



MAGDALEN COLLEGE SCHOOL

FOUNDED IN 1480
BY WILLIAM OF WAYNFLETE

Equal Opportunities Policy – Staff

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Introduction

Magdalen College School is an equal opportunities employer.

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.

To this end, the School has policies and procedures in place that are regularly reviewed by Governors and Senior Management. The Master and her Advisory Committee shall regularly review the operation of our recruitment, promotion, training and development policies to ensure that no applicant for employment or member of staff is disadvantaged by conditions or requirements which cannot be shown to be justifiable.

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

Procedures are in place to ensure fair and equitable treatment in relation to the admission and assessment of pupils.

The principles of non-discrimination and equality of opportunity also apply to the way in which staff must treat visitors, pupils, parents, suppliers and former members of staff.

This Policy conforms with the Equality Act 2010.

Discrimination at work

Employees and any job applicants will receive equal treatment, regardless 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 (the protected characteristics). There will be no unlawful discrimination because of or related to a protected characteristic.

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.

Implementation

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 promoting equal opportunities in employment.

The School, with the assistance of the staff, will:

- Break down any barriers to equality of opportunity which may prevent staff members realising their full potential or accessing benefit.
- Advertise vacancies and ensure job selection criteria are appropriate for the job.
- Promptly and fully investigate all complaints of discrimination and harassment, taking appropriate action where necessary.
- Ensure that all members of staff are fully informed and trained on this Policy.
- Monitor the composition of the School and the effects of its recruitment practices.
- Examine and review existing procedures to ensure they are not discriminatory in their operation.
- Ensure that the language used in official communication reflects the letter and spirit of the policy.

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 considered.
- All applicants will be dealt with courteously and as expeditiously as possible.
- Shortlisted applicants will be asked to complete a self-declaration of their criminal record or information that would make them unsuitable to work with children.
- All offers of appointment shall be conditional on the pre-employment checks, as set out within KCSIE.

Training and promotion

Training needs will be identified through regular appraisals. Staff will be given appropriate access to training to enable them to progress within the School and all promotion decisions will be made based on merit.

Termination of employment

The School will ensure that redundancy criteria and procedures are fair and objective and are not directly or indirectly discriminatory.

The School will also ensure that disciplinary procedures and penalties are applied without discrimination, whether they result in disciplinary warnings, dismissal or other disciplinary action.

Disability

If you are disabled or become disabled, we encourage you to tell us about your condition so that we can support you as appropriate.

A disability will not of itself justify the non-recruitment of an applicant for a position at the School. 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 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.

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.

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.

Part-time and fixed-term work

Part-time and fixed-term staff should be treated the same as comparable full-time or permanent staff and enjoy no less favourable terms and conditions (on a pro-rata basis where appropriate), unless different treatment is justified.

Breaches of this policy

We take a strict approach to breaches of this policy, which will be dealt with in accordance with our Disciplinary Procedure. Serious cases of discrimination may amount to gross misconduct resulting in dismissal.

If you believe that you have been the subject of discrimination you can raise the matter informally in accordance with the Anti-Harassment and Bullying Policy, or formally through our Grievance Procedure. Complaints will be treated in confidence and investigated as appropriate.

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).

There must be no victimisation or retaliation against staff who complain about discrimination. However, making a false allegation deliberately and in bad faith will be treated as misconduct and dealt with under our Disciplinary Procedure.

Reviewed	January 2024
Reviewer	J Wright - HR Director
Reviewer	
Date of Next Review	January 2026