



Equal Opportunities Policy

Leehurst Swan School



Approved by:	 Headmaster  Representative of Governing Body	Date: 01/02/2022
Last reviewed on:	01/02/2022	
Next review due by:	01/02/2024	

This policy applies to the whole school including EYFS and is available on the school website for parents to access.

1. Aims and objectives

1.1 Leehurst Swan School complies with the Equality Act 2010 for age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

Leehurst Swan school has due regard for the need to:

- Eliminate unlawful discrimination, harassment, victimisation and any other conduct prohibited by the Act;
- Advance equality of opportunity between people who share a protected characteristic and people who do not share it; and
- Foster good relations between people who share a protected characteristic and people who do not share it.

The Governors of Leehurst Swan will not discriminate against, harass or victimise a pupil or potential pupil in relation to admissions, the way it provides education for pupils, provision of pupil access to any benefit, facility or service, or by excluding a pupil, or subjecting them to any other detriment be they staff or pupil, on the grounds of their disability, age, sex, sexual orientation, gender orientation, race, colour, religion or belief, nationality, ethnic or national origins, including those who are pregnant, transsexual or undergoing gender reassignment.

1.2 Through the teaching of Christian and British values, the school promotes the principles of fairness, tolerance, respect for others and justice for all.

1.3 The school ensures that all pupils have equal access to the full range of educational, sporting, musical and religious opportunities provided by the school, in keeping with the school's registration as a school of religious character (Christian).

1.4 The school constantly strives to remove any forms of indirect discrimination that may form barriers to learning. Pupils with specific learning problems are identified and offered additional support subject to parental approval.

1.5 The school ensures that all recruitment, employment, promotion and training systems are fair to all, and provide opportunities for everyone to achieve.

1.6 The school challenges stereotyping and prejudice whenever it occurs. Teachers are required to bring to the attention of pupil's inappropriate language or behaviours and to seek to prevent it by reinforcing respect for others.

1.7 The school recognises the cultural diversity of our community and shows respect for all majority and minority groups.

Last Reviewed: 01/02/2022, Next Review: 01/02/2024 or as required by a change in regulatory legislation.

- 1.8** The school has a special educational needs policy and the head of Learning Support co-ordinates the provision for those pupils who require this. The code adopted by the school follows the national good practice guidelines with production and review of EHCP(My Plans) and diagnostic testing.
- 1.9** The school aims, through positive educational experiences and support for each individual's point of view, to promote positive Christian social values and respect for all.

Policy into Practice

2 Admission

Leehurst Swan has an admissions policy for pupils that states that the school does not permit disability, age, sex, sexual orientation, gender orientation, race, colour, religion or belief, nationality, ethnic or national origins, including those who are pregnant, transsexual or undergoing gender reassignment to be used as criteria for admission.

2.1 Registration

Children and staff names will be accurately recorded and correctly pronounced. Children will be encouraged to accept and respect names from other cultures.

2.2 Discrimination

All forms of discrimination by any person within the school's responsibility will be treated seriously as such behaviour is unacceptable. All racist symbols, badges, insignia and clothing are forbidden in school. Staff must be aware of possible cultural assumptions and bias within their own attitudes. In all staff appointments the best candidate will be appointed based on strict professional criteria. Parents must be aware of the school's commitment to equal opportunities and Christian status.

- 2.3** All cases of discrimination or prejudice will be taken seriously and dealt with, as appropriate, according to existing sanction procedures. A record of incidents will be kept by the Headmaster.

2.4 Language

The school views linguistic diversity positively. Children and staff must feel that their natural language is valued.

2.5 Culture, Class and Race

Leehurst Swan acknowledges that members of the school may come from diverse cultural, racial and socio-economic backgrounds and endeavours to foster an atmosphere of Christian tolerance and mutual respect, in order to help to promote a school society in which there is social, religious and racial harmony.

Leehurst Swan recognises the inequalities of opportunity which exist within society for individuals and groups and are determined to take positive action to enable

every individual to raise his/her self-esteem, expectations and performance so as to have wider choices in life.

The school:

- values the history, experience and contribution of a multi-cultural community
- actively promotes British values and ideals of democracy and tolerance
- will try to prevent pupils being drawn into acts of extremism
- tries to counter negative, patronising and stereotyped views: a prime cause of prejudice is ignorance and misunderstanding
- will not tolerate racist behaviour in any form
- is committed to working with parents and other agencies to ensure equal opportunities.

2.6 Gender

The school encourages pupils to be aware of the rigid sex stereotypes and is committed to providing a curriculum that avoids unnecessary historical gender divisions. All pupils experience all subjects.

The School ensures:

1. that teachers allocate their time fairly between the sexes
2. that all pupils have opportunities for working with pupils of both sexes
3. that we break down traditional sex stereotypes
4. that pupils are encouraged to pursue non-stereotypic subjects and interests.

2.7 Religion

The school acknowledges that members of the school come from diverse backgrounds: some have no religious faith, others are committed to a greater or lesser extent to a variety of faiths. The school seeks to promote an ethos of Christian values and tolerance, based on respect for the beliefs and practices of others. With regard to the teaching of RE the school considers that the role of the teacher is that of educator and not that of evangelist. The school does not seek to coerce or indoctrinate pupils into religion, but to teach them about Christian faith allowing for free will and personal choice.

2.8 Resources

Leehurst Swan's aim is to provide resources for all children according to their needs, irrespective of age, sex, ability or ethnic origin. Educational resources are to reflect cultural and racial backgrounds of children to support positive self-imagery within Christian values. The school ensures resources include those which value the achievements of women as well as men. Displays may similarly reflect a range of cultures and races. All materials in use in Leehurst Swan will be monitored by staff.

2.9 Relationships

Relationships between staff and children should be such that any member of the school acting in a manner contrary to the spirit or values of this policy is made aware of the unacceptable nature of his/her behaviour. This should be done in a supportive manner to encourage change and reinforce the principles of this policy. When it is uncomfortable or inappropriate to address the issue between staff then management

must be made aware of the situation. Management will address the situation with the staff or child involved.

2.10 Appointments

The Headmaster and Bursar must ensure that in recruitment procedures any advertisements, shortlisting and interview procedures are without any hint of direct or indirect discrimination. During employment it would be unlawful to discriminate in the way opportunities for promotion, transfer or training were offered. It is also unlawful to discriminate in dismissals, particularly in redundancy dismissals.

2.11 Needs

The needs of individual children will be met by high quality personalised teaching, including those with special educational needs.

3 The role of governors

3.1 The governing body has set out its commitment to equal opportunities in this policy statement, and it will continue to do all it can to ensure that all members of the school community are treated fairly and with equality.

3.2 A disability will not of itself justify the non-recruitment of an applicant for a position at the School. Such reasonable adjustments to the application procedures shall be made as are required to ensure that applicants are not disadvantaged because of their disability.

3.3 The governors welcome all pupils, irrespective of disability, sex, sexual orientation, race, colour, religion, nationality, ethnic or national origins as is written in the school's Disability Policy for Pupil Admissions.

3.4 The governing body ensures that no child is discriminated against whilst in our school on account of their sexual orientation, gender, religion, race or disability.

4 The role of the Headmaster

4.1 It is the Headmaster's role to implement the school's equal opportunities and anti-discrimination policy and he is supported by the governing body in so doing.

4.2 It is the Headmaster's role to ensure that all staff are aware of the school policy on equal opportunities, and that teachers apply these guidelines fairly in all situations.

4.3 The Headmaster ensures that all appointments panels give due regard to this policy, so that no-one is discriminated against when it comes to employment or training opportunities.

4.4 The Headmaster promotes the principle of equal opportunity with Christian values when developing the curriculum; and promotes tolerance and respect for other

people in all aspects of school life. For example, in assembly, where Christian tolerance and not judging other people is a regular theme, and in displays shown around the school.

- 4.5 The Headmaster treats all incidents of unfair treatment and any incidents of discrimination with due seriousness and through the pastoral co-ordinators reviews the provision and practice.

5 **The role of the teacher**

- 5.1 Teachers will ensure that all pupils are treated fairly, equally and with respect.
- 5.2 Teachers pay due regard to the sensitivities of all members of the class and do not provide material that is racist or sexist in nature. Teachers strive to provide material that gives positive images of all faiths and ethnic groups.
- 5.3 This policy is used as a guide when designing schemes of work, both in the choice of topics to study, and in how to approach sensitive issues.
- 5.4 All teachers challenge any incidents of prejudice, racism or anti faith behaviour. They support the work of other school staff and encourage them to intervene in a positive way against any occurrence of discrimination.

6 **Monitoring and review**

It is the responsibility of the governing body to monitor the effectiveness of this Equal Opportunities Policy. The governing body does this by requiring the Headmaster to report to a designated group of Governors on an annual basis, on the effectiveness of this policy and by informal discussions with members of staff and pupils.

This policy is subject to annual review according to a timetabled programme and has been approved by the Governors.

Introduction

- 1.1 The aim of the governing body is to provide a safe and healthy working and learning environment for staff, pupils and visitors.
- 1.2 The governing body accepts that it has a responsibility to take all reasonably practicable steps to secure the health of pupils, staff and others using the school premises or participating in school-sponsored activities.
- 1.3 It believes that the prevention of accidents, injury or loss is essential to the efficient operation of the school and is part of the good education of its pupils.

- 1.4 The governing body has set up a Health and Safety Committee which will take all practicable steps to identify hazards and reduce them to a minimum. All staff and pupils must appreciate, their own safety and that of others also depends on their individual conduct and vigilance while on the school premises or while taking part in school-sponsored activities.

2.0 The Duties of the Governing Body

- 2.1 In the discharge of its duty the governing body, in consultation with the Headmaster, will:

- (i) make itself familiar with the Health and Safety at Work Act 1974;
- (ii) ensure that there is an effective and enforceable policy for health and safety through the school;
- (iii) periodically assess the effectiveness of this policy and ensure that any necessary revisions are made;
- (iv) identify and evaluate all risks relating to;
 - the premises
 - school activities
 - school-sponsored events
- (v) identify and evaluate risk control measures in order to select the most appropriate means of minimising risk to staff, pupils and others;
- (vi) create and monitor the management structure.

- 2.2 In particular the governing body undertakes to provide;

- (i) a safe place for staff and pupils to work including safe means of entry and exits;
- (ii) plant, equipment and systems of work which are safe;
- (iii) safe arrangements for the handling, storage and transport of articles and substances;
- (iv) safe and healthy working conditions which take account of all appropriate;
 - statutory requirements
 - codes of practice whether statutory or advisory
 - guidance whether statutory or advisory
- (v) supervision, training and instruction so that all governors, staff and pupils can perform their school-related activities in a healthy and safe manner. All staff will be offered the opportunity to receive health and safety training which is appropriate to their duties and responsibilities. Wherever training is required by statute or considered necessary for the safety of staff, pupils and others, then the Governing body will ensure, within the financial resources available, that such training is provided. Pupils will receive such training as considered appropriate to the school-related activities, which they are carrying out. All training will be regularly updated;
- (vi) necessary safety and protective equipment and clothing together with information on its use;
- (vii) adequate welfare facilities

- 2.3 So far as is reasonably practical the governing body, will through the headmaster, make arrangements for all staff, including temporary and voluntary staff and helpers and those on fixed term contracts, to receive comprehensive information on
- (i) this policy;
 - (ii) all other relevant health and safety matters;
 - (iii) the instruction and training that will be given to all employees so that they may carry out their duties in a safe manner without placing themselves or others at risk.

3.0 The Duties of the Head Teacher

- 3.1 As well as the general duties which all members of staff have (see 5.0), the Headmaster has responsibilities for the day-to-day maintenance and development of safe working practices and conditions for teaching staff, non-teaching staff, ancillary staff, pupils, visitors and any other person using the premises or engaged in activities sponsored by the school and will take all reasonably practicable steps to achieve this end through the Heads of departments, senior members of staff, teachers and others as appropriate.
- 3.2 The Headmaster is required to take all necessary and appropriate action to ensure that the proper health and safety standard is maintained at all times.
- 3.3 In particular, the Headmaster will, on a day-to-day basis, be responsible to:
- (i) ensure at all times, the health, safety and welfare of staff, pupils and others using the school premises or facilities or services or attending or taking part in school-sponsored activities;
 - (ii) ensure safe working conditions of the school premises and facilities;
 - (iii) ensure safe working practices and procedures throughout the school so that all risks are controlled;
 - (iv) arrange systems of risk assessment to allow the prompt identification of potential hazards, and ensure that the Governing body is made aware of the findings;
 - (v) identify the training needs of staff and pupils and ensure, within the financial resources available, that all members of staff and pupils who have identified training needs receive adequate and appropriate training and instruction in health and safety matters;
 - (vi) ensure that any defects in the premises, its plant, equipment or facilities which relate to or may affect the health and safety of staff, pupils and others are made safe in a timescale commensurate to the risk;
 - (vii) collate accident and incident information and, when necessary, carry out accident and incident investigations;
 - (viii) monitor the standards of health and safety throughout the school, including all school based activities;
 - (ix) monitor the management structure, in consultation with the governors;
 - (x) consult with members of staff, including trade union safety representatives, on health and safety issues;
 - (xi) encourage staff, pupils and others to promote health and safety.

4.0 The Duties of Staff in a Supervisory Capacity

4.1 In addition to the general duties which all members of staff have (see 5.0), supervisory staff will be directly responsible to the headmaster or the member of staff nominated by the headmaster, to have overall day-to-day responsibility for the implementation and operation of the school's health and safety policy within their relevant departments and areas of responsibility.

4.2 As part of their day-to-day responsibilities they will ensure that:

- (i) safe methods of working exist and are implemented throughout their area of responsibility;
- (ii) health and safety regulations, rules, procedures and codes of practice are being applied effectively;
- (iii) staff, pupils and others under their jurisdiction are instructed in safe working practices;
- (iv) new employees working within their area are given instruction in safe working practices;
- (v) regular safety inspections are made of their area of responsibility as required by the headmaster or as necessary;
- (vi) positive, corrective action is taken where necessary to ensure the health and safety of all staff, pupils and others;
- (vii) all plant, machinery and equipment in the department in which they work is adequately guarded, maintained in safe working order and restricted to authorised persons only;
- (viii) appropriate protective clothing and equipment, first aid and fire appliances are provided and readily available in the department in which they work;
- (ix) hazardous and highly flammable substances in the department in which they work are correctly stored and labelled, and exposure is minimised;
- (x) they monitor the standard of health and safety throughout the department in which they work and encourage staff, pupils and others to achieve the highest possible standards of health and safety;
- (xi) all health and safety information is communicated to the relevant persons;
- (xii) they report any health and safety concerns to the headmaster.

5.0 Duties of all Members of Staff

5.1 All staff are expected to familiarise themselves with the health and safety aspects of their work.

5.2 All staff have a responsibility to:

- (i) take reasonable care of their own health and safety and that of any other persons who may be affected by their acts or omissions at work;
- (ii) follow agreed working practices and safety procedures;
- (iii) report any accident, near miss, incidents of violent or verbal abuse or an
- (iv) hazard;
- (v) ensure health and safety equipment is not misused or interfered with.

6.0 Hirers, Contractors and Others

- 6.1 The bursar will seek to ensure that hirers, contractors and others who use the school premises conduct themselves and carry out their operations in such a manner that all statutory and advisory safety requirements are met at all times.
- 6.2 When the premises are used for purposes not under the direction of the headmaster, then the principal person in charge of the activities for which the premises are in use will be expected to maintain the safe practices as indicated in paragraph 3.0 of this document;
- 6.3 When the school premises or facilities are being used out of normal school hours for a school-sponsored activity then, for the purposes of this policy, the organiser of that activity, even if an employee will be treated as a hirer and will comply with the requirements of this section.
- 6.4 When the premises are hired to persons outside the employ of the governing body, it will be a condition of all hirers, contractors and others using the school premises or facilities that they are familiar with this policy, that they comply with all safety directives of the governing body and that they will not, without prior consent of the governing body:
 - (i) introduce equipment for use on the school premises;
 - (ii) alter fixed installations;
 - (iii) remove fire and safety notices or equipment;
 - (iv) take any action that may create hazards for persons using the premises or the staff or pupils of the school.
- 6.5 All contractors who work on the school premises are required to ensure safe working practices by their own employees under the provision of the Health and Safety at Work Act 1974 and must pay due regard to the safety of all persons using the premises.
- 6.6 In instances where the contractor creates hazardous conditions and refuses to eliminate them or take action to make them safe, the bursar will take such actions as are necessary to prevent persons in his or her care from risk or injury. This may include requiring the contractor to stop work or leave the site.
- 6.7 The governing body will draw the attention of all users of the school premises (including hirers and contractors) to Section 8 of the Health & Safety at Work Act 1974, which states that no person shall intentionally or recklessly interfere with or misuse anything which is provided in the interests of health and safety.
- 6.8 The Asbestos Survey is available for viewing by contractors.

7.0 Staff Consultative Arrangements

- 7.1 The governing body, through the bursar, will make arrangements in conjunction with the Health and Safety at Work Committee for full and proper consultation with employees on health and safety matters.

8.0 Emergency Plans

8.1 The bursar will ensure that an emergency plan is prepared to cover all foreseeable major incidents, which could put the occupants or users of the school at risk. This plan will indicate the actions to be taken in the event of a major incident so that everything possible is done to:

- (i) save life
- (ii) prevent injury
- (iii) minimise loss.

This sequence will determine the priorities of the emergency plan.

9.0 First Aid

9.1 The arrangements for first aid provision will be adequate to cope with all foreseeable incidents

9.2 Supplies of first aid materials will be held at various locations throughout the school. They will be prominently marked and all staff will be advised of their position. The materials will be regularly checked and replenished if necessary.

9.3 Adequate and appropriate first aid provision will form part of the arrangements for all out-of-school activities.

9.4 A record will be made of each occasion any member of staff; pupil or other person receives first aid treatment either on the school premises or as part of a school-related activity.

9.5 A list of first aiders will be displayed in Main Reception and classrooms throughout the school. A copy will be available in the Staff Handbook.

10.0 Risk Assessments

10.1 Details of the School's procedures for risk assessments can be found in The Risk Assessment Policy.