



# Single Equality Policy and Plan

<b>Version:</b>	SFSEPPv13
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Trustee Signature

A handwritten signature in black ink, appearing to read "David Claret".

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# 1. Introduction

We are pleased to present Sunfield's first Single Equality Policy. We have created a practical scheme which will enable us, with the help of our community, to meet our statutory duties. The scheme address the responsibilities placed upon public bodies by the Equality Act, as we believe that these responsibilities will help us to achieve our aims.

We are determined to ensure that everyone is treated with dignity and respect, and that everyone has the same chances of reaching their potential.

Good governance, leadership and commitment at all levels at Sunfield are central to the success of our organisation and this policy. In everything we do, we will consider how we can ensure that we never consciously or unconsciously discriminate or disadvantage individuals or groups, and that we always seek opportunities to promote equality, diversity and human rights where we can.

## 1.1 Equality and Diversity

We believe that all forms of prejudice and discrimination are unacceptable and adopt a zero tolerance to any incidents. The Equality Plan is created as an evolving document.

This policy has several key functions to:

- Clearly identify the progress that we are making in relation to Equality and Diversity by having an action plan which reflects all of the protected characteristics of the Equality Act 2010
- Analyse data in relation to recruitment, retention and achievement
- Be a tool for staff to improve their understanding of Equality and Diversity

This document, which outlines and cross references our combined Equality Policies and Schemes are designed to communicate our:

- Responsibilities in terms of race, disability, gender and gender reassignment, pregnancy and maternity, age, religion or belief and sexual orientation
- Intention to promote community cohesion
- Response to recent legislations
- Desire to fully meet statutory requirements
- Single Equality Plan.

Inclusiveness is at the heart of our equality plans and we are keen to ensure that we are an inclusive organisation that supports and promotes **Equality for All** within our own, and the wider, community.

## 1.2 National and Legal Context:

The Equality Act 2010 which came into force in April 2011 has brought together all the current discrimination laws into one. We have a responsibility to promote race, disability and gender equality. Schools also have a duty to promote community cohesion, developing good relations across groups within the community.

The three aims of the general duty are to:

1. Eliminate unlawful discrimination, harassment and victimisation by removing or minimising disadvantages suffered by people due to their protected characteristics
2. Advance equality of opportunity between people who share a protected characteristic and those who do not, by taking steps to meet their needs where they are different from the needs of others

3. Foster good relations between those who share a protected characteristic and those who do not by encouraging participation in activities where it is disproportionately low

### **1.3 Aims and Principles:**

This policy aims to:

- Create an environment in which each member of the Sunfield community can be valued, respected and appreciated as an individual and in which varied experiences of the community can enrich the life of the Sunfield
- Educate, develop and prepare all our students for life whatever their sex, race, ability or cultural background
- Offer equal opportunities to students and staff regardless of race, culture, gender, academic ability, physical ability or class

Sunfield will achieve the above aims by adherence to the following principles:

- Sunfield recognises and acknowledges its responsibilities under the Equality Act 2010 which came into force on the 1<sup>st</sup> October 2010. This Act consolidates all the previous anti-discrimination laws (Sex Discrimination Act 1975, Equal Pay Act 1970, Race Relations Act 1976, Disability Discrimination Act 1995, Employment Equality (Religion or Belief) Regulations 2003, Employment Equality (Sexual Orientation) Regulations 2003, Employment Equality (Age) Regulations 2006 which are now repealed (with the exception of Schedules 6 and 8 to the Employment Equality (Age) Regulations 2006 which remain in force. Furthermore, Sunfield will continue to adhere to the anti-discrimination principles contained within the Care Standards Act (2000) Education Reform Act (1988), as well as SEN Code of Practice (2001) to eliminate stereotyping and all forms of prejudice and discrimination.
- Sunfield acknowledges that the Equality Act defines what are called “protected characteristics”, i.e. grounds on which discrimination is unlawful, which are age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, sexual orientation. Discrimination on any of these, or on any other grounds, is unacceptable. Implementation of the policy is the duty of all managers and supervisors. All employees are expected to comply.
- Equal opportunity is the responsibility of the whole community and must be reflected throughout the organisation. It is addressed in the taught curriculum and implicit in the life of our community.
- All staff, students, Trustees and parents/guardians will be involved in developing, implementing and monitoring the application of equality through policies and practices.
- All staff, students and parents/guardians regardless of race, ability, gender and socio-economic background, are welcome and encouraged to participate in the life of Sunfield.

## **2. Equality and Policy in Practice**

In addition to the specific actions set out in the plan, Sunfield operates equality of opportunity in its daily practice:

### **2.1 Actions:**

- We will make our intentions in the area of Equality overt by including statements in our documentation e.g. Sunfield prospectus, mission statement and policies.
- All staff and students will receive training in relevant aspects of Equality to ensure their ability to support this policy.
- Sunfield has an admissions policy that does not permit sex, race, colour or disability to be used as criteria for admission.
- Parents and members of the local community and other professionals will be invited to help in the delivery of a broad and balanced curriculum.

## 2.2 Statement of Inclusion

Sunfield recognises it's need to celebrate the diversity that exists within its community and to ensure that all have the opportunity to respond to the expectations and challenges of the broad curriculum. In furtherance of this principle, Sunfield strives to:

- Ensure that all students and staff are respected and their contribution valued and encouraged.
- Promote access and entitlement for all students to a curriculum which is broad, balanced and differentiated.
- Set suitable learning challenges, respond to diverse learning needs and overcome barriers to learning.
- Ensure that assessment, recording and reporting procedures are carried out effectively, taking into account individual students' circumstances and needs.
- Ensure that teaching methods and resources are without bias, free from stereotyping, and are properly matched to meeting the needs of all students.
- Adopt a collaborative approach involving different professionals to enhance staff expertise in response to the diverse learning needs of the students.

## 2.3 Disability Discrimination

Sunfield delivers equal opportunity with regards to disability. This is demonstrated by:

- Complying with the Equality Act 2010.
- Recognising a disabled person as "Anyone who has a 'physical or mental impairment, which has a substantial and long term adverse effect on his/her ability to carry out normal day to day activities'. People who have had a disability within the terms of the definition are protected even if they have since recovered.
- Applying it to job applicants, employees, self employed people working under a contract personally to provide services and contract workers.
- Ensuring that reasonable adjustments are made to accommodate people with disabilities in order to help overcome the practical effects of their disabilities.
- Staff who feel they have been discriminated against or victimised in the first instance should address the matter through supervision and appraisal then the grievance policy procedure may be used. The student can access the above areas through their house VCC representative and child line numbers are posted around many areas of Sunfield. For other individuals the matter can be resolved at tribunal.
- Ensuring that every student has an entitlement to a positive, helpful learning environment with carefully planned work which matches individual needs, in order that they may reach their full potential.
- Ensuring that all our students have a right to take part in all activities within the Sunfield environment in so far as their individual ability/disability allows them to do so.

## 2.4 Race

It is Sunfield's policy to:

- Comply with the Equality Act 2010.
- Apply it to job applicants, employees, and self-employed people working under a contract personally to provide services and contract workers.
- Ensure that staff who feel they have been discriminated against or victimised in the first instance should address the matter through supervision and appraisal then the grievance policy procedure may be used. The student can access the above areas through their house VCC representative and child line numbers are posted around many areas of Sunfield. For other individuals the matter can be resolved at tribunal.
- Recognise that our students are world citizens who will meet a wide range of cultures throughout their lives.
- Cultivate and incorporate a balanced view of the world through a multi-cultural approach and to challenge racism in the context of a caring community.
- Ensure that no student or staff is treated in any way differently, or in a derogatory manner because of their race.

## 2.5 Sex

It is Sunfield's policy not to discriminate on the grounds of sex. In order to achieve this, it will:

- Comply with the Equality Act 2010, which makes it unlawful to discriminate against a person directly or indirectly on the grounds of sex and/or marriage.
- Seek to promote non-sexist attitudes in both students and staff.
- Ensure that this policy covers job applicants, employees, self-employed people working under a contract personally to provide services and contract workers.
- Ensure that staff who feel they have been discriminated against or victimised in the first instance should address the matter through supervision and appraisal then the grievance policy procedure may be used. The student can access the above areas through their house VCC representative and child line numbers are posted around many areas of Sunfield. For other individuals the matter can be resolved at tribunal.

## 2.6 Harassment

Harassment on account of race, gender, disability or sexual orientation is unacceptable and is not tolerated within Sunfield. All staff are expected to deal with discriminatory incidents: how to identify and challenge prejudice and stereotyping, and support the full range of diverse needs according to students' individual circumstances.

### What is a discriminatory incident?

Harassment on grounds of race, gender, disability, sexual orientation or other factors, can make many forms including verbal, physical abuse, name calling, exclusion from groups or activities, unwanted looks or comments, jokes or graffiti. A racist incident is defined as "any incident which is perceived to be racist by the victim or any other person."

Types of discriminatory incidents that can occur:

- Physical assault because of race, gender, disability or sexual orientation
- Use of derogatory names, insults or jokes
- Racist, sexist, homophobic graffiti
- Provocative behaviour such as wearing racist, sexist, homophobic badges or insignia
- Bringing discriminatory material into school
- Verbal abuse or threats
- Incitement of others to discriminate or bully due to race, gender, disability or sexual orientation
- Discriminatory comments in the course of discussions
- Attempts to recruit others to discriminatory organisations or groups
- Ridicule of an individual
- Refusal to cooperate with others on grounds of race, gender, disability or sexual orientation

## 2.7 Employment

Sunfield applies Equality principles with regard to employment. The aim of our policy is to ensure that:

- No job applicant or employee receives less favourable treatment on the grounds of sex, marital status, age, colour, nationality, race, ethnic or national origins, disability or is disadvantaged by conditions or requirements which cannot shown to be justifiable.
- Decisions affecting recruitment, selection, development and training will be based solely on merit and ability against objective job based criteria.
- Advertisements are to be carefully worded to ensure that no inference may be drawn of an intention to advantage, or disadvantage a certain individual or group.
- Terms and conditions of employment and access to benefits will be fair and equitable.
- The Grievance Procedure is available to any employee who believes that he/she has been unfairly discriminated against. For other individuals the matter can be resolved at tribunal.
- A monitoring system will be introduced to assist in evaluating the effectiveness of this policy

### **3. Roles and Responsibilities**

#### **3.1 Trustees**

- The Trustees are committed to equal opportunities and will endeavour to ensure the school is fully inclusive and responsive to the needs of students
- The Trustees seek to ensure that people are not discriminated against when applying for posts at the school
- The Trustees take all reasonable steps to ensure that the environment is accessible to people with disabilities and that communications from school are as inclusive as possible
- The Trustees ensure that no student is discriminated against on account of race, gender or disability

#### **3.2 Chief Executive and Strategic Leadership Team**

- The SLT are responsible for implementing, communicating and monitoring the Equality plan
- The Chief Executive/SLT ensure that appointments panels give due regard to the plan, so that there is no discrimination in employment opportunities
- The SLT promote equality of opportunity when developing the curriculum
- The SLT respond to incidents of bullying, racism, discrimination or unfair treatment with due seriousness

#### **3.3 Teaching and Non-Teaching Staff**

- Ensure that all students are treated fairly, equally and with respect, and maintain awareness of the Equality Plan
- Strive to provide material with positive images of race, gender and disability and challenge stereotypes
- Challenge incidents of prejudice, racism or homophobia and record and pass on serious incidents to the attention of SLT.

### **4. Review of Progress and Impact**

The plan is part of a rolling programme of policy review. In line with legislation, we will review progress on a three year cycle. We make regular assessments of students to track progress. As part of this process we monitor achievement by race, gender and disability, to ensure all are making the best progress possible and take action to address any gaps.

### **5. Publishing the Plan**

In order to meet the statutory requirements, we will:

- Publish our plan on the website
- Raise awareness of the plan through the newsletter, assemblies and staff meetings
- Make sure hard copies are available

### **6. Monitoring of the Policy**

We acknowledge that groups of people have often suffered disadvantage due to prejudice or ignorance. We recognise it is all too easy for the structure of institutions to result in 'inequality by default'. We therefore commit ourselves to take positive steps to examine our policies and practice and to change them where necessary. The effectiveness of the above policy and our practice will therefore be evaluated every two years by Senior Management in consultation with the Sunfield community.

## Sunfield Equalities Plan 2011-14

<b>Strand</b>	<b>Action</b>	<b>how will it be monitored</b>	<b>who is responsible</b>	<b>when</b>	<b>success indicators</b>
All	Publish & promote the Equality plan through website , newsletter and staff email	questions on parent/carer survey	J Haydon	Sept 12	Staff aware of policy parent/carers aware
	policies to be reviewed/updated 3 yearly	practice matches policy	Heads of Service	On-gong	Staff using principles
All	monitor and analyse student achievement and behaviour by race, gender and disability and act on any trends identified that require additional support	annual data pack including vulnerable groups	C Bell	March 13	Identified trends reported and actioned
All	Map the whole site curriculum to show diversity. Development of whole site SEF.	audit/subject monitoring student survey	A Jones	July 12	Audit shows positive role models from range of groups
	ensure displays and resources promote diversity	learning walk	Heads of Service		Evidence of range of positive models
All	ensure all students are given opportunities to make a positive contribution	Groups i.e. student forum	C Bell M Brocklebank	ongoing	School council, choir, Buddies are representative of school population
All	celebrate cultural events throughout the year to increase student awareness	student survey	C Bell	ongoing	Students show increased awareness
All	increase Trustee awareness	Reporting from Principal	A Jones	ongoing	Trustees can recall principles
Race, Religion, Community cohesion	Promote international school links	subject/aspect monitoring	A Jones	Sept 13	Sharing of work/experiences
Race	Monitor, identify, respond to & report racist /bullying incidents	Student records	C Bell M Brocklebank	ongoing	
Disability	further develop links within special school network/local agencies; involvement in Signing Week, Special Olympics etc signposting/hosting parent/carer	audit of experiences & student responses	S Conway	ongoing	Experiences are varied and positive for students

	groups on ADHD etc				
Disability	seek advice & guidance from Health Team regarding student health interventions	provision maps	S Conway	ongoing	increased understanding of appropriate interventions
Disability	Develop and Maintain assessment and outreach services	student/parent/carer survey	A Jones C Bell	ongoing	Students & parent/carers respond positively
E&D	To promote awareness of Equality and Diversity	Staff survey	J Haydon	Dec 12	Increased understanding and awareness
E&D	Provide outstanding training for local mainstream and special schools	PDC	A Jones T Deeley	March 13	Increased understanding and awareness within community.  Requests for training
Disability Gender	Ensure all students have personalised pathways responding to their individual needs.	Student records	A Jones N Logan C Bell M Brocklebank	Sept 12	Students, parents , carers respond positively
E&D	Use our Charity status to promote awareness raising with the media	Feedback and audit of responses	A Jones Marketing	Sept 13	Increased awareness and understanding of service

**This Single Equalities Policy and Plan will be updated annually and action taken reported to the Trustees at least annually**

**The full policy and plan will be renewed and updated by January 2015.**