

**Coppice Primary
Partnership**

An Ethic of Excellence



Diversity, Equity and Inclusion

Reviewed – Term 4 23/24

Next review – Term 4 25/26

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1 Introduction

- 1.1 The Trust is committed to providing high quality teaching and learning for our pupils. We recognise that by valuing and promoting equal opportunities in employment for all employees and job applicants and avoiding unlawful discrimination in employment and delivery of services, we will be able to deliver first class education and value the differences our workforce brings to the Trust.
- 1.2 We aim to create a working environment in which all individuals are able to make best use of their skills, free from discrimination or harassment, and in which all decisions are based on merit. We also value diversity and recognise the varied contributions that a diverse workforce brings to an organisation; we are committed to drawing on different perspectives and experiences of individuals which will add value to what we do. We acknowledge intersectionality and the impact that a wide variety of differences will have on the individual and the workplace.
- 1.3 We will ensure that we do not discriminate against staff on the basis of:
- 1.3.1 age,
 - 1.3.2 disability,
 - 1.3.3 gender reassignment,
 - 1.3.4 gender definition,
 - 1.3.5 intersex and non-binary,
 - 1.3.6 marital or civil partner status,
 - 1.3.7 pregnancy or maternity,
 - 1.3.8 race, colour, nationality, ethnic or national origin,
 - 1.3.9 religion or belief,
 - 1.3.10 sex or sexual orientation; or
 - 1.3.11 any combination of those listed above (the protected characteristics).
- 1.4 The principles of non-discrimination also apply to how we expect our staff to treat colleagues, pupils, parents and carers, visitors, clients, customers, suppliers and former staff regardless of whether the legal protection of having a protected characteristic applies.

1.5 This policy complies with the requirements of the Gender Recognition Act 2004 and the Equality Act 2010. Under the general public sector equality duty of the Equality Act 2010, our Trust must have due regard to and are committed to:

- 1.5.1 eliminate discrimination, harassment and victimisation;
- 1.5.2 advance equality of opportunity between people who share a protected characteristic and those who do not; and
- 1.5.3 set diversity objectives
- 1.5.4 identify a senior level champion for leading the diversity strategy
- 1.5.5 secure top-level ownership and sponsorship
- 1.5.6 develop and cascade a diversity vision statement
- 1.5.7 foster good relations between people who share a protected characteristic and those who do not.

The duty covers the protected characteristics of race, disability, sex, age, sexual orientation, religion or belief, pregnancy and maternity, gender reassignment, gender definition, intersex and non-binary. The first part of the duty - the duty to eliminate discrimination, harassment and victimisation - also applies to the protected characteristic of marriage and civil partnership. As part of our duty we publish on our website:

- Our equality objectives (at least every four years);
- Information that demonstrates our compliance with this duty;
- We will also publish gender pay gap reporting in line with the regulations.

As part of the application of this policy, the Trust may collect, process and store personal data and special categories of data in accordance with our data protection policy. We will comply with the requirements of Data Protection Legislation (being the UK General Data Protection Regulation and Data Protection Act 2018) and any implementing laws, regulations and secondary legislation, as amended or updated from time to time, in relation to how we collect, hold and share personal data.

1.6 This policy has been implemented following consultation with the relevant Trade Unions. It has been formally adopted by the Trust Board.

- 1.7 This policy does not form part of any employee's contract of employment and may be amended at any time.

2 Scope and purpose

- 2.1 This policy covers all individuals working at all levels and grades in the Trust, including trustees, governors, Head Teachers, senior leadership, employees, consultants, contractors, trainees, part-time and fixed-term employees, volunteers, casual workers and agency staff (collectively referred to as **employees** in this policy).
- 2.2 This policy applies to all aspects of the employment relationship and covers job advertisements, recruitment and selection, training and development, opportunities for promotion, appraisals, conditions of service, pay and benefits, conduct at work, disciplinary and grievance procedures, and termination of employment. It also applies to former employees for example in the provision of employment references.
- 2.3 The purpose of this policy is to set out our approach to equal opportunities, how we will tackle discrimination and how we will put our commitment into action and comply with the law, to ensure that equality and diversity is promoted in the workplace and our employees are not subject to and do not commit unlawful acts of discrimination.

3 Roles and responsibilities

- 3.1 Our Trust Board has overall responsibility for the effective operation of this policy and for ensuring compliance with equality legislation. Day-to-day operational responsibility for this policy (including regular review of this policy), has been delegated to the Head Teacher. Headteachers are responsible for:
- 3.1.1 co-ordinating diversity, equity and inclusion work across the school
 - 3.1.2 dealing with reported incidents of racism or harassment and reporting these in detail
 - 3.1.3 monitoring the progress of minority group children, including those on free school meals and from less economically affluent families
 - 3.1.4 allocating resources fairly and equitably, including recognising that some children may require more than others for an equal and fair chance to enjoy and achieve
- 3.2 All senior leaders must set an appropriate standard of behaviour, lead by example and ensure that those they manage adhere to the policy and promote our aims and objectives with regard to equal opportunities. Senior leaders will be given appropriate training on equal opportunities awareness, and recruitment and selection best practice.

- 3.3 All employees must be aware of this policy and have a duty to act in accordance with this policy and not to discriminate against or harass other people including employees, former employees and job applicants treating them with dignity at all times. This also applies on work-related trips or events including social events. They should also apply this to how they treat members of the public in the provision of services and should support the Trust in meeting its commitment to provide equal opportunities for all and promoting diversity in the workplace. All staff are expected to:
- 3.3.1 promote an inclusive and collaborative ethos in their classroom
 - 3.3.2 deal with any prejudice-related incidents that may occur
 - 3.3.3 plan and deliver curricula and lessons that support this policy
 - 3.3.4 support pupils in their class for whom English is an additional language
 - 3.3.5 keep up-to-date with equalities legislation relevant to their work.
- 3.4 Staff are invited to comment on this policy and suggest ways in which it might be improved by contacting hr@coppicepp.org.

4 Curriculum, Teaching and Learning

- 4.1 We see all learners and potential learners, and their parents and carers, as of equal value:
- 4.1.1 whether or not they are disabled
 - 4.1.2 whatever their ethnicity, culture, national origin or national status
 - 4.1.3 whatever their gender and gender identity
 - 4.1.4 whatever their religious or non-religious affiliation or faith background
 - 4.1.5 whatever their sexual identity
 - 4.1.6 whatever their economic or social background.
- 4.2 We therefore act to ensure that each and every member of the school community:
- 4.2.1 experiences equality of opportunity
 - 4.2.2 feels a full and respected member of the school community
 - 4.2.3 has high expectations of themselves, their peers, staff, and others with regard to fair treatment

- 4.2.4 develops an understanding of race, ethnicity and multiculturalism alongside an appreciation of their importance in Britain today
- 4.2.5 develops an understanding and appreciation of disability and the contribution of disabled people in the community and UK
- 4.2.6 develops an awareness of conscious and unwitting racism alongside the skills and confidence to challenge instances of racist behaviour, language and attitudes
- 4.3 As part of our work to promote equality, we aim to ensure that within our educational provision children are offered opportunities to:
 - 4.3.1 understand and celebrate diversity in all its forms
 - 4.3.2 learn about racial equality in a variety of curriculum areas (e.g. PHSCE, Science, RE, Art and English)
 - 4.3.3 develop an understanding of global citizenship
 - 4.3.4 understand the power of language particularly relating to verbal abuse due to race, disability, sexual orientation or social standing
 - 4.3.5 develop an understanding of their rights, the rights of others, and their responsibilities to each other
 - 4.3.6 develop an understanding and appreciation of other religious beliefs and culture
 - 4.3.7 recognise and challenge prejudice and discriminating attitudes and behaviour
 - 4.3.8 develop emotionally and intellectually with the personal qualities and attributes required to make a successful life in a diverse society.

5 Forms of discrimination

- 5.1 Discrimination by or against an employee is generally prohibited unless there is a specific legal exemption. Discrimination may be direct or indirect and it may occur intentionally or unintentionally.
- 5.2 Direct discrimination occurs where someone is treated less favourably because of one or more of the protected characteristics as set out above. For example, rejecting a job applicant because of their religious views or because they might be gay. In limited circumstances, employers can directly discriminate against an individual for a reason related to any of the protected characteristics where there is an occupational requirement. The occupational

requirement must be crucial to the post and a proportionate means of achieving a legitimate aim. It will only be exceptional circumstances that this will apply in our Trust.

- 5.3 Indirect discrimination occurs where someone is disadvantaged by a provision, criterion or practice that applies to everyone but puts people with a protected characteristic at a particular disadvantage. Such a requirement will need to be objectively justified. For example, requiring a job to be done full-time rather than part-time would adversely affect women because they generally have greater childcare commitments than men. Such a requirement would be discriminatory unless it can be objectively justified.
- 5.4 Harassment related to any of the protected characteristics is prohibited. Harassment is unwanted conduct that has the purpose or effect of violating someone's dignity, or creating an intimidating, hostile, degrading, humiliating or offensive environment for them. Pregnancy and maternity, and marriage and civil partnership are not protected directly under the harassment provisions. However, pregnancy and maternity harassment would amount to harassment related to sex, and harassment related to civil partnership would amount to harassment related to sexual orientation. Harassment is dealt with further in our Anti-Bullying and Harassment Policy.
- 5.5 Victimisation is also prohibited. This is less favourable treatment of someone who has complained or given information about discrimination or harassment, or supported someone else's complaint. This includes where someone mistakenly believes that the victim has complained, given information or supported someone else's complaint.
- 5.6 Discrimination by association is where an individual is directly discriminated against or harassed for association with another individual who has a protected characteristic.
- 5.7 Discrimination by perception is where an individual is directly discriminated against or harassed based on a perception that a person has a particular protected characteristic irrespective of whether they do have that protected characteristic (this does not include marriage and civil partnership and pregnancy and maternity).
- 5.8 Third-party harassment occurs where an employee is harassed and the harassment is related to a protected characteristic (other than marriage and civil partnership, and pregnancy and maternity), by third parties such as parents and carers, clients or customers.
- 5.9 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.

6 Applying our policy to recruitment and selection

- 6.1 We aim to ensure that no job applicant suffers discrimination because of any of the protected characteristics. When recruiting or on promotion, we will aim to take steps to improve the diversity of our workforce and provide equality of opportunity. Our recruitment procedures are reviewed regularly to ensure that individuals are treated on the basis of their relevant skills and abilities.
- 6.2 Job selection criteria as set out in the person specification will be regularly reviewed to ensure that they are relevant to the job. Short listing of applicants should be done by more than one person wherever possible and will be carried out objectively against the requirements of the job.
- 6.3 Job advertisements should avoid stereotyping or using wording that may discourage groups with a particular protected characteristic from applying.
- 6.4 We will take reasonable steps, where appropriate depending on the situation, to ensure that our vacancies are advertised to a diverse labour market and, where relevant, to particular groups that have been identified as disadvantaged or underrepresented in our Trust.
- 6.5 Applicants will not be asked about health or disability before a job offer is made, other than where it is necessary to;
- 6.5.1 establish if an applicant can perform an intrinsic part of the job (subject to any reasonable adjustments as referenced in Section 60 of the Equality Act 2010)
 - 6.5.2 establish if any reasonable adjustments need to be made to enable an applicant to have a fair interview or assessment.
 - 6.5.3 carry out equal opportunities monitoring (which will not form part of the decision-making process).
- Job offers will be conditional upon a satisfactory medical check in accordance with our obligation under Keeping Children Safe in Education (Keeping Children Safe in Education 2023), where a school must verify the candidate's mental and physical fitness to carry out their work responsibilities in accordance with the Education (Health Standards) (England) Regulations 2003.
- 6.6 Applicants will not be asked about past or current pregnancy or future intentions related to pregnancy or gender identity or history. Applicants will not be asked about matters which may suggest an intention to discriminate on ground of a protected characteristic. Applicants will be asked to clarify which pronoun they would prefer to be referred to.

- 6.7 We are required by law to ensure that all employees are entitled to work in the UK. Assumptions about immigration status should not be made based on appearance, name or apparent nationality. All prospective employees, regardless of nationality, must be able to produce original specified documents before employment starts to satisfy current immigration legislation. The list of acceptable documents is available from [Human Resources].
- 6.8 To ensure that this policy is operating effectively, and to identify groups that may be underrepresented or disadvantaged in our Trust, we monitor diversity data as part of the recruitment process. Provision of this information is voluntary and it will not adversely affect an individual's success at recruitment or any other decision related to their employment. The information is removed from applications before short listing, and kept in an anonymised format solely for the purposes stated in this policy. Analysing this data helps us take appropriate steps to avoid discrimination and improve equality and diversity.

7 Applying our policy to training, promotion, pay decisions and conditions of service

- 7.1 All employees will be informed of how we will collect, hold and share personal data of individuals during their employment.
- 7.2 Employees training needs will be identified through the appraisal process. All employees will be given appropriate access to training for their job and in order to enable them to progress within the Trust.
- 7.3 Pay and promotion decisions will be based on an employee's performance (where relevant), skills and experience and as detailed in our Pay Policy.
- 7.4 Our benefits and facilities are reviewed regularly to ensure that they are available to all employees who should have access to them and that there are no unlawful obstacles to accessing them.
- 7.5 Relevant national and local conditions of service within our Trust as applied to our employees, will meet the requirements of equal opportunities.

8 Applying our policy when terminating employment

- 8.1 We will ensure that redundancy criteria and procedures are fair and objective and are not directly or indirectly discriminatory.
- 8.2 We will also ensure that disciplinary procedures and penalties are applied without discrimination, whether they result in disciplinary warnings, dismissal or other disciplinary action.

9 Disability discrimination

- 9.1 Disability discrimination includes direct or indirect discrimination, any unjustified less favourable treatment because of the effects of a disability, and failure to make reasonable adjustments to alleviate the effects caused by a disability.
- 9.2 If you are disabled or become disabled, we encourage you to tell us about your condition so that we can support you as appropriate.
- 9.3 If you experience difficulties at work because of your disability, you may wish to contact your line manager to discuss any reasonable adjustments that would help overcome or minimise the difficulty. Your line manager may wish to consult with you and your medical adviser(s) about possible adjustments. We will consider the matter carefully and try to accommodate your needs within reason. If we consider a particular adjustment would not be reasonable, we will explain our reasons and try to find an alternative solution where possible.
- 9.4 We will monitor the physical features of our premises to consider whether they place disabled employees or job applicants at a substantial disadvantage compared to other employees. Where reasonable, we will take steps to improve access for employees who have a disability.

10 Breaches of this policy

- 10.1 If you believe that you may have been discriminated against or you have witnessed discrimination you are encouraged to raise the matter through our Grievance Procedure. If you believe that you may have been subject to harassment you are encouraged to raise the matter through our Anti- Bullying and Harassment Policy. If you are uncertain which policy applies or need advice on how to proceed you should speak to your line manager.
- 10.2 Allegations regarding potential breaches of this policy will be treated in confidence and investigated in accordance with the relevant procedure. Employees who make such allegations in good faith will not be victimised or treated less favourably as a result. False allegations which are found to have been made in bad faith will, however, be dealt with under our Disciplinary Procedure.
- 10.3 Any member of staff who is found to have committed an act of discrimination or harassment will be subject to disciplinary action. Such behaviour may constitute gross misconduct and, as such, may result in summary dismissal. We take a strict approach to serious breaches of this policy.

11 Review of policy

- 11.1 This policy is reviewed every two years by the Trust Board. We will monitor the application and outcomes of this policy to ensure it is working effectively.
- 11.2 We will also monitor and review the treatment and outcomes of any complaints of discrimination, harassment or victimisation we receive to ensure that they are properly investigated and resolved, those who report or act as witnesses are not victimised, repeat offenders are dealt with appropriately, cultural clashes are identified and resolved and workforce training is targeted where needed.

Coppice Primary Partnership Equality Objectives 2024-2027

The Public-Sector Equality Duty requires all schools to publish specific and measurable equality objectives. Our equality objectives are based on our analysis of data and other information. Our equality objectives focus on those areas where we have agreed to take action to improve equality and tackle disadvantages.

We will review annually with the Trust Board and Local Governing Bodies the progress we are making regarding our equality objectives.

Educational Objectives

Objective	Actions
To ensure the curriculum acts as both a window and a mirror for the children, allowing them to develop a good appreciation of difference and diversity	<ul style="list-style-type: none"> • Ensure use of books in all subjects reflects a range of authors, characters and settings • Ensure the topics covered reflect the world around us and enhance children’s understanding of people who live in different places and who believe in and/or represent different cultures and faiths. • Ensure visiting speakers to schools broaden children’s perceptions of equality and diversity • Ensure the school calendar and displays reflects opportunities to reflect on and remember the importance of diversity • Deliver a programme of assemblies, outside visitors and education trips to promote the ethos of equality to pupils and help pupils develop good relationships with people of different characteristics.
To monitor assessment and other data at regular intervals to ensure that children are not being disadvantaged by belonging to a protected group	<ul style="list-style-type: none"> • Ensure the effective use of pupil premium funding results in positive impacts on pupils and their outcomes. • Ensure that SEND support and funding is used appropriately and effectively to ensure that children receive the same access to the curriculum. • Track children and analyse data to ensure that children in protected groups are given the support they need

To ensure that all pupils have equality of opportunity	<ul style="list-style-type: none"> • Monitor, review and promote access to extra-curricular clubs • Consider options when planning trips/visits/visitors to ensure that they reflect the first objective and are accessible to all pupils • Continue to organise trust wide events open to all pupils to provide additional opportunities
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Organisational Objectives

Objective	Actions
To ensure all (and potential) staff, governors and trustees have equality of opportunity	<ul style="list-style-type: none"> • Follow safer recruitment practices including those identified in this policy • Investigate becoming a Disability Confident employer • Evaluate staffing and governance structures, taking consideration of and challenging on areas of diversity, equity and inclusion.
To review staff related policies and procedures to ensure they comply with the Act (e.g. recruitment, CPD, flexible working, maternity and pay policies) and the Trust offers equal opportunities to all staff	<ul style="list-style-type: none"> • To undertake an initial analysis of data relating to current employees with regard to race, gender and disability and report this to the Board Finance & Audit Committee. • To undertake an annual data analysis, noting any changes.