

EQUAL OPPORTUNITIES EMPLOYMENT

Introduction

This policy statement will be implemented in accordance with the appropriate statutory requirements and full account will be taken of all available official guidance and relevant Codes of Practice.

The Governing Body of St Bernard's Catholic Grammar School is committed to promoting understanding of the principles and practices of equality and justice.

Every member of staff is regarded as of equal worth and importance, irrespective of his/her religion, belief, culture, class, race, gender, sexuality, disability or age.

Aims

To ensure that no job applicant or employee is discriminated against either directly or indirectly on the grounds of race, colour, religion or belief, nationality, ethnic or national origin, gender, sexual orientation, marital status, disability, age, part time working or trade union affiliation.

To provide an environment in which all staff feel safe enough to express and question views.

To ensure that all staff feel valued and supported and have appropriate advice and encouragement for their professional development.

To ensure the principles and practices of equal opportunities apply to all members of the school community.

Discrimination

The policies and procedures adopted by the school will reflect this Equal Opportunities policy statement and the Equalities Policy.

All forms of discrimination by any person within the school's responsibility will be treated seriously, as such behaviour is unacceptable and may lead to disciplinary action.

Appointments

Those involved in making appointments must ensure that in recruitment procedures any advertisements, shortlisting and interview procedures are without any direct or indirect discrimination, unless there is a specifically exempt area, for example to sex and decency.

The recruitment and selection process is crucially important and governors will endeavour through appropriate training to ensure that those making selection and recruitment decisions do not discriminate in making these decisions.

Interview questions will be related to the requirements of the job and will not be of a discriminatory nature.

Selection decisions will not be influenced by perceived prejudices.

Promotion and advancement will be on merit and all decisions related to the same will be made within the overall framework and principles of this policy.

Job descriptions will be in accord with this policy statement and any job requirements will be reflected accurately in any personnel specifications.

The approach to the advertising of vacancies will be non-discriminatory.

All applicants applying for posts at the school will receive fair treatment and will be considered solely on their ability to do the job.

All those involved in the recruitment process will review their selection criteria to ensure that they are related to the specific job requirements and do not unlawfully discriminate.

Shortlisting and interviewing will be carried out by more than one person, where possible, in accordance with the school's appointments procedure.

Retirement

The Governing Body recognises that there cannot be any default retirement age and therefore employees will be judged only on their performance.

Awareness

These guidelines and this policy statement will be circulated to any agencies responsible for our recruitment and copies will be made available for all employees and applicants for employment.

The policy statement will be communicated to all private contractors reminding them of their responsibilities towards equality of opportunities.

Monitoring and Review

The Governors will monitor the impact of this policy statement to determine its effectiveness, through the school's self evaluation procedures including, where appropriate, review of the employment records of all employees.

Monitoring will include:

- The collection and classification of information regarding ethnic/national origin, gender and disability of current employees.
- The examination by ethnic/national origin, gender and disability of the distribution of employees and the success rate of applicants.
- Examining the recruitment, training and promotional records of all employees, including any decisions and the reasons for them.
- Monitoring of applicants to ensure that the principles of the policy statement are being applied and so to assist in the answering of any complaints from unsuccessful candidates.
- The results of monitoring will be reviewed at regular intervals to assess the effectiveness of the implementation of this policy statement. Consideration will be given if necessary to adjusting the policy statement to afford greater equality of opportunity to all applicants and employees.

Accepted by the Catholic Life of the School Committee 2nd May 2018

Review Date: Spring 2020