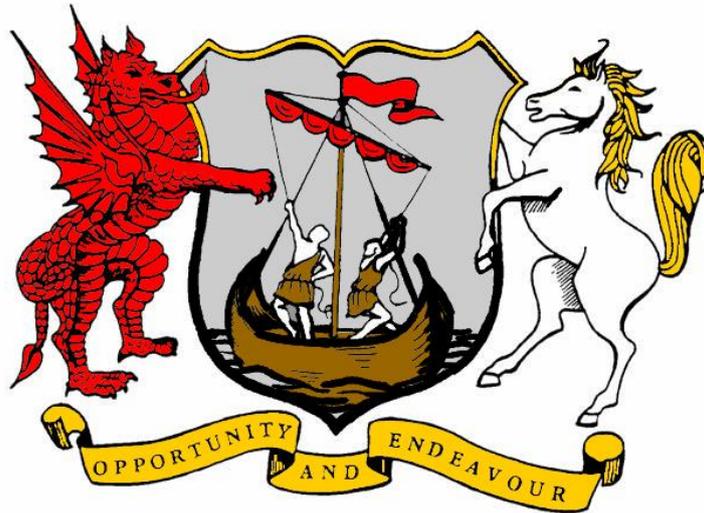


# HAYGROVE SCHOOL



## EQUAL OPPORTUNITIES POLICY

LINKS: [Equality and Diversity Policy](#)

DATE: July 2017

POSTHOLDER RESPONSIBLE: Tracy Lee, Business Manager

RATIFIED BY: Headteacher

REVIEW FREQUENCY: 2 years

DUE FOR REVIEW: July 2019 ***CURRENTLY UNDER REVIEW***

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# HAYGROVE SCHOOL

## EQUAL OPPORTUNITIES POLICY

### Introduction: The Policy Purpose

- At Haygrove School we are committed to promote equal opportunities in all aspects of examination and assessment procedures, regardless of age, disability, ethnic origin, gender, religion, sexual orientation or any other grounds not bearing on a person's ability or potential.
- We aim to ensure that no students receive less favourable treatment or are disadvantaged by conditions or requirements which cannot be shown to be justifiable.
- We are committed to providing an environment in which the rights and dignity of all students are respected, and which is free from discrimination, prejudice, intimidation and all forms of harassment including bullying.
- We are committed to a programme of action to ensure that this policy is implemented and monitored at a senior and individual level.

### Definitions

- **Direct discrimination** is when a person is treated less favourably on the grounds of age, disability, ethnic origin, gender, religion, sexual orientation or any other grounds not bearing on a person's ability or potential.
- **Indirect discrimination** involves applying conditions or special requirements that fewer people in one group can comply with than those in another group. If the condition or requirement cannot be justified it would be in breach of this policy.

### Students

- Haygrove School works with awarding bodies to facilitate access to qualifications for students who are eligible for adjustments in examinations and assessments (i.e. through Access Arrangements or Special Consideration).
- We will comply with the guidance given in the JCQ publications *Access Arrangements and Reasonable Adjustments* and *A Guide to the Special Consideration Process* which have been designed and produced by the JCQ with the above aim in mind. The documents which are normally revised annually, can be found on the [JCQ website](#). An example of Access Arrangements which can be made is the production of a modified paper for a candidate with a visual impairment.
- For examination boards that do not fall within the jurisdiction of the JCQ we will comply with the guidance given by the awarding body itself when applying for Access Arrangements and Special Consideration.
- We will ensure access and equality of opportunity for all in the qualifications we offer and in the processes and arrangements for assessment and awarding, whilst safeguarding the integrity of the qualifications.
- We will monitor and review our services to ensure that all students, regardless of their background or circumstances, enjoy a fair and equal opportunity to access them. We will take appropriate action where this is not the case.

## **Access to School Premises**

- Haygrove School will consult with students and their parents to help identify ways of making services more accessible. Where it is not possible to make services fully accessible, we will endeavour to provide reasonable alternatives.
- We will keep our procedures under review to avoid and reduce potential difficulties for people with disabilities.
- We will carry out an audit of all premises and prioritise improvements with advice from staff users with disabilities.

## **Haygrove Website**

- We will endeavour to ensure that the design and functionality of our website allows reasonable access to the content to all visitors, regardless of the computer platform and browsing technology they are using.

## **Responsibilities**

- The provision of equality of opportunity and the elimination of unlawful discrimination depends upon the commitment of all who work for Haygrove School. All staff and other part-time fee earning personnel engaged by us have personal responsibility for the practical application of this Policy and should ensure that they are familiar with it.
- Special responsibility for the practical application of the Policy falls upon the Senior Leadership Team who must work to embrace diversity across our workforce and our services.
- Overall responsibility for the implementation and monitoring of the application of this Policy rests with the Senior Leadership Team.

## **Enforcement**

- Minor breaches of the Equal Opportunities Policy by staff will be dealt with informally by line managers. Where breaches are deliberate, serious or persistent, they will be treated as misconduct and will be dealt with accordingly under the appropriate procedure.

## **Training**

- Equal opportunities will form an integral part of training relating to management and supervisory skills, in particular recruitment and selection, disciplinary and grievance matters.

## **Complaints**

- If students feel that they have been discriminated against the first step is to raise the matter informally with their Head of Year. Should the situation not improve or should they experience further discrimination they can raise a formal complaint to a member of the Senior Leadership Team.
- We are committed to ensuring that complainants will not be victimised in any way for making such a complaint in good faith. Complaints of this nature will be dealt with seriously, as soon as possible and, as far as is reasonably practicable, in confidence.
- Any member of staff who is found to have committed an act of unlawful discrimination will be liable to disciplinary action.

## **Monitoring and Evaluation**

- Our commitment to equal opportunities will be brought to the attention of staff and other fee-earning personnel by various means, including recruitment material, induction programmes and training.
- We will regularly and frequently include Equal Opportunities on the agenda of Senior Leadership Team meetings.
- We will regularly monitor the effectiveness of this Policy to ensure that it is working in practice and will review and update it as and when necessary.