



# St Hilda's School

HARPENDEN

*Caring, Curious & Confident*

## **EQUALITY, DIVERSITY & INCLUSION (STAFF) POLICY**

Name of Policy	Equality, Diversity and Inclusion (Staff) Policy
Reviewed by	Dan Sayers Daniel James
Review Date	December 2025
Next Review Date	December 2027
To be Read in Conjunction with	<ul style="list-style-type: none"><li>• Equal Opportunities (Pupils) Policy</li><li>• Employee Handbook</li><li>• Staff Code of Conduct.</li></ul>
Legislation Referenced	<ul style="list-style-type: none"><li>• Equality Act 2010</li><li>• Protection from Harassment Act 1997</li></ul>

Unless otherwise stated, all Policies of St Hilda's School apply to the school in its entirety. This comprises all staff and pupils in the Early Years Foundation Stage (EYFS), the Junior School (Key Stage 1) and the Senior School (Key Stage 2).

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## **1. INTRODUCTION**

St Hilda's is committed to encouraging equality, diversity and inclusion among our workforce, and eliminating unlawful discrimination.

The aim is for our workforce to be truly representative of all sections of society and our community, and for each employee to feel safe, respected, valued and able to give their best.

## **2. APPLICATION OF THIS POLICY**

This policy applies to the school's employees (whether permanent, temporary, casual, part-time or on fixed-term contracts), ex-employees, and job applicants, as well as to individuals such as agency staff, consultants and volunteers who are not employees of the school but who work at the school from time to time (collectively referred to within this policy as "staff").

St Hilda's, in providing goods and/or services and/or facilities, is also committed to prevent and eliminate any unlawful discrimination within our school community.

## **3. RESPONSIBILITY FOR IMPLEMENTATION**

The Board of Governors has overall responsibility for the effective operation of this Equality, Diversity and Inclusion Policy and for ensuring compliance with the relevant statutory framework prohibiting discrimination. The Board of Governors has delegated day-to-day responsibility for operating the policy (and for ensuring its maintenance and regular review) to the Headteacher.

Those working at management level have a specific responsibility to set an appropriate standard of behaviour, to lead by example and to ensure that they adhere to this policy, promoting the aims and objectives of the school with regard to equal opportunities.

All staff are responsible for the success of this policy and must ensure that they familiarise themselves with the policy and always act in accordance with its aims and objectives.

## **4. PURPOSE OF POLICY**

This policy's purpose is to

- provide equality, fairness and respect for all in our employment, whether temporary, agency, fixed-term, part-time or full-time, and to maintain a work environment that is free from discrimination and harassment.
- Prevent any unlawful discrimination under the Equality Act 2010 protected characteristics of:
  - age
  - disability
  - gender reassignment
  - marriage and civil partnership

- pregnancy and maternity
  - race (including colour, nationality, and ethnic or national origin)
  - religion or belief
  - sex
  - sexual orientation
- Oppose and avoid all forms of unlawful discrimination, including but not limited to the following:
    - pay and benefits
    - terms and conditions of employment
    - dealing with grievances and discipline
    - dismissal
    - redundancy
    - leave for parents
    - requests for flexible working
    - selection for employment, promotion, training or other developmental opportunities

## **5. OUR COMMITMENTS**

St Hilda's is committed to:

- Encouraging equality, diversity and inclusion in the School community.
- Creating a working environment free of bullying, harassment, victimisation and unlawful discrimination, promoting dignity and respect for all, and where individual differences and the contributions of all staff are recognised and valued.  
This commitment includes training managers and all other employees about their rights and responsibilities under this policy. Responsibilities include staff conducting themselves to help the School provide equal opportunities in employment, and prevent bullying, harassment, victimisation and unlawful discrimination.  
All staff should understand they, as well as their employer, can be held liable for acts of bullying, harassment, victimisation and unlawful discrimination, in the course of their employment, against fellow employees, customers, suppliers and the public
- Take seriously complaints of bullying, harassment, victimisation and unlawful discrimination by fellow employees, parents, suppliers, visitors, the public and any others in the course of the School's activities.  
Such acts will be dealt with as misconduct under the School's grievance and/or disciplinary procedures, and appropriate action will be taken. Particularly serious complaints could amount to gross misconduct and lead to dismissal without notice. Further, sexual harassment may amount to both an employment rights matter and a criminal matter, such as in sexual assault allegations. In addition, harassment under the Protection from Harassment Act 1997, which is not limited to circumstances where harassment relates to a protected characteristic, is a criminal offence.

- Make opportunities for training, development and progress available to all staff, who will be helped and encouraged to develop their full potential, so their talents and resources can be fully utilised to maximise the efficiency of the **School**.
- Make decisions concerning staff being based on merit (apart from in any necessary and limited exemptions and exceptions allowed under the Equality Act).
- Review employment practices and procedures when necessary to ensure equality, and also update them and the policy to take account of changes in the law.

## **6. DISCIPLINARY AND GRIEVANCE PROCEDURES**

Details of the School's grievance and disciplinary policies and procedures can be found in the Employee Handbook. This includes with whom an employee should raise a grievance.

Use of the School's grievance or disciplinary procedures does not affect an employee's right to make a claim to an employment tribunal within three months of the alleged discrimination.

**This policy will be reviewed every two years, by the Senior Management Team, in line with the school's review schedule for policies.**