



# **Heathfield Primary School**

## **Valuing Diversity Policy**

Signed Head:

Signed Chair:

Date:

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# **SERVICE EQUALITY AND EMPLOYMENT POLICY STATEMENT**

## **VALUING DIVERSITY**

The School recognises that it has the power to reduce disadvantage experienced by people in Bolton by making its services more responsive to different community and individual needs. The School values the diversity of the local population. We want our services, facilities and resources to be accessible and useful to every citizen regardless of gender, age, ethnic origin, religious belief, impairment, marital status, sexual orientation or any other individual characteristic which may unfairly affect a person's opportunities in life.

We also recognise that our ability to meet these diverse needs is improved by having a diverse workforce which generally reflects the local population and which has the skills and understanding to achieve the School's objectives. We commit ourselves to valuing diversity in our workforce and to developing and training our school workforce to improve their ability to meet the School's goals.

We will strive to become a School that:

- Accepts that everyone has a right to their distinctive and diverse identities
- Has a workforce generally reflecting the population we serve
- Understands how valuing diversity can improve our ability to deliver better services, and so reduce disadvantage
- Provides teaching and learning that is responsive to the diverse needs of different individual pupils and the community
- Provides all employees with the training and development they need to enable them to achieve the School's goals
- Provides a supportive, open environment where all employees have the opportunity to reach their highest potential.

The School believes that both our pupils and our employees have important parts to play in making this happen. We undertake to listen to our children/young people and to involve them in the development of teaching and learning which recognises and value their diversity.

The School requires every employee to recognise and discharge her or his own responsibility for contributing to the success of this policy.

# **Heathfield Primary School**

## **Employment Strategy Statement**

The School aspires to a diverse workforce which generally reflects the population of the Community and which has the skills and understanding to improve the lives of its pupils through the provision of quality teaching and learning to individual and community needs. In order to bring about this diversity we undertake to:

- Provide full and fair consideration for all job applications.
- Assist all our employees to realise their full potential by ensuring that they receive fair consideration of their training and career development needs and promotion opportunities.
- Whenever possible modify employment practices and procedures to reduce barriers experienced by members of disadvantaged social groups in seeking, and during, employment with the School.
- Maintain records in recruitment, training and employment and use this information as a means of identifying areas of inequality.
- Provide sufficient training and support to meet all our employees needs in recognising and discharging their responsibilities for contributing to the success of the School's Action Plan.
- Require all our employees to undergo relevant training before taking part in recruitment and selection.
- Regularly review all our recruitment, selection, training and promotion procedures to ensure that they are fair and reflect current best practice.

### **Specific Service and Employment Strategies**

The School's Diversity Policy recognises that all people are different and must be treated as individuals. However, some kinds of disadvantage are widely shared and where individuals have common needs we will address them through specific strategies such as those which follow.

# Heathfield Primary School

## Disability Strategy Statement

**Heathfield Primary** is committed to achieving disability equality, eliminating disadvantage experienced by disabled people and discrimination on the grounds of disability. We recognise that disabled people are disadvantaged by an environment and by social attitudes which reflect principally the needs of non disabled people. We further recognise that the operation of our services can reduce this disadvantage. We therefore commit ourselves to the objective of making our services, facilities and resources equally accessible and equally useful to disabled and non-disabled people.

In particular we will:

- Recognise our responsibilities under the Equality Act 2010
- Strive to provide services which are relevant to disabled people's needs.
- Make sure that all our services and all documentation are accessible and available to all disabled people.
- Whenever possible modify our procedures or equipment to make full use of an individual's ability and adapt our facilities as necessary to accommodate disabled people.
- Continue employing, whenever practicable, employees who become disabled during their employment, and to assist in their re-training.
- Guarantee disabled people an interview for any vacancy for which they meet the minimum criteria on the Person Specification.
- Provide systems which seek to maximise disabled people's access to employment.
- Require all contractors to provide satisfactory evidence of their commitment to disability equality.

The School recognises that some of its employees and customers may experience more than one form of disadvantage.

The School requires all of staff to demonstrate their commitment to these aims by producing and carrying out Action Plans showing how they will implement this policy.

The School recognises the need to monitor and review its policies and welcomes challenges from and the involvement of its employees and customers in this process.

# **Heathfield Primary School**

## **Women's Equality Strategy Statement.**

The School is committed to achieving gender equality. We recognise our duties under the Equality Act 2010 and legislation and codes of practice and undertakes to strive for gender equality in service provision and employment.

To achieve our aims we will:

- Consult local women on the services we provide.
- Strive to provide services which are relevant to all women's needs.
- Make sure that our services and all documentation are accessible and available to all women.
- Strive to create an environment which is free from harassment and sexist language and behaviour.
- Introduce positive action to encourage women into training and employment opportunities.
- Work with other agencies and community groups to promote gender equality and eliminate disadvantage.
- Require all contractors to provide satisfactory evidence of their commitment to gender equality.

The School recognises that some of its employees and customers may experience more than one form of disadvantage.

The School requires all departments to demonstrate their commitment to these aims by producing and carrying out Action Plans showing how they will implement this policy.

The School recognises the need to monitor and review its policies and welcomes challenges from and the involvement of its employees and customers in this process.

# **Heathfield Primary School**

## **Race Equality Strategy Statement.**

The School is committed to achieving racial equality within the organisation. We accept the right of minorities to be different, and value this diversity. We recognise our duties under all relevant legislation and related codes of practice. We also recognise that disadvantaged employees and customers from minority communities may face as a result of institutional racism within the School. We undertake to combat all forms of discrimination, whether intentional or not, to strive for racial equality in service provision and employment and to promote good relations between all racial groups.

To achieve our aims we will:

- Take all steps to eliminate institutional racism in both employment and teaching and learning.
- Listen to local ethnic minority communities and involve them in the development of the school which recognise and value their diversity.
- Provide services relevant to people's needs and which respect their cultural and social identities.
- Make every effort to ensure that our school is equally accessible and useful to all members of our Community.
- Strive to have a representative workforce that can sensitively address the needs of our Community and to provide the training our employees need to carry out their jobs effectively in a multiracial environment.
- Work with other agencies to promote racial equality and eliminate racial disadvantage and racial harassment.
- Strive to create an environment which is free from racial harassment and racist behaviour.
- Require all contractors to provide satisfactory evidence of their commitment to racial equality.
- Introduce positive action to encourage people from minority communities to take up employment and training opportunities.

The School recognises that some of its employees and customers may experience more than one form of disadvantage.

The School requires all departments to demonstrate their commitment to these aims by producing and carrying out Action Plans showing how they will implement this policy.

The School recognises the need to monitor and review its policies and welcomes challenges from and the involvement of its employees and customers in this process.

# **Heathfield Primary School**

## **Sexuality Strategy Statement**

The School recognises the very real discrimination that Lesbians, Gay men, Bisexuals and transgender people face in their lives, and we are committed to working to remove this discrimination.

We want to create an environment where the LGBTQ+ community are free from discrimination and harassment and feel safe to be open about their sexuality, if they choose to do so. The School has undertaken to make its services accessible to everyone, and we will work to ensure that our employment policies and service delivery are not based on the assumption that everyone is heterosexual.

To achieve our aims we will:

- Work to produce effective and appropriate services which meet the needs of all service users irrespective of sexuality;
- Develop policies and procedures to end discrimination against and the harassment of Lesbians, Gay men, Bisexuals and transgender employees and service users;
- Recognise that sexuality is not relevant to any School post and should not be seen as a criterion for determining an individual's suitability for a post;
- Work towards the equal application of all terms and conditions of service irrespective of any employee's sexuality;
- Consult local organisations for Lesbians, Gay men, Bisexuals and transgender people on the services we provide, and, where appropriate, develop services to meet the needs of Lesbians, Gay men and Bisexuals;
- Require all service contractors to be aware of the School's policy and of the behaviour required of them in relation to Lesbians, Gay men, Bisexuals and transgender service users and colleagues; and
- Work with other agencies and community groups to promote equal treatment of Lesbians, Gay men, Bisexuals and transgender

The School recognises that some of its employees and customers may experience more than one form of disadvantage.

The School requires all departments to demonstrate their commitment to these aims by producing and carrying out Action Plans showing how they will implement this policy.

The School recognises the need to monitor and review its policies and welcomes challenges from and the involvement of its employees and customers in this process.



# Heathfield Primary School

## Age Strategy Statement

The School is committed to opposing age discrimination amongst employees and customers. We recognise that age discrimination can affect all age groups, that age is no indicator of effectiveness in most work activities, that employment decisions should not be based on age alone and that services should be sensitive to the needs of all age groups. We will value people regardless of age. We will seek to ensure that our employment policies and service delivery are fair to all age groups. We will work to create an environment where people are judged on their talents, skills and experience rather than on misconceptions and prejudices about age. To achieve our aims we will:

- Work to provide effective and appropriate services which meet the varying needs of all age groups in the Borough;
- Consult local communities and organisations representing different age groups on the services we provide;
- Remove age-related criteria in our employment practices;
- Require all contractors to provide satisfactory evidence of their commitment to the elimination of age discrimination;
- Provide training on the basis of need regardless of age;
- Work with other agencies and community groups to eliminate age discrimination; and
- Work to ensure that older workers are enabled to leave the organisation with dignity.

The School recognises that some of its employees and customers may experience more than one form of disadvantage.

The School requires all departments to demonstrate their commitment to these aims by producing and carrying out Action Plans showing how they will implement this policy.

The School recognises the need to monitor and review its policies and welcomes challenges from and the involvement of its employees and customers in this process.

# Heathfield Primary School

## Carers Strategy Statement

The School is committed to recognising and valuing people who have caring responsibilities, whether in our workforce or amongst our customers. We wish to create an environment where employees are free to share their needs and concerns as carers and are not disadvantaged in the workplace by doing so. We undertake to make the maximum use of what flexibility is available in working arrangements and in managerial discretion to support carers. We acknowledge that there is no one view of what constitutes caring responsibility though it may include caring for children, Disabled people and older people.

To achieve our aims we will:

- Strive to provide services which are responsive to the needs of the carers in the community;
- Through consultation, work to identify the needs of carers and develop appropriate strategies to meet those needs;
- Within the constraints of effective service delivery, make the best possible use of flexible working practices to support carers in our workforce;
- Promote awareness of what flexibility's there are in our working practices which can be used to support carers;
- Develop an organisational culture which provides a supportive environment for carers;
- Require all contractors to be aware of the School's policy and the benefits of implementing flexible working policies.

The School recognises that some of its employees and customers may experience more than one form of disadvantage.

The School requires all departments to demonstrate their commitment to these aims by producing and carrying out Action Plans showing how they will implement this policy.

The School recognises the need to monitor and review its policies and welcomes challenges from and the involvement of its employees and customers in this process.

## **Heathfield Primary School**

### **Harassment in the Workplace Strategy Statement**

As part of the School's policy of Valuing Diversity, both the School and Trade Unions are committed to ensuring that all people are treated fairly and without discrimination - whether they are employed by the School or use its services (e.g. The Local Authority).

As a caring employer, the School aims to ensure that all employees treat each other with dignity and respect.

We accept the right of everyone to be different - and the value this diversity brings to our workforce in reflecting and catering for the local community.

Our aim is to develop working environment where harassment is known to be unacceptable and where individuals can feel confident enough to bring complaints without fearing they will be made fun of or treated unfairly.

We can only deal with workplace harassment by having strong policies and procedures to prevent it.

The School defines Harassment as unwanted conduct which affects the dignity of any individual or group of individuals.

It can be on grounds of a person's gender, age, ethnic origin, religious belief, disability, marital status, sexuality or any other personal characteristic.

Harassment can be an isolated incident if sufficiently serious, or a series of incidents if sufficiently serious, or a series of incidents and may be intentional or unintentional.

## Heathfield Primary School HIV Policy Statement

The School is committed to ensuring that people with HIV and those affected by it do not experience discrimination in employment or through using council services.

The School's HIV Policy defines its commitment in responding to the challenge that HIV presents both in terms of the services that the School provides to children/young people of the Borough, and its role in raising awareness, correcting misinformation, challenging discrimination and prejudice and dispelling fear.

In particular:

- No employee or applicant will be required to take the HIV antibody test as a condition of employment.
- There is no obligation upon an employee to inform management if they have HIV.
- No one will be denied a service for which they meet the eligibility criteria solely because they have HIV
- Clients are not required to disclose their HIV status in order to obtain a service for which they are eligible
- Information relating to a person's HIV status, whether they be an employee or client, and regardless of how it is acquired, must be held in confidence
- Information must not be shared, recorded, stored or used in any other way **without the consent of the person with HIV.**
- Staff cannot refuse to work with, or provide a service to, people with HIV, whether they be other members of staff or children/young people.

We recognise that the potential for fear and prejudice about HIV exists, and we will develop, produce and publicise rational and logical information to overcome negative reactions.

We are also committed to supporting positive initiatives to prevent the further spread of HIV.