



Glendower Preparatory School

# Equal Opportunities Policy

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Next Review: December 2024

## **EQUAL OPPORTUNITIES POLICY**

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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 our adherence to [British values](#) as published on the GPS website alongside the following policies:

Diversity Equality and Inclusion Policy  
Accessibility Policy  
Anti-bullying Policy  
Safeguarding Policy  
Curriculum Policy  
SMSC Policy  
SEND Policy  
Admissions Policy  
Safer Recruitment Policy  
Staff Code of Conduct  
Staff Induction Policy  
PE Selection Policy  
Parental Complaints Procedure  
Whistleblowing Policy  
Staff Disciplinary, Grievance Procedures within the Staff Handbook  
PSHEE Policy  
Policy on Trans and Gender Non-Conforming Staff

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

The GPS Community recognises the value 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 to respect and value diversity within society, show respect for and appreciation of their own and other cultures and show 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 based on any 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](#).

We have adopted this policy to help 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 our employees and employment applicants are protected from unlawful employment discrimination.

Recruitment and employment decisions will be made based on 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 objectively, 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 they 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. This will not be done as a way of excluding pupils based on the protected characteristic listed above.

## **Special Educational Needs 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 harassment 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 acts of harassment.
- 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.

## DEFINITION OF BULLYING

Bullying may be defined as the intentional hurting, harming or humiliating of another person by physical (including sexual), verbal (including chat room, messaging and social media messages), and emotional means (including excluding, tormenting or spreading malicious rumours). It can involve manipulating a third party to tease or torment them. It can involve complicity that falls short of direct participation (by being a bystander). Bullying is often hidden and subtle, but it can also be overt and intimidatory. Bullying also includes a range of behaviours that are repeated. Bullying may involve actions or comments that are racist, homophobic, which focus on disabilities or other physical attributes (such as hair colour or body shape) and could also be motivated by prejudice towards someone's gender, special educational needs or because a child is adopted or is a carer. It can have reference to religious beliefs, cultural morals and may be sexist. This may be done in person or online (transmitted via social websites, mobile phones, text messages, photos and e-mail). Bullying can happen anywhere and at any time. Glendower always treats bullying very seriously. It conflicts sharply with the school's policy on equal opportunities and its social and moral principles.

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](#)

[The Equality and Human Rights Commission](#)

[The Equality Act and Schools](#)