


EQUAL OPPORTUNITIES - STAFF	
DATE OF REVIEW: October 2024	
DATE OF NEXT REVIEW: Autumn 2026	
TO BE REVIEWED BY: Resources committee	

The Government has introduced laws to deal with discrimination in employment. Hatherleigh Community Primary School has always had a commitment against discrimination and has drawn up a statement of its policy on equality of opportunity. It points to the unbiased treatment that staff and prospective staff of the school are entitled to expect; at the same time it should serve to remind staff at all levels that they have an obligation to treat other colleagues and applicants for jobs in the same impartial way. The statement is printed below. We uphold the Devon County Council Policy on Equality of Opportunity.

1.
Hatherleigh Community Primary School recognises its responsibilities as an employer for setting standards of fair treatment.
2.
The School will provide equal opportunities to any member of staff or job applicant and will not discriminate either directly or indirectly on the grounds of age, race, colour, ethnic origin, nationality, sex, religion, marital status, pregnancy, maternity, disability or sexuality. The School also affirms its commitments 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 Governors 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 Hatherleigh Community Primary 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. (See Code of Practice on Recruitment).
(f) Where selection tests are used they are validated to ensure that 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 role requirements. Such tests are to be reviewed regularly to check that they remain relevant and free from bias either in content or scoring.
(g) Transfer, promotion and training is open equally to all eligible staff and selection criteria do not exclude applicants from any group.

4.

(a) All staff have personal responsibility for the practical application of the policy and the Headteacher and Governing Body may be held individually accountable for ensuring that no form of discrimination occurs in the recruitment, selection, promotion and training of staff members.

(b) In cases of alleged discrimination, matters will be referred to the Governing Body Appeals Committee.

(c) The Headteacher, assisted by the Governing Body, has overall responsibility to ensure this policy is consistently applied.

(d) The grievance procedure is available to any member of staff who considers that he or she may have been unfairly discriminated against. It is important to understand that staff who consider they have failed to secure adequate redress within the procedures of Hatherleigh Community Primary School may choose to take their case to an Employment Tribunal. External applicants who feel they have been unfairly discriminated against may also take their case to an Employment Tribunal. In these circumstances complaints can be brought against individual members of staff as well as the LEA.

(e)

The Governors and Headteacher of Hatherleigh Community Primary School will review implementation of the policy biennially.

The School will refer to Human Resources for clarification of any issues arising from the employment process.