



**Lavington Park Federation**

*Equality and Diversity in Employment  
policy, including Equality Objectives*

Prepared by

Clerk/Headteacher

Approved by

Governing Board March 2024

Next Review

Spring term 2028

## **1. Aim of the policy**

The aim of this policy is to provide employees with a clear statement about the school's commitment to promoting equality and diversity within employment.

### **The school's equality objectives are included at Appendix A.**

We seek to ensure that our working environment is one that respects and includes everyone regardless of their gender or gender reassignment; marital status (including civil partnership); sexual orientation; race, language, ethnic or national origins and nationality (including citizenship); religious belief; disability and / or medical conditions; age; whether they have dependants; trade union membership status and activity or political views/affiliations.

- Supporting all children in our schools lies at the heart of this policy. Our Christian Values underpin all actions for children and families.
- Our Christian Values are: Kindness; Respect; Hope; Responsibility; and Friendship.
- Our Learning Values also play a vital role in supporting children in knowing that they have a role in their life in and out of school.
- Our Learning Values are: Confidence; Collaboration; Communication; Creativity; Curiosity; Craftsmanship; and Commitment

## **2. Scope of the policy**

This policy applies to all employees within the school, regardless of how long they have been employed, their contractual hours and contract type.

### **Definitions**

For us "equality" is about opportunity, access, participation, and contribution on a fair and equal footing and providing a framework for this to happen.

The term "diversity" acknowledges there are differences between people and the school values and respects the variety of backgrounds, perspectives, values, and beliefs of its employees.

## **3. Public Sector Equality Duty**

The Equality Act 2010 places a statutory duty on the school to have due regard to the need to:

- Eliminate unlawful discrimination, harassment, and victimisation.
- Advance equality of opportunity.
- Foster good relations between people from different groups.

Refer to the information from by the Department for Education titled [Equality Act 2010: Advice For Schools](#) which provides guidance to help schools understand how the act affects them and how to fulfil their duties under the act.

#### **4. Other Information and Policies**

Refer to West Sussex County Council's [Diversity and Inclusion information](#) for more details about the Council's overall diversity and inclusion commitments. Read this page alongside the Council's overall [Equality and Inclusion Policy](#).

The **Model Behaviour at Work** policy sets out how we expect employees to behave toward one another and outlines the framework for addressing issues that are raised.

The **WSSC Standards of Conduct** sets out the expected standards of behaviour and conduct for all employees.

These policies can be accessed via West Sussex Services for Schools.

#### **5. Guiding Principles**

We are committed to providing equality of opportunity for all by eliminating discrimination. We will do this by ensuring that our practices reflect relevant employment legislation and good practice. Our employment decisions are based upon job related, objective criteria.

We are committed to having a workforce that reflects the diversity within our community where everyone is treated with dignity and respect.

#### **6. Employee Responsibilities**

All employees, irrespective of their role, have a personal responsibility to comply with this policy, associated policies and to abide by the Equality Act 2010, in dealing with each other, managing staff and in their relationships with children, parents, carers, governors and other stakeholders.

In particular, employees must not:

- Discriminate against colleagues, other workers, job applicants,

- children, parents, carers, governors, or other stakeholders.
- Bully or harass colleagues, other workers, job applicants, children, parents, carers, governors, or other stakeholders.
- Encourage or try to encourage another person to treat others unfairly or to practice unlawful discrimination.
- Victimise people who have made allegations or complaints of discrimination or who have provided information about such discrimination.

We will not tolerate any of the above behaviours. Where employees commit an act of unjustified or unlawful discrimination, or allow discrimination to occur without taking appropriate action, then they could be liable to a claim being brought against them as an individual, for example at an Employment Tribunal. The employee could also be liable to disciplinary action for a breach of the County Council's Standards of Conduct, which could result in dismissal.

For more detailed information, see the following documents:

- WSCC Standards of Conduct.
- Model Behaviour in the Workplace Policy.
- Definitions of bullying, harassment, and victimisation.
- Types of discrimination.

## **7. Employer Commitment**

We will carry out the following activities in order to demonstrate our commitment to equality and diversity, and also to fulfil our legal responsibilities.

### **7a. Employment Policies**

We will ensure that our employment policies, practices, and associated guidance are fair to all by undertaking an equality analysis when we carry out employee related projects, policy developments and reviews. All of our policies associated guidance and procedures are available to view and download from West Sussex Services for Schools.

We will monitor the implementation of these policies to ensure that they remain fair in practice and that any barriers to and within employment are removed.

### **7b. Consultation**

We have consultation arrangements with a number of trade unions and professional associations.

### **7c. West Sussex County Council Staff Groups**

There are currently six staff groups that recognise and value West Sussex County Council's (WSCC) diverse workforce. All staff groups meet regularly at different locations across West Sussex to discuss issues that members may be facing. The groups welcome new members all year round. The full list of WSCC Staff Groups is as follows:

**BAME** - this group supports Black, Asian and other Minority Ethnic groups, providing a resource of support, safety, innovation, and collaboration for members across WSCC.

**Email:** [BAMEstaffnetwork@westsussex.gov.uk](mailto:BAMEstaffnetwork@westsussex.gov.uk)

**Carers** - this group provides support to all carers by working in partnership to change the culture of our organisation, so their needs are acknowledged and acted upon.

**Email:** [CarersStaffGroup@westsussex.gov.uk](mailto:CarersStaffGroup@westsussex.gov.uk)

The **Disability Staff Group** (DSG) is a relaxed, informal group of employees dedicated to supporting staff who work for, or with, WSCC who consider themselves to have a disability. It aims to help ensure WSCC is a compassionate and inclusive place to work for people with disabilities.

**Email:** [Disability@westsussex.gov.uk](mailto:Disability@westsussex.gov.uk)

The **Lesbian, Gay, Bisexual and Transgender** (LGBT) **Staff Group** is a relaxed, informal group of employees dedicated to supporting LGBT staff and ensuring that WSCC is a supportive, inclusive place to work for LGBT people.

**Email:** [WSCCLGBTStaffNetwork@westsussex.gov.uk](mailto:WSCCLGBTStaffNetwork@westsussex.gov.uk)

**Mental Health Staff Group (MHSG)** - the aim of this group is to embed a more positive and proactive approach to mental health within our organisation and culture.

**Email:** [MHSG@westsussex.gov.uk](mailto:MHSG@westsussex.gov.uk)

**Women in the Workplace** - this group aims to address some of the barriers and issues affecting women, ranging from dealing with inappropriate office banter and building confidence and negotiation skills, through to influencing policy and process to ensure that women do not feel disadvantaged.

**Email:** [women.intheworkplace@westsussex.gov.uk](mailto:women.intheworkplace@westsussex.gov.uk)

## **8. Accessibility**

If a copy of this policy is required in an alternative format, contact the WSCC Specialist HR Services team.

**Email:** [HRPolicyQueries@westsussex.gov.uk](mailto:HRPolicyQueries@westsussex.gov.uk)

## 9. Who Can Help?

If **employees** have any questions about equality and diversity issues, they can contact HR Customer Services.

**Telephone:** 01243 6(42148)

**Email:** [hr.customer.services@westsussex.gov.uk](mailto:hr.customer.services@westsussex.gov.uk)

**Headteachers / line managers** can also get support from HR Customer Services or, for more in- depth questions about diversity and equality issues they can contact the HR BP Schools And Education Team for advice

**Telephone:** 033022 22422

**Email:** [HR.Professional.Support@westsussex.gov.uk](mailto:HR.Professional.Support@westsussex.gov.uk)

## **Annex A: Lavington Park Federation – equality objectives**

**Objective 1:** Train all staff as part of the Annual Safeguarding training to ensure that they understand the Equality Duty and everyone's part in this duty.

Why we have chosen this objective:

- to ensure that all staff and governors understand their personal and professional responsibility whilst working within the schools; and
- for all staff to ensure that regardless of sex, race, sexual orientation, religion, disability all children and colleagues have the same opportunities.

To achieve this objective, we plan to: complete training annually; ensure that a copy of this document is read by all staff and Governors.

**Objective 2:** To ensure that the curriculum at both schools is focused on promoting the objectives within this policy and puts equality at the heart of all curriculum intent and implementation.

Why we have chosen this objective:

- to ensure that all children are given a clear and supportive understanding of their role in equality for everyone; and
- to use our curriculum intent document to ensure that equality, democracy, pupil voice and understanding of the needs of all children are embedded into all of our learning opportunities.

To achieve this objective, we plan to: ensure that as we plan our long term curriculum at both schools, equality objectives are sought and covered in all areas of our curriculum. Children will be given the opportunity to learn in 'safe spaces' so that they can talk to each other and explore issues that might be sensitive and challenging to all.

Progress we are making towards this objective: for the curriculum development at both schools to be monitored by the headteacher against the equality objectives.