



EQUALITY, DIVERSITY AND INCLUSION POLICY

HUMAN RESOURCES

VERSION 2

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This Policy is for: **All Staff at Bury Grammar School**
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1. POLICY STATEMENT

This document outlines the Equality, Diversity and Inclusion Policy for Bury Grammar School. The School is committed to promoting positive measures that eliminate all forms of unlawful or unfair discrimination on the grounds of age, marital status, disability, race, nationality, gender, religion, sexual orientation, gender reassignment, maternity and pregnancy, ethnic or national origin, beliefs (together known as “Protected Characteristics”) as well as domestic circumstances, social and employment status, political affiliation or trade union membership or any other condition not justified by law or relevant to the requirements of the post. The School will comply with our responsibilities under the Equality Act 2010.

By committing to a policy encouraging equality, diversity and inclusion, Bury Grammar School values differences between members of the community and within its existing workforce, and actively seeks to benefit from their differing skills, knowledge, and experiences in order to provide an exemplary service.

Bury Grammar School will take every possible step to ensure that individuals are treated equally and fairly, with dignity and mutual respect, and that decisions in recruitment, selection, training opportunities, promotion and career management are based solely on objective and job-related criteria.

This policy not only applies to the working environment, employment opportunities and relationships between staff but also to the provision of our services to our students and our interaction with members of the public.

2. SCOPE

This policy applies to all Bury Grammar School employees, workers, contractors, agency workers, applicants, Governors and visitors, and any other persons connected with Bury Grammar School.

3. ACCESS TO THE PROCEDURE

All employees are entitled to access to this policy which is available on HR Pro. Any employee can seek guidance from line management or the Human Resource Department.

4. ROLES AND RESPONSIBILITIES

The Board of Governors and senior management has overall responsibility for the provision of equal opportunities within Bury Grammar School.

The Human Resources Department is responsible for keeping the provisions within this policy in line with employment legislation and best practice people management principles.

Managers and HR staff are responsible for providing advice and guidance to employees on the application of this policy and procedure.



All staff are personally responsible for the practical application of this policy and must support Bury Grammar School in creating and maintaining an environment that promotes equality or opportunity and diversity in practice. It is therefore the duty of all staff to co-operate with the measures introduced by Bury Grammar School to ensure equal opportunities and non-discrimination. They must therefore report incidents of discrimination, abuse, victimisation or pressure to discriminate to their line manager or the HR Department and personally refrain from any discriminatory behaviour.

There should be no victimisation of any persons lodging a grievance, complaint or proceedings about discriminatory behaviour or against any individual or witness who supports such complaint, grievance or proceedings. All complaints will be taken seriously and where appropriate, will be dealt with through the relevant Bury Grammar School procedures.

5. IDENTIFYING AND DEFINING DISCRIMINATION

Breaches to Bury Grammar School's commitment to equality, diversity and inclusion can take many forms. Bury Grammar School will endeavour to ensure that no employee, or prospective employee or member of the public is discriminated against, either directly or indirectly and will not be subjected to harassment or victimisation.

Direct Discrimination – treating a person less favourably because of a Protected Characteristic than you would treat others in the same or similar circumstances.

Indirect Discrimination – applying a condition or requirement, which, whether intentionally or not, adversely affects one group with a Protected Characteristic considerably more than another group. This can only be justified if it is a proportionate means of achieving a legitimate aim.

Discrimination by Association – treating a person less favourably because they associate with another person who possesses a Protected Characteristic.

Discrimination by Perception – treating a person less favourably because others believe or perceive they possess a Protected Characteristic. It applies even if the person does not actually possess that characteristic.

Harassment – unwanted conduct because of a Protected Characteristic, which has the purpose or effect of violating an individual's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for that individual.

Third Party Harassment – harassment of employees by people who are not employees of the company

Victimisation – when someone is treated less favourably because they have made a complaint, raised a grievance, made a complaint or supported another person's grievance or complaint in relation to any of the above.

Bury Grammar School has a genuine commitment to equality, diversity and inclusion, and any actions or behaviours which are perceived as violating or breaching this will not be tolerated whether these are connected to factors identified within statute, or any other characteristics not objectively related to the requirements of the post as referred to in section 1.



6. RELEVANT LEGISLATION

The Equality Act 2010 has been implemented to harmonise and replace previous statutory legislation and to ensure consistency in making the workplace a fair and discrimination free environment and ensuring our services are provided in a non-discriminatory manner.

The Equality Act covers the following Protected Characteristics - age, disability, gender reassignment, race, religion or belief, sex, sexual orientation, marriage and civil partnership and pregnancy and maternity. It applies equally to contract workers as it does to employees.

7. IMPLEMENTING EQUAL OPPORTUNITIES AND DIVERSITY IN PRACTICE

Recruitment and Selection:

To promote equality, diversity and inclusion, Bury Grammar School will advertise the vacancy internally to attract and encourage individuals from all sections of the existing workforce to apply and afford equal opportunity. When seeking to fill a vacancy through an external appointment (having exhausted a search internally) Bury Grammar School is committed to advertising the vacancy in a range of different media to attract and encourage individuals from all sections of the community to apply.

Where applicants have a disability, as defined under the Equality Act 2010, they will be guaranteed an interview subject to meeting the essential criteria for the job.

Pre-employment health questionnaires are used at “offer stage”, although questions about health or disability may be asked prior to offer for permitted reasons i.e. to make arrangements for interview.

All vacancies will have an accompanying job description available. The appointing Manager will be responsible for ensuring that all criteria included within such documents are objective and wholly required of the post holder.

Short-listing and interview panels must comprise a minimum of two individuals who will have had relevant safer recruitment training. Selection criteria agreed in the person specification will form the basis of appointment decisions and adequate notes will be made at each stage of the decision-making process.

All shortlisted applicants should be asked if they require any particular arrangements to be made in the selection process to enable ease of participation.

All applicants will be entitled to request feedback regarding their interview performance from a member of the appropriate panel. In order to facilitate this request, the applicant must contact the Human Resource Department who will arrange a convenient time and date. This will usually take the form of a telephone call.

A written record of all selection process decisions will be kept for a minimum of six months. In circumstances where there is a ‘Genuine Occupational Requirement’ it may be necessary for Bury Grammar School to legally and justifiably discriminate concerning specific criteria; such situations are likely to be exceptionally rare and will require prior authorisation from the Human Resources Department.



Education, Training Opportunities and Development:

All staff will have equal access to education, further education, training, and development opportunities.

All Senior Staff will be made aware of equal opportunities principles and are responsible for communicating such working practices to colleagues and staff. Specifically, they will be responsible for ensuring their area of responsibility is compliant with equality legislation and ensuring that any behaviour contravening such regulations is identified and dealt with appropriately.

Bury Grammar School will ensure that all training courses and selection for training courses are conducted in accordance with this Policy, and that its principles are incorporated into any such induction or development programs.

Publicity:

Bury Grammar School will endeavour to portray positive and diverse images of their staff in all literature, publicity material and public documents, and actively seek to illustrate their successes with regard to equal opportunities' practices.

Promotion and Transfer:

The School will not restrict access to opportunities for promotion on grounds of a Protected Characteristic. Priority will be given to opportunities directly related to your current position.

Dismissal (including Redundancy) and Other Detriment

Bury Grammar School will ensure that in the event of dismissal, redundancy, or any other detriment, employees will not be unfairly discriminated against on grounds of a Protected Characteristic. The relevant School procedures will be followed at all times.

Bury Grammar School Services within the Community

All staff are required to ensure that the services Bury Grammar School offer and its dealings with members of the public are at all times in accordance with this policy and free from unlawful discrimination.

8. MONITORING

The Human Resources Department will ensure that agreed monitoring processes are in place and that any changes required are implemented promptly.

This process of monitoring and review will identify any potential barriers to equality of opportunity the reasons for them and any remedial action necessary to address them.

9. POLICY REVIEW

This policy will be reviewed annually or more frequently if significant changes to its effective operation are necessary to ensure that no applicant for employment or member of staff is disadvantaged by conditions or requirements which cannot be shown to be justifiable.



10. DISCIPLINARY AND GRIEVANCE PROCEDURES

Bury Grammar School treats any breaches of the Equality, Diversity and Inclusion Policy seriously and is committed to conducting a full investigation when any employee has a grievance as a result of victimisation, discrimination or harassment on grounds of a Protected Characteristic. Where an investigation supports the grievance, Bury Grammar School will take appropriate action.

Those in breach of this Policy will be liable to disciplinary action which may, depending on the nature and seriousness of the offence render a person to summary dismissal.



Equality, Diversity and Inclusion Policy Issues and Updates

Date	Policy Version	Summary of key change(s)
Pre 2019	V1	N/A New Policy
February 2026	V2	Policy name change & formatting only