



# GREENWOOD ACADEMIES TRUST

## **Equal Opportunities Policy**

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## Overview

The Trust is committed to providing equal opportunities in employment and to avoiding unlawful discrimination in all aspects of employment including recruitment, promotion, opportunities for training, pay and benefits, discipline and selection for redundancy.

## **1. Statement of Intent**

The Trust is committed to equality of opportunity and access, for all, regardless of gender, ethnicity, cultural background, sexual orientation or any form of Special Need and will strive to allow all members (who work or study at the Trust's premises) to achieve their full potential.

## **2. Curriculum**

- All pupils are entitled to equal access to all areas of the curriculum.
- Materials will reflect the composition of the School.
- Materials will be free from bias and suitably differentiated to enable full access to the curriculum by all pupils.
- Staff must remain cognisant of all equal opportunity issues.
- Staff will respond positively to the individual needs of all pupils.
- Curriculum planning and Schemes of Work will demonstrate strategies, teaching and learning styles and resources which enable pupils of all ability to maximise their performance and achievement.

## **3. Extra-Curricular Activities/Enrichment Programme**

- All pupils will have access to the full range of extra-curricular activities.
- We will endeavour to provide a range of activities to meet the needs of all pupils.

## **4. Attitude and Behaviour**

- Incidents of overt discriminatory behaviour will be dealt with immediately.
- An immediate referral will be made, in writing and as soon as possible, to the appropriate Form Tutor, Head of Year, Head of Department or a member of the Senior Management Team.
- The perpetrator(s) will be made fully aware of the reasons why such behaviour is unacceptable and given the opportunity to review and modify their inappropriate behaviour as part of a long term strategy.
- The victim(s) will be provided with support (short or long term) and be kept informed of any action being taken on their behalf.
- The parents or carers of both the perpetrator(s) and victim(s) will be informed immediately, in writing, of the incident and the action being taken.
- The parents or carers of the perpetrator(s) may be requested to visit school in order to discuss the incident.
- The parents or carers of the victim(s) will be given the opportunity to visit school and discuss the incident.

### Incidents involving Staff and Pupils

- Any incidents of racist or sexist behaviour or offensive remarks concerning sexual orientation, will be recorded immediately, in writing, and referred directly to the Senior Management Team.

### Incidents between Staff

- In the first instance, staff will challenge any remarks or behaviour which they consider to be offensive.
- Serious or persistent incidents will be referred directly to the Senior Management Team.

### Incidents concerning Parents or Visitors to the Academy

- Whenever possible, Staff will challenge any inappropriate behaviour or remarks.
- Matters of major concern will be referred directly to a member of the Senior Management Team.

## **5. Ethos**

### Display

Where appropriate, posters and display materials in corridors and classrooms will reflect the composition of the Academy.

### Visitors, Parents and Local Community

Positive role models will be encouraged to actively participate in Academy life.

Members of the local community will, whenever possible, be involved in the planning and delivery of the curriculum and in extra-curricular activities.

Whenever possible, interpreters will be present at Parents' Evenings and at parental meetings as needed.

Communications with home will be available in translation.

Communications with home will be 'parent friendly'.

Whenever possible, crèche facilities will be available at Parents' Evenings and other school events.

All visitors to the Academy will be welcomed.

### Library

The Library will reflect the composition of the Academy and the varying cultures and lifestyles in the world today.

### School Meals

All members of the Academy community and visitors, regardless of dietary requirements, should be entitled to a balanced diet.

## **6. Staffing**

The staffing complement of the Academy should provide a range of positive role models.

The Trust should provide the opportunity for equal representation of all groups at all levels.

Everyone who is, in any way, involved in the life of the Trust should be aware of the Equal Opportunities Policy.

## **7. Monitoring**

- Since this document informs all team development plans, individual teams are responsible for the monitoring process.
- Teams will review and evaluate their policies as part of the development planning cycle.
- Results, and subsequent targets, will be recorded on the appropriate pro forma.

## Appendix A

### Equal Opportunities Monitoring Form

Please complete and return this form with your application

To help us check that we are recruiting people in a fair and non-discriminatory way, all job applicants are asked to complete monitoring data about themselves. Please complete the sections below by ticking the appropriate box. This information will be treated as confidential. It will be separated from your application form and will not be seen by any members of the recruitment process. The information will be used solely for monitoring purposes and has no part in any selection process.

**Data Protection Act 1998: Information given on this form will be entered on to a computer database for the purpose of recruitment administration and equal opportunity monitoring and for no other purposes; this information is secure and is never passed to any third party.**

*Please complete the details required and/or tick the appropriate boxes, leaving blank any questions you do not wish to answer.*

<b>Post Applied For:</b>					
<b>Gender</b>		Female		Male	
<b>Ethnicity</b>		<i>Please tick the box which you feel most appropriate identifies your ethnic origin</i>			
Asian or Asian British – Bangladeshi		Black of Black British – African		Mixed – White & Asian	
Asian or Asian British – Indian		Black or Black British – Caribbean		Mixed – White & Black Caribbean	
Asian or Asian British – Pakistani		Black of Black British – Other		Mixed – White & Black African	
Asian or Asian British – Other		White – British		Mixed - Other	
Chinese		White – Irish			
Chinese - Other		White - Other			
<b>Disability</b>		The Disability Discrimination Act describes a disability as ‘a physical or mental impairment which has a substantial and long term adverse effect on your ability to carry out normal day-to-day activities’.			
Would you consider yourself disabled under this definition?				Yes *	No
* If ‘Yes’, please indicate the nature of your disability/ies:					
Do you need any equipment, support or special conditions for access because of your disability/ies in order to carry out the duties described in the job description for this post?				Yes *	No
* If ‘Yes’, please specify:					

*Thank you for your co-operation in completing this form.*