



THE
KING'S SCHOOL
CANTERBURY

EQUAL OPPORTUNITIES POLICY

Responsible Person:	Deputy Bursar
Latest Review Completed:	January 2024
Next review:	January 2026

The School is an equal opportunity employer. We are committed to ensuring that within the framework of the law the School's workplaces are free from unlawful discrimination on grounds of race, nationality, ethnic or national origin, sex, gender reassignment, marital or civil partner status, pregnancy or maternity, sexual orientation, age, religion or belief or disability (the "protected characteristics").

The School aims to ensure that our staff achieve their full potential and all employment decisions are taken without reference to irrelevant or discriminatory criteria.

The principles of non-discrimination and equity of opportunity also apply to the way in which staff are expected to treat pupils, parents, guardians and visitors to the School.

All staff have a duty to act in accordance with this policy and treat colleagues with dignity at all times, and not to discriminate against or harass other members of staff, regardless of their status. Your attention is drawn to the School's separate Anti-Harassment Policy.

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

What is discrimination?

- **Direct** discrimination occurs when someone is treated less favourably because of one or more of the protected characteristics set out above. Direct discrimination may occur even when unintentional.
- **Indirect** discrimination occurs when someone is disadvantaged by an unjustified provision, criterion or practice which also puts individuals with the same protected characteristic at a particular disadvantage.
- **Disability** discrimination includes direct and indirect discrimination, any unjustified less favourable treatment because of the effects of a disability, and failure to make reasonable adjustments to alleviate disadvantages caused by a disability.
- **Harassment** occurs when an individual is subjected to unwanted conduct that has the purpose or effect of violating that person's dignity, or creating an intimidating, hostile, degrading, humiliating or offensive environment for them. Harassment is dealt with further in our Anti-Harassment Policy.



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- **Victimisation** occurs where an individual is treated less favourably on grounds that they have made a complaint under the discrimination legislation or has supported someone else's complaint about discrimination or harassment.

Implementing equality of opportunity

- Staff must not unlawfully discriminate against or harass other people including current and former colleagues, job applicants, pupils, parents, guardians and visitors to the School. This applies in the School, outside the School (when dealing with pupils, parents, guardians or other work-related individuals), and on work-related trips or events, including social events.
- Recruitment and employment decisions will be made on the basis of fair and objective criteria. The School's selection procedures and criteria are reviewed from time to time to ensure that they are appropriate for achieving our objectives and for avoiding unlawful discrimination.
- Staff and job applicants are encouraged to tell the School if you are or become disabled, so that the School can consider what support may be appropriate. The requirements of job applicants and existing members of staff who have or have had a disability will be reviewed to ensure that reasonable adjustments are made to enable them to enter into or to remain in employment with the School. Every reasonable effort will be made to ensure that disabled staff participate fully in the workplace.
- Person and job specifications will be limited to those requirements which are necessary for the effective performance of the job. Interviews will be conducted on an objective basis and personal or home commitments will not form the basis of employment decisions except where necessary.
- The School is required by law to ensure that all employees are entitled to work in the UK. Assumptions about immigration status will not be made. All prospective employees, regardless of nationality, must be able to produce original documents (such as a passport) before employment starts, to satisfy current immigration legislation.
- In accordance with recommended practice and to assist the School in promoting diversity equity and inclusion, equal opportunities information about our staff and applicants for jobs will be collated and monitored, anonymised where possible, at all levels, and in accordance with data protection legislation in force from time to time.
- Appropriate training will be provided to enable staff to implement and uphold our commitment to equity of opportunity.



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- Working patterns will be reviewed so as to enable us to offer flexible working to staff. Where necessary special provision will be made for training for staff returning to work following a break for domestic reasons.
- Consideration will be given to developing action programmes to promote equity of opportunity.
- All staff have a right of equity of opportunity and a duty to implement this policy. Breach of the equal opportunity policy is potentially a serious disciplinary matter and, in some cases, may result in summary dismissal. Anyone who believes that they may have been disadvantaged on discriminatory grounds is entitled to raise the matter through the grievance procedure or Anti-Harassment Policy as appropriate. Complaints will be treated in confidence and investigated as appropriate.
- Staff will not be victimised or retaliated against for complaining about discrimination. However, making a false allegation deliberately and in bad faith will be treated as misconduct and dealt with under the disciplinary procedure.