



Glendower Preparatory School

Equal Opportunities Policy

2022-2023

Reviewed: March 2022

Next Review: March 2023

EQUAL OPPORTUNITIES POLICY

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To be reviewed in: March 2023

This policy provides for all children at Glendower Prep School (GPS) including those children in the EYFS.

Our Equal Opportunities Policy is a formal manifesto that sets out our commitment to fairness. It also lays down guidelines on how we will deal with issues that contravene these guidelines.

This policy should be read in conjunction with GPS's aims and values as published on the website [Glendower Preparatory School](#) and alongside the following policies:

Recruitment Policy

Staff Code of Conduct

Admissions Policy

Anti-bullying Policy

Complaints Procedure (This one is called Parents Complaints Procedure - is there one for staff?)

Staff Disciplinary, Grievance and Whistleblowing Policy

SEND Policy

Accessibility Policy

PSHEE Policy

The term 'GPS Community' includes the whole school and its staff, pupils, parents, governors and visitors.

The GPS Community recognises the values of inclusion and aims to make available to all pupils an educational experience that is rich, humane, diverse, and inclusive so that all members of the school enjoy a sense of belonging, community, and value.

- GPS teaches the pupils *how* to think not *what* to think so that they can distinguish right from wrong, understand and respect systems of rules and laws and accept responsibility for their own behaviour including towards others.
- An important part of our pupils' education is their social development and collaboration. We aim for our pupils to be socially aware and so be able to work effectively with others, including to solve problems and achieve common goals.
- We want our pupils to be curious and also to respect and value diversity within society, show respect for and appreciation of their own and other cultures and

demonstrate sensitivity and tolerance to those from different traditions and backgrounds.

- We make it clear, and ensure, that all discriminatory words, behaviour, and images are treated as unacceptable.
- We oppose all bullying and unlawful discrimination on the basis of any of the protected characteristics.
- We take reasonable steps to avoid putting disabled people at a substantial disadvantage (the 'reasonable adjustments' duty)
- We endeavour to remove barriers for pupils or colleagues where these exist.

RECRUITMENT

GPS is an equal opportunity employer. We are committed to ensuring within the framework of the law that our workplaces are free from unlawful or unfair discrimination because of Protected Characteristics as defined by the Equality Act 2010. [Equality Act 2010 \(legislation.gov.uk\)](https://www.legislation.gov.uk)

We have adopted this policy as a means of helping to achieve these aims.

The Protected Characteristics are:

- Age
- Disability
- Gender Reassignment
- Race
- Religion or Belief
- Sex
- Sexual Orientation
- Marriage and Civil Partnership
- Pregnancy and Maternity

We aim to ensure that our employees achieve their full potential and that all employment decisions are taken without reference to irrelevant or discriminatory criteria.

We are committed to ensuring that all of our employees and applicants for employment are protected from unlawful discrimination in employment.

Recruitment and employment decisions will be made on the basis of fair and objective criteria.

Person and job specifications will be limited to those requirements that are necessary for the effective performance of the job.

Interviews will be conducted on an objective basis and personal or home commitments will not form the basis of employment decisions except where necessary and relevant.

All employees have a right to equality of opportunity and a duty to implement this policy. Discrimination is a serious disciplinary matter that will normally be treated as gross misconduct.

Anyone who believes that he or she may have been disadvantaged on discriminatory grounds should raise the matter through GPS's Complaints Procedure for parents, or the GPS Staff Disciplinary, Grievance and Whistleblowing Policy.

ADMISSIONS

Glendower is a selective school but accepts applications from, and admits pupils irrespective of their race, religion or belief or special educational needs and will not discriminate on these grounds in the terms on which a place is offered. Every application will be considered on its merits within GPS 's criteria for selection on grounds of the pupil's ability and aptitude, but this will not be done as a way of excluding pupils based on the protected characteristic listed above.

Special Educational Need and Disabilities

Where GPS becomes aware of special educational needs and/or disability of a pupil, the school will do all that it reasonably can to assist the pupil whilst at GPS. GPS has an on-going duty to make 'reasonable adjustments' for disabled pupils to ensure that they are not placed at an unfair disadvantage compared to other pupils. Reasonable adjustments may typically include allowing extra time for a dyslexic pupil to complete a test or exam. GPS has an Accessibility Plan (in accordance with Schedule 10 to the Equality Act 2010).

WHAT IS DISCRIMINATION?

- **Direct discrimination** – when someone is treated less favourably than another person because of a Protected Characteristic.
- **Associative discrimination or discrimination by association** – direct discrimination against someone because they associate with another person who possesses a Protected Characteristic.
- **Discrimination by perception** – direct discrimination against someone because it is thought that they possess a particular Protected Characteristic even if they do not actually possess it.
- **Indirect discrimination** - occurs where an individual's employment is subject to an unjustified provision criterion or practice which, for example, one sex or race or nationality or age group finds more difficult to meet, although on the face of it the provision, criterion or practice is 'neutral'.

WHAT IS HARASSMENT AND VICTIMISATION?

- **Harassment** – unwanted conduct related to a relevant Protected Characteristic which has the purpose or effect of violating an individual’s dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for that individual. Employees may complain of such offensive behaviour even if it is not directed towards them personally.
- **Harassment by a third party** – harassment of employees by third parties such as customers or clients.
- **Victimisation** – when an employee is treated less favourably because they have made or supported a complaint or raised a grievance under the Equality Act 2010 or are suspected of doing so.

HARASSMENT

Harassment pollutes the working environment and can have a devastating effect on the health, confidence, morale and performance of those affected by it. It may also have a damaging effect on other employees not themselves the object of unwanted behaviour who are witness to it or who have knowledge of the behaviour. All employees are entitled to a working environment that respects their personal dignity and that is free from such objectionable conduct. Harassment is a disciplinary offence, and it will normally be treated as gross misconduct.

Harassment is either:

- Unwanted conduct related to a relevant Protected Characteristic that affects the dignity of employees at work; or
- Bullying of colleagues by intimidatory behaviour; or
- Unfavourable conduct, whether verbal or non-verbal, towards someone at work, based on a Protected Characteristic, that could affect his/her dignity at work.

A single incident can amount to harassment if sufficiently grave.

Examples of harassment include:

- Insensitive jokes and pranks.
- Lewd comments about appearance.
- Unnecessary body contact.
- Displays of sexually offensive material
- Repeated instances of minor harassment acts.

- Requests for sexual favours.
- Speculation about a person's private life and or sexual activities.
- Threatened or actual violence.
- Threat of dismissal, loss of promotion, etc. for refusal of sexual favours.
- Age-related jokes.

Bullying is defined as any form of physical or verbal attack and/or threat of such, or the abuse of position, in order to attack or undermine the confidence or ability of another, or to place another employee under unreasonable pressure or subjecting another to detrimental treatment, by either act or omission.

Employees may complain of behaviour that they find offensive even if it is not directed at them personally and they do not personally possess the relevant Protected Characteristic.

Employees are also protected from harassment related to Discrimination by Perception and Associative Discrimination.

Where harassment arises from people not directly employed by GPS e.g., club leaders, therapists from outside agencies or clients, such complaints will be taken seriously and will be pursued with the third party concerned, exercising whatever sanctions are available.

Anyone who believes that he or she may have been the victim of harassment should raise the matter through GPS's Complaints Procedure for parents, or the GPS Staff Disciplinary, Grievance and Whistleblowing Policy.

GPS's Anti-Bullying Policy contains more details about the Anti-Bullying practices.

Further reading:

Full Equality Act 2010

<https://www.legislation.gov.uk/ukpga/2010/15/contents>

The Equality and Human Rights Commission

<https://www.equalityhumanrights.com/en/equality-act/equality-act-faqs>

Appendix – Staff recruitment Application Form.

Glendower Preparatory School

Application Form

Application Details	
Position Applied For	
Where did you find this vacancy?	

Personal Details	
Title	
First Name	
Surname	
Previous Name	
Preferred Name	
Date of Birth	
National Insurance Number	
Teacher's RP Number (if applicable)	
Do you have qualified teacher's status?	
Home Address	
Preferred Contact Number	
Secondary Contact Number	
Email Address	
Are you eligible for employment in the UK? Please Provide Details	

Education
Please start with the most recent

Name of Institution	Dates of Attendance		Examinations				
	To	From	Qualification	Subject	Result	Awarding Body	Date

Please state any other vocational qualifications, skills or training you think to be relevant to this role.

Current/Recent Employment

Name of Most Recent Employer	
Address of Employer	
Job Title	
Salary	
Date Employment Started	
Date Employment Ended (if applicable)	
Do you receive any employee benefits?	
Reasons for Seeking Other Employment	
Notice Period	
When is the earliest you would be able to take up employment?	

<p>Please give a brief description of your duties and role</p>	
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Previous Employment				
Please start with the most recent employment/activity since leaving secondary school				
Date From	Date To	Name and Address of Employer	Position Held and Duties	Reason for Leaving

<p>Suitability Statement</p> <p>Please give your reasons for applying for this post and why you believe you are a suitable candidate for the position. Please refer to the job description and person specification to describe your previous experience and provide example that demonstrate your ability and aptitude to take on the duties of the post.</p>

ICT Skills			
Please state either 'Low', 'Competent' or 'Experienced'			
Word		Databases	
Excel		Project	
Outlook		Adobe Creative Suite	
Powerpoint		Film Editing Software	

Please state any software or apps that you currently use or have used in the past that you think are suitable to this role.

Gaps in Employment

E.g. Sabbatical year, looking after children etc.

Date From	Date To	Reason

Interests

Please give details of your professional and personal interests, hobbies or skills.

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References

One of these must be your current/most recent employer; if working in a school, this should be the Headteacher. Your second reference must be from a previous workplace. Please ensure at least one of these references involves working with children. Please provide a third alternative reference, who must be known to you in a professional setting rather than personal.

Current/Most Recent Employer

Title and Name	
Organisation	
Email Address	
Telephone Number	
Occupation	
Relationship to You	
May we contact prior to interview?	

Second Reference

Title and Name	
Organisation	
Email Address	
Telephone Number	
Occupation	
Relationship to You	
May we contact prior to interview?	

Third Reference

Title and Name	
Organisation	
Email Address	
Telephone Number	
Occupation	
Relationship to You	
May we contact prior to interview?	

Recruitment

It is the School's policy to employ the best qualified personnel and to provide equal opportunity for the advancement of employees including promotion and training and not to discriminate against any person because of their race, colour, national or ethnic origin, sex, sexual orientation, marital or civil partnership status, religion or religious belief, disability or age. All new appointments are subject to a probationary period.

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

A copy of the School's recruitment policy and child protection policy is available for download from the School's website. Please take the time to read them.

If your application is successful, the School will retain the information provided in this form (together with any attachments) on your personnel file. If your application is unsuccessful, all documentation relating to your application will normally be confidentially destroyed after six months.

Criminal Records and Disqualification

An offer of employment is conditional upon the School receiving an Enhanced Disclosure from the Disclosure and Barring Service (**DBS**) which the School considers to be satisfactory. The School applies for an Enhanced Check for Regulated Activity from the DBS (which includes a check of the Children's Barred List) in respect of all positions at the School which amount to regulated activity. It is unlawful for the School to employ anyone who is barred from working with children. It is a criminal offence for any person who is barred from working with children to attempt to apply for a position at the School. If you are successful in your application you will be required to complete a DBS Disclosure Application Form. Any information disclosed will be handled in accordance with any guidance and / or code of practice published by the DBS.

The School is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions, reprimands and final warnings (including those which would normally be considered "spent" under the Act) must be declared. **You are not required to disclose a caution or conviction for an offence committed in the United Kingdom if it has been filtered in accordance with the DBS filtering rules (see Appendix 1 to this form).** If you have a criminal record this will not automatically debar you from employment. Instead, each case will be assessed fairly by reference to the School's objective assessment procedure set out in the School's Safer Recruiting Policy (a copy of which is available from the school's website.)

In addition the Childcare Act 2006 and the Childcare (Disqualification) Regulations 2009 state that it is an offence for the School to employ anyone in connection with our early years or later years provisions with children under the age of eight who is disqualified. This applies to normal School activities and any before or after School clubs or activities. It is also a criminal offence for a disqualified person to provide early or later years provision or to be directly concerned in its management. **For further details please see Appendix 2 to this form.**

It is a condition of your application that you answer the questions below. **Before doing so please read Appendix 1 and Appendix 2 to this form.**

Have you been cautioned, subject to a court order, bound over, received a reprimand or warning or been found guilty of committing any criminal offence whether in the United Kingdom or in another country? You are not required to disclose a caution or conviction for an offence committed in the United Kingdom which is subject to the Disclosure and Barring Service filtering rules (see Appendix 1)	
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Is there any relevant action pending against you?	
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If answering yes to any of the above, please provide the following information on a separate sheet and send this with your application form, marked 'confidential'.

Details of the order, restriction, conviction or caution and the date this was made

The relevant court or body and the sentence, if any, which was imposed

A copy of the relevant order or conviction

Declaration

I confirm that the information I have given on this application form is true and correct to the best of my knowledge.

I confirm that I am not on the Children's Barred List, disqualified from working with children or subject to sanctions imposed by a regulatory body.

I confirm that I am not subject to a direction under section 142 of the Education Act 2002 or section 128 of the Education and Skills Act 2008 which prohibits, disqualifies or restricts me from teaching or being involved in the management of an independent school.

I understand that providing false information is an offence which could result in my application being rejected or (if the false information comes to light after my appointment) summary dismissal and may amount to a criminal offence.

I consent to the School processing the information given on this form, including any 'sensitive' information, as may be necessary during the recruitment and selection process.

I consent to the School making direct contact with the people specified as my referees to verify the reference.

Name	
Signed	
Date	

Where this form is submitted electronically and without signature, electronic receipt of this form by the school will be deemed equivalent to submission of a signed version and will constitute confirmation of the declaration above.

Application Form – Equal Opportunities

This form does not form part of the selection process. It will be retained by the office purely for monitoring purposes. Glendower recognised and actively promotes the benefits of a diverse workforce and is committed to treating all employees with dignity and respect, regardless of race, gender, disability, age, sexual orientation, religion or belief. We therefore welcome applications from all sections of the community.

Personal Details	
Name	
Date of Birth	
Gender	

I would describe my ethnic origin as:									
Asian or Asian British		Black or Black British		White		Mixed		Other	
Bangladeshi		African		British		White and Asian		Chinese	
Indian		Caribbean		Irish		White and Black African		Other	
Pakistani		Other		Other		White and Black Caribbean			
Other						Other			

Please select the option which best describes your sexuality			
Lesbian		Heterosexual	
Gay		I do not wish to disclose this	
Bisexual			

Please indicate your religion or belief			
Atheism		Sikhism	
Buddhism		Judaism	
Christianity		Hinduism	
Islam		Other	
Jainism		I do not wish to disclose this	

Disabilities and Impairment			
Do you consider yourself to have a disability?			
Please state the type of impairment which applies to you. You are welcome to indicate more than one. If none of the categories apply, please mark other.			
Physical Impairment		Learning Difficulty	
Sensory Impairment		Long-standing Illness	
Mental Health Condition		Other	

Appendix 1 and Appendix 2

Appendix 1 – Spent Convictions and the DBS Filtering Rule

Sentence	Rehabilitation period (in all cases the period commences from the date of the conviction)	
	Aged over 18 at the time of the conviction	Aged under 18 at the time of the conviction
Prison sentence for a term exceeding 6 months but less than 2.5 years	10 years	5 years
Prison sentence for a term of 6 months or less	7 years	3.5 years
Fines, probation, compensation, community service, reparation orders, curfew orders	5 years	2.5 years
Absolute discharge	6 months	6 months

Spent convictions

Prison sentences of more than two and a half years are never considered spent.

Filtering rules

You are not required to disclose information about spent criminal convictions for offences committed in the United Kingdom if you were over 18 years of age at the time of the offence and:

- 11 years have elapsed since the date of conviction;
- it is your only offence;
- it did not result in a custodial sentence; and
- it does not appear on the list of "specified offences".

You are not required to disclose information about a spent caution in relation to an offence committed in the United Kingdom if you were over 18 years of age at the time of the offence and six years has elapsed since the date it was issued, and provided it does not appear on the list of "specified offences".

You are not required to disclose information about a spent criminal conviction if you were under 18 years of age at the time of the offence and:

- five and a half years have elapsed since the date of conviction;
- it is your only offence;
- it did not result in a custodial sentence; and
- it does not appear on the list of "specified offences".

You are not required to disclose information about a spent caution if you were under 18 years of age at the time of the offence and two years has elapsed since the date it was issued, and provided it does not appear on the list of "specified offences".

The list of "specified offences" that will always be disclosed can be found at:

<https://www.gov.uk/government/publications/dbs-list-of-offences-that-will-never-be-filtered-from-a-criminal-record-check>.

Appendix 2 – Childcare Disqualification Requirements

The Childcare Act 2006 (the Act) and the Childcare (Disqualification) Regulations 2009 (the Regulations) state that it is an offence for the School to employ anyone in connection with our early years or later years provisions with children under the age eight who is disqualified. This applies to normal School activities and any before or after School clubs or activities. It is also a criminal offence for a disqualified person to provide early or later years provision or to be directly concerned in its management.

The criteria for which a person will be disqualified from working in connection with early or later years provision are set out in the Regulations. They are not only that a person is barred from working with children (by inclusion on the Children's Barred List) but also include:

- having been cautioned for, or convicted of certain criminal offences including violent and sexual criminal offences against children and adults;
- various grounds relating to the care of children, including where an order is made in respect of a child under the person's care;
- having had registration refused or cancelled in relation to childcare or children's homes;
- having been disqualified from private fostering; or

- living in the same household as another person who is disqualified from registration for early or later years provision, or living in a household where a disqualified person is employed (disqualification by association). A person does not, however, commit an offence if they do not know, or have no reasonable grounds for believing, that they live in the same household as a disqualified person, or in a household where a disqualified person is employed. Initial advice from the DfE is that a household will be deemed as anyone sharing "living space", including the use of a shared kitchen. The responsibility on individuals is to provide the School with information about people in their household "to the best of their knowledge". This means that a person who lives in a shared house, renting with others, will not be expected to request this information from those with whom they are not overly familiar.

As a School we take great pride in the pastoral care we provide and we consider it necessary that all staff are available to support all of our children. The School therefore asks all job applicants who are invited for interview to complete a Self-Declaration Form confirming whether they meet any of the criteria for disqualification. The School will consider any information disclosed before deciding whether to proceed with an interview. The School reserves the right to reject the application of any person who is disqualified from working in connection with early or later years provision. An interview will not proceed if the School has not received a completed Self-Declaration Form in advance.

Applicants to the School who have any criminal records information to disclose about themselves, or anyone in their household, must also provide the following information:

- details of the order, restriction, conviction or caution and the date that this was made;
- the relevant court or body and the sentence, if any, which was imposed; and
- a copy of the relevant order or conviction.

Applicants are not required to disclose a caution or conviction for an offence committed in the United Kingdom if it has been filtered in accordance with the DBS filtering rules (see Appendix 1). A person who discloses information which appears to disqualify them from working in early or later years provision may apply to Ofsted for a waiver of the disqualification. However, the School cannot appoint any person who is currently disqualified.