the workplace.

### **6 Forms of discrimination**

- 6.1 Discrimination by or against an employee is generally prohibited unless there is a specific legal exemption. Discrimination may be direct or indirect and it may occur intentionally or unintentionally.

- 6.2 Direct discrimination occurs where someone is treated less favourably because of one or more of the protected characteristics as set out above. In limited circumstances, employers can directly discriminate against an individual for a reason related to any of the protected characteristics where there is an occupational requirement. The occupational requirement must be crucial to the post and a proportionate means of achieving a legitimate aim. It will only be exceptional circumstances that this will apply in our Trust.
- 6.3 Indirect discrimination occurs where someone is disadvantaged by a provision, criterion or practice that applies to everyone but puts people with a protected characteristic at a particular disadvantage. Such a requirement will need to be objectively justified. For example, requiring a job to be done full-time rather than part-time would adversely affect women because they generally have greater childcare commitments than men. Such a requirement would be discriminatory unless it can be objectively justified.
- 6.4 Harassment related to any of the protected characteristics is prohibited. Harassment is unwanted conduct that has the purpose or effect of violating someone's dignity, or creating an intimidating, hostile, degrading, humiliating or offensive environment for them. Pregnancy and maternity, and marriage and civil partnership are not protected directly under the harassment provisions. However, pregnancy and maternity harassment would amount to harassment related to sex, and harassment related to civil partnership would amount to harassment related to sexual orientation. Harassment is dealt with further in our Anti-Bullying and Harassment Policy.
- 6.5 Victimisation is also prohibited. This is less favourable treatment of someone who has complained or given information about discrimination or harassment, or supported someone else's complaint.
- 6.6 Discrimination by association is where an individual is directly discriminated against or harassed for association with another individual who has a protected characteristic.
- 6.7 Discrimination by perception is where an individual is directly discriminated against or harassed based on a perception that a person has a particular protected characteristic irrespective of whether they do have that protected characteristic (this does not include marriage and civil partnership and pregnancy and maternity).
- 6.8 Third-party harassment occurs where an employee is harassed and the harassment is related to a protected characteristic (other than marriage and civil partnership, and pregnancy and maternity), by third parties such as parents and carers, clients or customers.
- 6.9 Part-time and fixed-term staff should be treated the same as comparable full-time or permanent staff and enjoy no less favourable terms and conditions (on a pro-rata basis where appropriate), unless different treatment is justified.

## **7 Applying our policy to recruitment and selection**

- 7.1 We aim to ensure that no job applicant suffers discrimination because of any of the protected characteristics. Our recruitment procedures are reviewed regularly to ensure that individuals are treated on the basis of their relevant skills and abilities. All applicants will be provided with a copy of our Recruitment Privacy Notice which sets out how we will gather, process and hold personal data of individuals during the

recruitment process. Our recruitment processes are set out in our Recruitment and Selection Policy.

- 7.2 Job selection criteria as set out in the person specification will be regularly reviewed to ensure that they are relevant to the job. Short listing of applicants should be done by more than one person wherever possible and will be carried out objectively against the requirements of the job.
- 7.3 Job advertisements should avoid stereotyping or using wording that may discourage groups with a particular protected characteristic from applying.
- 7.4 We will take reasonable steps, where appropriate depending on the situation, to ensure that our vacancies are advertised to a diverse labour market and, where relevant, to particular groups that have been identified as disadvantaged or underrepresented in our schools. This policy will be made available to applicants upon request and can also be found on our website to download.
- 7.5 Applicants will not be asked about health or disability before a job offer is made, other than where it is necessary to;
  - 7.5.1 establish if an applicant can perform an intrinsic part of the job (subject to any reasonable adjustments).
  - 7.5.2 establish if any reasonable adjustments need to be made to enable an applicant to have a fair interview or assessment.
  - 7.5.3 carry out equal opportunities monitoring (which will not form part of the decision-making process).

Job offers will be conditional upon a satisfactory medical check in accordance with our obligation under Keeping Children Safe in Education, where a school must verify the candidate's mental and physical fitness to carry out their work responsibilities in accordance with the Education (Health Standards) (England) Regulations 2003.

- 7.6 Applicants will not be asked about past or current pregnancy or future intentions related to pregnancy. Applicants will not be asked about matters concerning age, race, religion or belief, sexual orientation, or gender reassignment.
- 7.7 We are required by law to ensure that all employees are entitled to work in the UK. Assumptions about immigration status should not be made based on appearance, name or apparent nationality. All prospective employees, regardless of nationality, must be able to produce original specified documents before employment starts to satisfy current immigration legislation. The list of acceptable documents is available from Human Resources.
- 7.8 To ensure that this policy is operating effectively, and to identify groups that may be underrepresented or disadvantaged in our Trust, we monitor diversity data as part of the recruitment process and as set out in our Recruitment Privacy Notice and Data Protection Policy. Provision of this information is voluntary and it will not adversely affect an individual's success at recruitment or any other decision related to their employment. The information is removed from applications before short listing, and kept in an anonymised format solely for the purposes stated in this policy. Analysing this data helps us take appropriate steps to avoid discrimination and improve equality and diversity.

7.9 Recruitment and Selection will be in accordance with HET's Safer Recruitment Policy.

## **8 Applying our policy to training, promotion, pay decisions and conditions of service**

8.1 All employees can obtain a copy of our School Workforce Privacy Notice which sets out how we will collect, hold and share personal data of individuals during their employment.

8.2 Employees training needs will be identified through the appraisal process. All employees will be given appropriate access to training for their job and in order to enable them to progress within the School/Trust.

8.3 Pay and promotion decisions will be based on an employee's performance (where relevant), skills and experience and as detailed in our Pay policy.

8.4 Our benefits and facilities are reviewed regularly to ensure that they are available to all employees who should have access to them and that there are no unlawful obstacles to accessing them.

8.5 Relevant national and local conditions of service as applied to our employees, will meet the requirements of equal opportunities.

## **9 Applying our policy when terminating employment**

9.1 We will ensure that redundancy criteria and procedures are fair and objective and are not directly or indirectly discriminatory.

9.2 We will also ensure that disciplinary procedures and penalties are applied without discrimination, whether they result in disciplinary warnings, dismissal or other disciplinary action.

## **10 Disability discrimination**

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

10.2 If you are disabled or become disabled, we encourage you to tell us about your condition so that we can support you as appropriate.

10.3 If you experience difficulties at work because of your disability, you may wish to contact your line manager to discuss any reasonable adjustments that would help overcome or minimise the difficulty. Your line manager may wish to consult with you and your medical adviser(s) about possible adjustments. We will consider the matter carefully and try to accommodate your needs within reason. If we consider a particular adjustment would not be reasonable we will explain our reasons and try to find an alternative solution where possible.

10.4 We will monitor the physical features of our premises to consider whether they place disabled employees or job applicants at a substantial disadvantage compared to other employees. Where reasonable, we will take steps to improve access for employees who have a disability.



## **11 Breaches of this policy**

- 11.1 If you believe that you may have been discriminated against you are encouraged to raise the matter through our Grievance Procedure. If you believe that you may have been subject to harassment you are encouraged to raise the matter through our Anti-harassment policy. If you are uncertain which applies or need advice on how to proceed you should speak to a member of the Trust's Human Resources Team.
- 11.2 Allegations regarding potential breaches of this policy will be treated in confidence and investigated in accordance with the relevant procedure. Employees who make such allegations in good faith will not be victimised or treated less favourably as a result. False allegations which are found to have been made in bad faith will, however, be dealt with under our Disciplinary Procedure.
- 11.3 Any member of staff who is found to have committed an act of discrimination or harassment will be subject to disciplinary action. Such behaviour may constitute gross misconduct and, as such, may result in summary dismissal. We take a strict approach to serious breaches of this policy.

## **12.0 Links with other policies**

- Staff Disciplinary Procedures and Rules
- Grievance Procedure for Teaching and Support Staff
- HET Staff code of conduct
- Safer Recruitment and Selection Policy

## Appendix B - Pupils

### 12 Introduction

12.1 The following groups have been identified as key recipients in terms of the implementation of this policy:

- Looked After Children or Children in Need
- SEND
- Children at risk of exclusion
- Children from an ethnic group, including those from Gypsy, Roma, Traveller background
- Children missing in education
- Children with medical conditions affecting attendance at school
- Are school age / teenage parents
- Are young carers
- Children within, or at risk of joining, the criminal justice system
- Children with mental health issues
- Children in receipt of free school meals
- Children living in areas of deprivation
- Gifted and talented
- Are gender questioning or going through transition
- Children who are Lesbian, Gay or Bisexual

12.2 This policy and all associated procedures apply to all staff (including volunteers and pupils on placement), young people and visitors and should be read in conjunction with the following policies: SEND, admissions, behaviour, exclusions, complaints, employment policies.

12.3 Equality and diversity principles based on the above aims will be embedded in our daily practices, policies and the processes of decision-making, including:

- Admissions, induction and attendance.
- Students' progress and achievement.
- Students' personal development and wellbeing, particularly in relation to safeguarding.
- Parental involvement.
- Working with the wider community.
- Behaviour management.
- Curriculum access and participation.
- Teaching styles and strategies.

### 13 Roles and responsibilities

13.1 The Board of Trustees has overall responsibility for this policy and for ensuring compliance. Day-to-day operational responsibility for this policy has been delegated to the CEO (Trust) and Principal/Headteacher (School).

13.2 It is the responsibility of all staff to:

- Treat colleagues, young people and visitors with dignity and respect; and avoid behaving in any manner that may give rise to claims of discrimination, harassment or victimisation;
- Support and participate in any measures introduced to promote equality and diversity;
- Actively challenge discrimination and disadvantage in accordance with their responsibilities;
- Report any issues associated with equality and diversity in accordance with this policy.

13.3 Staff, Trustees and local governors will:

- Actively promote equality of opportunity in all areas of school life.
- Ensure that members of the academy community know their rights, and respect the rights of others.
- Aim to ensure that prejudice or discrimination in all its forms is actively rejected.
- Raise awareness of equality issues for all members of the academy community, and through our links with the local community.

13.4 Establish strategies to ensure equal access to the curriculum and enable each individual to fulfil his/her potential regardless of ability, gender, race, disability, religion or sexual orientation

13.5 Failure to comply with these policies and procedures may result in disciplinary action. Discriminatory treatment, bullying or harassment of staff or pupils by visitors will also not be tolerated.

## **14 Duty to make reasonable adjustments**

14.1 The Trust will actively seek to make reasonable adjustments, where there is a need to ensure that a disabled person has the same access to everything as a non-disabled person, as far as is reasonable. We will take positive and proactive steps to remove, reduce or prevent the obstacles faced by a disabled individual, as far as is reasonable.

14.2 The duty to make reasonable adjustments covers all aspects of academy life, including the curriculum, classroom organisation and timetabling, access to facilities, clubs and visits, sports and policies.

14.3 In making reasonable adjustments, schools in the Trust are required to provide auxiliary aids and services for disabled pupils. Staff will carefully consider any proposals made by parents and will not unreasonably refuse any requests for such aids and services.

14.4 The Trust will monitor the physical features of the academies' premises to consider whether disabled users of the premises are placed at a substantial disadvantage compared to other users. Where possible and proportionate, the Trust will take steps to improve access for disabled users of the premises. Please see the Accessibility Plan for further information, which can be found on the respective academy's website.

14.5 Parents should notify the Principal/Head Teacher in writing if they are aware or suspect that their child has a disability and provide copies of all written reports and other relevant information about their child's disability upon request. Providing

such information will enable the academy to support the student as much as possible. Confidential information of this kind will only be communicated on a "need to know" basis. Every academy will have due regard to any request made by a parent or student (who has sufficient understanding of the nature and effect of the request) to treat the nature or existence of the person's disability as confidential.

## **15 Uniform policy**

- 15.1 Each school's uniform policy is consistent with this policy. The same uniform policy applies equally to all pupils, irrespective of their gender, gender reassignment, race, disability, sexual orientation, pregnancy or maternity, religion or belief or special educational needs, subject to considerations of safety and welfare. However, all academies will consider reasonable requests to alter the uniform, for example for genuine religious requirements and in making reasonable adjustments for disabled children to avoid substantial disadvantage.
- 15.2 Certain items of jewellery, such as the Kara bangle, and certain items of headwear, such as the turban and headscarves may be worn by pupils when doing so is genuinely based on manifesting religious or racial beliefs or identity. Where there is uncertainty as to whether an item may be worn under this section, the issue must be referred to the Principal/Head Teacher, whose decision will be final, subject to the complaints procedure.]

## **16 Religious Beliefs**

- 16.1 The Trust respects the religious beliefs and practice of all staff, pupils and parents, and each academy will comply with reasonable requests relating to religious observance and practice wherever possible. An example where a request may be refused is if the religious observance takes place during lesson time. Whilst the school will explore other ways to accommodate the request, such as amended timetabling, this may not always be possible.

## **17 Admissions policy**

- 17.1 Our admissions criteria are defined under the admissions policy and are applied consistently to every young person, irrespective of any protected characteristic.

## **18 Curriculum delivery**

- 18.1 The curriculum is crucial to tackling inequalities for pupils including gender stereotyping, preventing bullying and raising attainment for certain groups. The principles of equality and diversity are embedded in our academic and social curriculum. Positive and proactive steps will be taken to prevent discrimination against, or victimisation of, any student in the provision of education or access to any benefit, facility or service including educational trips, work experience and leisure activities.
- 18.2 The Trust recognises and promotes awareness of the possibility of bias (for example gender or racial), and work to eliminate such bias in both teaching and learning materials and teaching styles. Materials are carefully selected for all areas of the curriculum to avoid stereotypes and bias.

18.3 The Trust may take positive action to give pupils of a particular racial group, or pupils with a disability or special educational needs, access to additional education or training to meet the needs of the pupils in that group, for example, special language training for groups whose first language is not English.

18.4 All pupils are encouraged to work and play freely with, and have respect for, all other pupils, irrespective of any protected characteristics, subject to considerations of safety and welfare. Positive attitudes are fostered towards all groups in society through the curriculum and ethos of the Trust, and pupils are encouraged to question assumptions and stereotypes.

## **19 Exclusion policy**

19.1 The decision to exclude a child for a fixed period or permanently is a last resort and will be made in accordance with the behaviour policy. That policy applies to all pupils and any exclusion decision will take into account our duties under the Equality Act 2010.

## **20 Gender Identity**

20.1 The Trust is mindful of its responsibilities under the Equality Act 2010 towards pupils identifying as transgender and non-binary. In respect of pupils identifying as transgender or non-binary, the Trust will be sensitive to their individual needs whilst also recognising the needs and sensitivities of other pupils. Pupils who have confirmed that they have commenced the process of transitioning, and therefore fall under the protected characteristic of gender-reassignment will be provided with appropriate pastoral care and support.

## **21 Reporting and recording incidents of discrimination and harassment**

21.1 All incidents of discriminatory treatment, bullying and harassment must be reported to senior staff and recorded as soon as is reasonably possible (and in any event within 24 hours of the incident). All bullying-related incidents (confirmed or otherwise), will be addressed in accordance with our Anti-Bullying Policy.

## **22 Complaints and grievances**

22.1 If an individual believes that they have been discriminated against, harassed or victimised, they are asked to follow our complaints procedure and grievance procedure (as appropriate).