

# Lincolnshire Wolds Federation

## Inclusion & Equal Opportunities Policy



### Statement of Intent

The Lincolnshire Wolds Federation community is committed to an on-going process of encouraging equal opportunities and values the contributions made by people within the school and from the wider community.

### An Understanding of Equal Opportunities

Equal opportunities implies understanding, acknowledging and valuing the qualities, perspectives and experiences of individuals and ensuring that every opportunity is made available for personal development, noting that:

- All people are not the same, they are different
- These differences stop people having the same opportunities and steps may be needed to redress these imbalances

This policy and the practice of equal opportunities is within a legal framework including Acts of Parliament covering:

- Sex discrimination
- Equal pay
- Race relations
- Disabled persons
- Children's rights
- Community care

### Staff Recruitment and Selection

All job advertisements should include the Statement of Intent. Steps should be taken to encourage applications from under-represented groups. Those interested in working at Lincolnshire Wolds Federation should be encouraged to visit prior to application. Applicants should be given clear and accurate information about the school and the post in the job description and personal specification. Short-listing and interviewing will be by representative panels trained in selection procedures. Applicants and those appointed should be monitored in order to review the Equal Opportunities Policy.

### Publicity

Publicity should include the Statement of Intent. Importance should be given to careful presentation and appropriate use of language in documents, letters and publicity. This practice should be audited and reviewed.

### Access

The school will ensure a welcome for all by:

- An attractive and inviting entrance foyer and corridors
- Provision of special dietary requirements
- The use, around school, of notices in different languages where appropriate

Access to facilities for disabled people will be improved within the constraints of the budget of the school and regularly reviewed.

### Staff Development

Lincolnshire Wolds Federation acknowledges the needs of all staff (full and part time, teaching and non-teaching) to develop their talents to the full and opportunities for training will be made available within the resources of the school budget and in line with needs identified within the School Improvement Plan.

There is also a commitment by staff:

- To train, to keep up-to-date and acquire new skills
- To value the experience gained and acknowledge this by contributing to school resources.

### **Curriculum**

The curriculum should:

- respect diversity and reflect non-stereotypical situations
- encourage all students to respect the rights, feelings and beliefs of others
- encourage all students to value themselves and develop a positive self-image.

Language used should ensure that all students have equal access to the curriculum and language support be used where necessary.

Access to the curriculum should not depend on physical access to teaching areas. The curriculum in individual subject areas should be regularly reviewed and updated in terms of materials used and themes and topics covered.

There will be a planned programme of suitable access arrangements, secured for assessment for all students, to a broad and balanced curriculum to enable them to achieve good standards and develop their potential to the full.

### **Teaching and Learning Styles**

- Teaching expectations should be high
- Stereotyping and inappropriate terminology should be avoided
- Resource materials should respect diversity and reflect non-stereotypical situations
- There should be recognition of the need to provide the opportunity for students to achieve, based on where they start from
- All achievements should be encouraged, recognised and acknowledged
- All students should be encouraged to take full advantage of, and participate in, the educational experiences and school activities offered to them.

### **Unions**

At Lincolnshire Wolds Federation there is recognition of a number of unions, teaching and non-teaching, representing a large and diverse staff membership and of personal choice regarding union membership. There should be equal opportunities for everyone, whether a union member or not.

### **Administration of Grievance, Complaint and Disciplinary Measures**

Grievance procedures refer to

- ACAS [www.acas.org.uk](http://www.acas.org.uk)
- Individual union guidelines
- Local authority guidelines

Lincolnshire's Code of Practice is to be found in the Personnel Handbook. There should be guidance and advocacy for staff and students involved in the grievance procedure. The whole school needs to know what is, and is not, acceptable in equal opportunity terms - this will be through discussion and training.

Working practices, support, supervision and job descriptions will be regularly reviewed.

## **Codes of Practice for Discriminatory Behaviour**

LWF is committed to the elimination of all discrimination or harassment, defined as:

*"An act or expression which may appear offensive and unwelcome to the person involved and causes them to feel insulted, threatened, humiliated or patronised."*

### **Behaviour and attitudes to be avoided include:**

- Mispronunciation of names
- Verbal abuse of a racist or sexual nature or relating to disabilities
- Being prevented from taking part in an activity, in or out of lessons, because of race, culture of disability
- Refusal to work with others because of race or culture
- The reference to stereotypes of a racial or cultural nature of any discriminatory nature
- Intimidation, insensitive comments or ridicule
- Inappropriate physical contact
- Bullying, including persistent criticism and personal abuse, either in public or private, which humiliates or demeans the individual involved.

Complaints or racism, sexism or other forms of discrimination will be treated seriously and will be dealt with through an agreed procedure. Initially victims of or witnesses to incidents should take one or more of the following steps as they feel appropriate:

- Acknowledge that the incident has occurred
- Identify and clarify the incident
- Challenge those involved
- Support the victim(s)
- Counsel, or advise counselling of, those involved
- Report the incident on a form available from the Executive Headteacher
- Consult the Personnel Handbook already mentioned in this policy

### **Promotion of Equal Opportunities**

All members of the school should:

- Be prepared to challenge on Equal Opportunities issues
- Highlight prejudice and discrimination
- Encourage auditing of resources, skills, application returns, attendance at meetings, language used and presentation of publicity material.

### **Conclusion**

This policy is a whole school policy. Behaviour which runs contrary to the practice of equal opportunities should be treated seriously. The Equal Opportunities Policy should not just be a written document but be seen to be effectively practised. The implementation of the policy will always be within the limitations, drawbacks and restrictions of the school buildings, the resource limitations and constraints upon the school budget. Positive action will be needed to implement this policy, taking into account individual, collective, institutional and organisational factors.

### **Monitoring and review**

Lea Mason is responsible for monitoring and reviewing this policy. It is due for review in February 2014

### **Approval**

This policy was agreed by the Board of Governors on: September 2012

Signed:

Chair of Governors

Date: