

# EXMOOR LINK FEDERATION

(East Anstey and Bishops Nympton Primary Schools and associated Pre-Schools)

## EQUAL OPPORTUNITIES POLICY

### **Aims**

To remain ever mindful of the responsibility not to discriminate on grounds of sex, race or disability.

### **Objectives**

Our commitment to equal opportunities, spreads across the entire employment relationship - from recruitment and selection practices at the beginning to the reasons why the employment ends. In between, equal opportunities touch upon every aspect of the employment relationship: promotion, training, pay, time off, part-time working, pregnancy, maternity leave and returning to work. We need to be careful not to discriminate indirectly.

Arbitrary age criteria for promotion will also be likely to be found to be indirect discrimination if large proportions of women are excluded because of time they have taken out of work for family/maternity reasons.

In particular, care needs to be taken in applying qualification criteria to ensure that they really are necessary to the job and that they do not unjustifiably exclude from consideration certain ethnic groups.

It is important to bear in mind that action taken by any employee in the course of their employment can be treated (under equal opportunities' legislation) as having been done by the employer. So you should therefore take steps to ensure that your staff are aware of the responsibility to treat candidates and colleagues fairly at all times and that you deal promptly and effectively with any circumstances where discrimination may be taking place. Training or group discussion in equal opportunities' awareness may be a helpful way of raising these issues with your staff.

### **Policy Statement**

The Government has introduced laws to deal with discrimination in employment. The County Council has always had a commitment against discrimination and has drawn up a statement of its policy on equality of opportunity after consultation with the Trade Unions. It points to the unbiased treatment that employees and prospective employees of the Council are entitled to expect; at the same time it should serve to remind employees at all levels that they have an obligation to treat other workers and applicants for jobs in the same impartial way. The statement is printed below.

1.

Exmoor Link Federation recognises its responsibilities as an employer for setting standards of fair treatment.

2.

The Governing Body will provide equal opportunities to any employee or job applicant and will not discriminate either directly or indirectly on the grounds of race, colour, ethnic origin, nationality, sex, religion, marital status, disability or sexuality. The school also affirms its commitment to treat part-time staff as equitably as full-time staff, having regard to national and local conditions of service and to statute.

3.

To meet these objectives management will ensure that:-

- a) Selection criteria relate to job requirements and are not discriminatory by asking for inappropriate qualifications or experience.
- b) Job descriptions and personnel specifications are not discriminatory.
- c) Job advertisements are not without proper reason confined to publications or worded in such a way as to exclude applicants either individually or of a particular group. Advertisements will carry a statement that the school is an equal opportunities employer.
- d) Every job is open equally to all applicants with the required qualifications, except where considerations of privacy and decency or authenticity apply, or in cases where the job involves the provision of personal services.
- e) Applications will be dealt with in accordance with appropriate procedures.
- f) Where selection tests are used they are validated to ensure they relate directly to the job requirements and/or career requirements and measure an individual's ability to do or train for the particular work or career. Such tests are reviewed regularly to check that they show no bias either in content or scoring.
- g) Transfer, promotion and training is open equally to all eligible employees and selection criteria do not exclude applicants from any group.
- h) Specific training will be made available to Managers as appropriate, to ensure awareness of the wider implications of discrimination.

4.

- a) All employees have personal responsibility for the practical application of the policy and those with responsibility for staff are reminded that

they may be held individually accountable for ensuring that no form of discrimination occurs in the recruitment, selection, promotion and training of employees.

- b) Enquiries will be made into suspected cases of direct discrimination or acts of commission or omission which lead to indirect discrimination. Any such practices will be stopped and disciplinary action may be taken against the individuals concerned.
- c) The Chair of Governors / Headteacher has overall responsibility to ensure this policy is consistently applied.

## **EQUAL OPPORTUNITIES (PUPILS)**

There will be no discrimination in the classroom on the basis of gender, religion, race or disability.

To this end we ensure that:

- The basic school uniform may be unisex
- Football, netball, swimming, athletics, dance and all physical activities are open to all
- There will be no playground segregation
- There will be no separation of boy / girl tasks
- Sewing, knitting and table laying etc are open to all
- Design & technology (including textiles, woodwork, electronics etc.) are open to all
- Although children separate themselves into friendship groups by gender, playground games are available that will involve both sexes