



**MAGDALEN COLLEGE SCHOOL**

**EQUAL OPPORTUNITIES POLICY: STAFF**



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### **Equal Opportunities Policy – Staff**

#### **INTRODUCTION**

Magdalen College School has a legal duty to uphold the law on equal opportunities. The school therefore has policies and procedures in place that are regularly reviewed by Governors and Senior Management. The Master and her Advisory Committee are responsible for ensuring that staff are actively engaged in implementing the policy.

Promoting equal opportunities is fundamental to the aims and ethos of Magdalen College School which welcomes staff with as diverse a range of backgrounds as possible. This enriches our community and is vital in preparing our pupils for today's world. We concentrate on educating the individual, to provide a comfortable and welcoming atmosphere where all feel valued and can flourish.

The school is committed to equal treatment for all, regardless of an individual's age, race, ethnicity, linguistic background, religion and beliefs, culture, gender, gender reassignment, sexual orientation, marriage or civil partnership, pregnancy, maternity, disability, special educational need(s), body image or social background. We are an academically selective school and we believe that the educational experience can only be enriched if pupils are exposed to as wide a range of cultural experiences as possible during their time at the school.

This Policy applies to all staff. It does not form part of any contract of employment.

This Policy conforms with the Equality Act 2010.

#### **DISCRIMINATION**

There will be no discrimination because of or related to the protected characteristics of sex, sexual orientation, gender reassignment, disability, pregnancy or maternity, marriage or civil partnership, age, race (including colour, nationality and ethnic or national origins), religion or belief which is not permitted by law; or on any other grounds, except where this is necessary to ensure that the job is done effectively and safely.

These principles will apply to recruitment, training, promotion, dismissal, transfer and all other benefits, terms and conditions of employment.

In relation to the protected characteristics set out above, unlawful discrimination includes (subject to certain exceptions):

- less favourable treatment of a person because they have a protected characteristic, or are associated with someone else who has such a characteristic, or are thought (whether rightly or wrongly) to have the characteristic;
- a provision, criterion or practice which is applied to a group of people, but which puts or would put an individual with a protected characteristic, and others sharing that characteristic, at a particular disadvantage (unless it can be shown to be a proportionate means of achieving a legitimate aim);
- harassment related to a protected characteristic (please see the School's Anti-Bullying and Harassment Policy). In general it does not matter whether the victim has the protected characteristic, is associated with someone else who has such a characteristic, or is simply thought (whether rightly or wrongly) to have the characteristic;
- subjecting a person to a detriment for making a complaint of discrimination or giving evidence in relation to such a complaint; or for seeking, giving or receiving information to find out the connection between pay and a protected characteristic (victimisation);
- in respect of disability only, treating a person unfavourably because of something arising in consequence of that person's disability, or failing to make a reasonable adjustment.

### **THE SCHOOL AS AN EQUAL OPPORTUNITIES EMPLOYER**

In order to promote an environment within which the school can call upon the widest possible range of knowledge, skill and experience, as well as ensuring compliance with the relevant legislation and codes of practice, Magdalen College School is committed to achieving and maintaining a workforce which represents the population within our recruitment area in terms of race or colour, nationality or national or ethnic origins, religion or belief, sex, sexual orientation, gender reassignment, pregnancy, maternity, marital status, age, and disability.

To this end, the school will regularly review the operation of its recruitment, promotion, training and development procedures to ensure that no applicant for employment or member of staff is disadvantaged by conditions or requirements which cannot be shown to be justifiable.

If an employee believes that the School or any of its employees have acted in breach of the policy, they should immediately raise the matter through the grievance procedure. If the complaint relates to harassment, please refer to the School's Anti-Bullying and Harassment Policy. In the event that such complaints are found to be well-founded, disciplinary action will be taken against those responsible and in serious cases may result in dismissal. The School reserves the right to investigate allegations of a breach of this policy, and to take disciplinary action at its discretion, even if a formal grievance has not been raised.

In addition employees are encouraged to report any bullying or harassment by pupils, parents, suppliers, visitors, or others whom they come into contact with in the course of their employment, to their line manager, who will take appropriate action. If the allegation concerns the line manager, employees should instead make a report to the Human Resources Director. It is important that the School is made aware of any such harassment, even if it appears to be an isolated incident (see Staff Code of Conduct).

## **STAFF RECRUITMENT AND SELECTION**

The staffing process is governed by the school's principles of non-discrimination and is designed to achieve the best match between, on the one hand, the individual's knowledge and skills, experience and character and, on the other hand, the requirements of the vacant post, recognising the need for flexibility to respond to changing conditions.

- The capability of the individual to perform in the position will be the major selection criterion but the ability both to work with others and to be trained, coupled with individual potential will be taken into account.
- All applicants will be dealt with courteously and as expeditiously as possible.
- Appointments will be confirmed on receipt of satisfactory statutory checks including references and DBS (safeguarding) checks and/or medical report and/or satisfactory completion of a probationary period.

## **DISABILITY**

Reasonable adjustments will be made to application procedures to ensure that applicants are not disadvantaged because of their disability. For example, where written tests are used, alternative arrangements will be made for visually impaired applicants.

The school will make such adjustments to work arrangements or school premises as are reasonable to enable a disabled staff member to carry out his or her duties. This will include, but is not limited to, consideration of the provision of specialist equipment, job redesign, retraining, flexible hours.

The school recognises the importance of taking pro-active measures to remove barriers to disabled people from the working environment.

Where during the course of their employment a disabled member of staff recognises their need for a reasonable adjustment to be made to work arrangements or school premises, he or she should discuss this requirement with the Deputy Head (Education Development) or with the HR Director as appropriate. The expertise of the disabled staff member concerning their own disability will be recognised.

Where the school does not have the relevant expertise to resolve the problem, an outside specialist may be consulted. The School may require the relevant employee to attend a medical examination, in order to understand the impacts of the disability and any reasonable adjustments which could be made. Once an adjustment has been made its operation may need to be reviewed at agreed intervals, to assess its continuing effectiveness. Please see also the School's Accessibility Policies.