



# GIGGLESWICK SCHOOL

## Equal Opportunities Policy – Staff

Lead Author(s)	Senior Deputy Head, Senior School
Reviewed by	Headmaster Head of the Prep School
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## **1 COMMITMENT**

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Giggleswick School (the "School") is committed to a policy of equality and aims to ensure that no employee, job applicant, or other member of the school community is treated less favourably on the grounds of any characteristic.

Any behaviour, comments or attitudes that undermine or threaten an individual's self-esteem on these grounds will not be tolerated.

The Equality Act 2010 makes it unlawful for any member of staff to be treated less favourably because of their age, gender, sexual orientation, special educational need or disability, race (colour, nationality, ethnic origin), religion or belief (or none), cultural or linguistic background or family circumstances.

This Policy should be read in conjunction with the School's Safer Recruitment, Selection and Disclosures Policy, Staff Code of Conduct, Whistleblowing Policy, and Disciplinary and Grievance Procedures.

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## **2 AIMS**

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The aim of this Policy is to provide equality and fairness for all in our employment and not to discriminate on grounds of gender, marital status, race, ethnic origin, colour, nationality, national origin, disability, sexual orientation, religion or age.

The School opposes all forms of unlawful and unfair discrimination.

All employees, whether part-time, full-time or temporary, will be treated fairly and with respect.

Selection for employment, promotion, training or any other benefit will be on the basis of aptitude and ability. All employees will be helped and encouraged to develop their full potential and the talents and resources of the workforce will be fully utilised to maximise the efficiency of the organisation.

All members of the School community are responsible for promoting the School's equal opportunities policy and are obliged to respect and act in accordance with the Policy.

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## **3 OBJECTIVES**

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Through its Equal Opportunities Policy, the School will:

- Carry out its legal duty in complying with the relevant legislation (including The Sex Discrimination Act, Race Relations Act, Disability Discrimination Act and Employment Equality Regulations);
- Have a proactive agenda in which discrimination is recognised as an organisational issue which needs an organisational response;
- Ensure all staff work together with a shared sense of purpose to meet the needs of every pupil;
- Ensure that pupils and staff contribute towards a happy and caring environment by showing respect for, and appreciation of, one another as individuals;
- Ensure that complaints or evidence of failure to comply with the School's equal opportunities policy are dealt with promptly and fully investigated according to the relevant procedure.

All forms of discrimination by any person within the School's responsibility will be treated seriously as such behaviour is unacceptable.

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## **4 RIGHTS AND RESPONSIBILITIES**

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Harassment in all its forms is unlawful and unacceptable. Any behaviour, comments or attitudes that threaten or undermine an individual's self-esteem on these grounds will not be tolerated and the School's Grievance and Disciplinary Procedures, and Staff Code of Conduct, contain clear guidance and procedures dealing with discrimination.

Staff have the right to:

- Not be discriminated against.
- Make a complaint of discrimination.
- Know how to make a complaint and where to get help.
- Have their concern(s) listened to and dealt with promptly and in a sensitive manner.
- Not be victimised if they complain.

Staff have a responsibility to:

- Respect and appreciate one another as individuals.
- Not discriminate against others.
- Support other people who may be discriminated against.
- Report to someone responsible if they think discrimination is taking place.
- Not victimise anyone who makes a complaint of discrimination.
- Challenge offensive language and behaviour.

Concerns should be made to a line manager, Head of HR or member of the Senior Leadership Team.