



# Chiltern Way Academy

Turning Futures Around

## **Diversity Policy**

**Responsibility for this policy (job title): Business Manager**

**Responsibility for its review: Principal**

**Approved: 22.05.2017**

**Next Review Date: Summer 2021**

## **CONTENTS**

<b>Policy statement</b>	<b>3</b>
<b>Policy scope</b>	<b>4</b>
<b>Responsibilities</b>	<b>4</b>
<b>Raising concerns</b>	<b>6</b>

## **1. Policy Statement**

- a. It is the policy of Chiltern Way Academy to create a workplace free from unlawful discrimination. Specifically it is our policy to ensure that all employees and workers associated with our School:
  - i. **Are** treated fairly regardless of their, or a person with whom they are associated, age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation (Protected characteristics)
  - ii. **Experience** a working environment that is welcoming, inclusive, supportive and constructive.
- b. As an employer we will **not tolerate**:
  - i. behaviours that create, or seek to create, an intimidating, hostile, offensive or disturbing environment; this includes zero tolerance of all and any unwanted verbal or physical abuse and/or advances and/or behaviour, which an employee finds offensive and which causes them to feel threatened, humiliated, patronised, distressed or harassed.
  - ii. behaviours by individuals who consciously or unconsciously misuse their power or position to intimidate, humiliate or undermine others. We recognise that these behaviours can make people feel humiliated and undermine their confidence such that they become fearful, losing confidence and belief in themselves.
- c. We are committed to embedding our commitment to diversity and inclusion throughout the employment life cycle. We believe there is an implicit business case to take action to remove all forms of discrimination. Discrimination is wasteful of talent and harmful to both individuals and the organisation. It has the effect of reducing employment prospects and preventing full consideration of abilities, potential and experience. We will adopt equality of opportunity and diversity good practice within:
  - i. Recruitment practices
  - ii. Promotion decisions
  - iii. Access to Learning and Development
  - iv. Selection for redundancy
  - v. Grievance case management
  - vi. Decision making within formal procedures including but not limited to conduct, performance, attendance and absence.
- d. This publication date for this policy is October 2015 and the specific legislation to which this policy relates is the Equality Act (2010).

## **2. Policy Scope**

- a. This policy addresses diversity and equal opportunities in the context of the relationship between workers and Chiltern Way Academy. It applies to all workers and employees of Chiltern Way Academy and specifically includes:
  - i. Their actions and behaviours whilst representing the brand of Chiltern Way Academy both within and outside of their working time for Chiltern Way Academy.
  - ii. Their actions and behaviours, including those on social media and similar, where the worker has clearly associated themselves with Chiltern Way Academy. This means the policy extends to their private lives where an individual has chosen to identify themselves as being a worker or employee of the school by referencing the school or identifying themselves as a worker of Chiltern Way Academy (e.g. on social media).

## **3. Responsibilities**

### **a. Employee and workers**

- i. All employees and workers,
  1. **Will not** treat people unfairly on the grounds of their age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.
  2. **Will** adopt personal standards of behaviour that demonstrate their commitment to treating colleagues and co-workers with dignity and respect of their age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.
  3. **Will** adopt personal standards of behaviour that foster a culture of inclusion and respect within the workplace towards colleagues and co-workers regardless of their age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.
  4. **Will** attend learning and development interventions relating to diversity and equal opportunities where directed.
  5. **Will** speak with their line manager, or another member of the senior leadership team if they observe behaviours inconsistent with this policy.
  6. **Appendix A:** Equality and Discrimination: understand the basics (<http://www.acas.org.uk/media/pdf/d/8/Equality-and-discrimination-understand-the-basics.pdf>) or the most up to date guidance available on [www.acas.org.uk](http://www.acas.org.uk).

## **b. Line Managers**

- i. In addition, Line managers will ensure that they maintain a soundly based understanding of anti-discrimination current legislation and its application to the workplace through their programme of continuous professional development, attending learning and development interventions where directed. Line managers, including members of the Senior Leadership Team, are reasonably expected to take personal responsibility for accessing credible on line, free at the point of use, materials such as those provided by ACAS on an annual basis and recording such CPD in their annual appraisal.
- ii. Line managers have a duty under this policy to act on behaviours observed by them, or reported to them, inconsistent with this policy which may include ensuring the relevant policy (grievance, bullying and harassment and or disciplinary) is followed in dealing with allegations of discrimination and or other behaviour inconsistent with the spirit of this policy.
- iii. Line managers, including members of the Senior Leadership Team, are required to read Appendices A to E which are good practice documents available from the ACAS website.
  1. **Appendix A:** Equality and Discrimination: understand the basics (<http://www.acas.org.uk/media/pdf/d/8/Equality-and-discrimination-understand-the-basics.pdf>) or the most up to date guidance available on [www.acas.org.uk](http://www.acas.org.uk).
  2. **Appendix B:** Prevent discrimination: support equality (<http://www.acas.org.uk/media/pdf/2/e/Prevent-discrimination-support-equality.pdf>) or the most up to date guidance available on [www.acas.org.uk](http://www.acas.org.uk).
  3. **Appendix C:** Discrimination: what to do if it happens (<http://www.acas.org.uk/media/pdf/o/l/Discrimination-what-to-do-if-it-happens.pdf>) or the most up to date guidance available on [www.acas.org.uk](http://www.acas.org.uk).
  4. **Appendix D:** Social media, discipline and grievances (<http://www.acas.org.uk/index.aspx?articleid=3378>) or the most up to date guidance available on [www.acas.org.uk](http://www.acas.org.uk).
  5. **Appendix E:** Social Media and Bullying (<http://www.acas.org.uk/index.aspx?articleid=3379>) or the most up to date guidance available on [www.acas.org.uk](http://www.acas.org.uk).

## **c. Senior Leadership Team**

- i. In addition, members of the Senior Leadership team, under the direction of the Principal of Chiltern Way Academy are responsible for creating, maintaining, and monitoring progress against, a continuous improvement plan to ensure the school reviews and improves its practice in all aspects of the employment life cycle for the purposes of:
  1. Eliminating and preventing unlawful directly and indirectly discriminatory practices on the grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

2. Developing a culture of welcome, support, inclusion, respect and constructive feedback.
    - ii. The senior leadership team will take seriously and ensure the timely investigation of concerns raised where an individual feels that they have been subject to unlawful discrimination or experienced behaviours inconsistent with the spirit of this policy.
- d. Governing Body**
- i. The Governing Body has ultimate responsibility for developing and maintaining this policy document, monitoring and reporting as required, compliance with this policy, and ensuring the implementation, by the senior leadership team of Chiltern Way Academy of this policy and associated improvement plans, by ensuring sufficient resources are made available to the senior leadership team for purposes of ensuring employees and workers are aware of, and fulfil, their responsibilities under this policy.

#### **4. Raising concerns**

- a. If you feel that you have been treated unfairly on the grounds of your age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation, please work with Chiltern Way Academy to resolve the situation at the very earliest opportunity.
- b. There are many different ways that complaints and concerns about discrimination can be brought to the attention of Chiltern Way Academy. These include:
  - i. an employee raising the matter quietly with the person who has made them feel uncomfortable if they feel able to do so;
  - ii. an employee raising the matter quietly with their line manager or any member of the senior leadership team
  - iii. an employee raising the matter through another contact - for example, their Union representative or a work colleague
  - iv. an employee raising an issue through the school's grievance or bullying and harassment policy
  - v. a member of staff observing behaviour of an employee or worker that concerns them and telling a member of the senior leadership team
  - vi. a line manager or member of the senior leadership team observing behaviour of an employee or worker that concerns them taking the appropriate action (e.g. talking with the employee concerned or ensuring the correct procedure is followed)
- c. There are ways of dealing with complaints in some circumstances which do not involve moving straight into a formal approach, such as the informal stages of the grievance procedure. These include informal discussions and mediation.

- d. If complaints cannot be satisfactorily dealt with in these less formal ways, it would usually be appropriate to move into the grievance policy or another relevant procedure such as the bullying and harassment policy.
- i. **Appendix C:** Discrimination: what to do if it happens (<http://www.acas.org.uk/media/pdf/o/l/Discrimination-what-to-do-if-it-happens.pdf>) or the most up to date guidance available on [www.acas.org.uk](http://www.acas.org.uk).