HARROW INDEPENDENT COLLEGE
School of Mathematics, Science & Economics

EQUAL OPPORTUNITIES POLICY

This policy aims to:

- Offer equal opportunities regardless of race, culture, gender, academic ability, physical ability or class.
- Provide an environment free from social, sexual or cultural prejudice for all members of our college community.
- Achieve an environment in which members of the college community can be respected as individuals and in which the varied experiences of the community can enrich the life of the College.

Principles:

HIC is committed to Equal Opportunities and Inclusion. We aim to engender a sense of community and belonging, and to offer new opportunities to learners who may have experienced previous difficulties. We model Equal Opportunities and Inclusion in our staffing policies, relationships with parents/carers and the community in order to meet legislative requirements as laid down in the Equality Act 2010.

Equal Opportunities is the responsibility of the whole college community and must be reflected throughout the organisation of the college and be addressed in the taught and hidden curriculum. The college ensures that staff expectations of different race/religious belief groups are no different.

All staff, governors, parents/guardians and pupils regardless of race, ethnicity, disability, gender and socio-economic background, are welcome and will be encouraged to participate in the life of the college.

The college recognises its responsibilities under the Race Relations Act, Sex Discrimination Act and Disability Discrimination Act to eliminate discrimination and to promote good race relations.

Actions:

Statements of equality dimensions and opportunity will be printed in all relevant college documentation e.g. policies

Staff will receive training in relevant aspects of equal opportunities to ensure their ability to actively support this policy. (A copy will be shared in the employee induction pack)

What follows are the different areas in which the college will pay particular attention to ensuring that there is Equal Opportunity for all.

Equal Opportunities - Multi-Cultural:

It is our college policy:

- To incorporate a balanced view of the world through a multi-cultural approach.
- To recognise that our pupils are world citizens who will meet a wide variety of cultures throughout their lives.

Equal Opportunities - Gender

It is our college policy:

- To seek to promote non-sexiest attitudes in both children and staff.
- To allow children equal access to opportunities which will equip them for adult life and to achieve challenging expectations.
- To work towards the eradication of sexual stereotyping.

In order to work towards the eradication of such differences we will ask ourselves the following types of questions when evaluating our practice.

1) Are all children able to try out new roles in play and learning activities?
2) Are all classroom tasks shared equally between girls and boys?
3) Do all children get an equal chance to use equipment and resources?
4) Do all our displays and teaching aids present a non-sexiest attitude?
5) Are our responses to bad behaviour the same to both boys and girls?
6) Are men and women from other cultures presented to children in a non stereotypical way?
7) Do all children have equal access to play facilities?

Equal Opportunities - Race:

It is our college policy:

1) That no child or adult should be treated in any way differently, or in a derogatory manner, because of their race.

2) To challenge racism in the context of a caring college community.

In order to fulfil the above, the following types of behaviour will not be tolerated:

1) Provocative behaviour, i.e. wearing of any racist badges or insignia.
2) The use of verbal abuse or name calling of a racist nature.

3) The encouragement of others to behave in a racist manner.
4) The ridiculing of an individual for cultural differences.
5) The telling of racist jokes or stories.
6) The exclusion of others because of their culture, ethnicity or race.

Equal Opportunities - Ability:

It is our college policy:

- ☐ To recognise good effort and attitudes regardless of academic achievement.
- ☐ To allow all children access to equipment, resources and teacher time regardless of their academic achievements.
- ☐ To value all efforts and achievements of children in all areas of the curriculum.
- ☐ To promote open and even discussion of political views.
- ☐ To ensure that the partisan political views are NOT promoted in the teaching of any subject in the college and where political issues are brought to the attention of pupils, reasonable steps have been taken to offer a balanced presentation of opposing views to pupils.
- ☐ To encourage pupils to respect the fundamental British values of democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs.

We believe that educational inclusion is about equal opportunities for all learners, whatever their age, gender, ethnicity, impairment, attainment and background, including those identified as having special educational needs. All children have a common entitlement to a broad and balanced academic and social curriculum, which is accessible to them, and to be fully included in all aspects of college life. HIC sees the inclusion of children identified as having special educational needs as an equal opportunities issue. This does not mean that we will treat all learners in the same way, but that we will respond to learners in ways which take account of their varied life experiences and needs.

We recognise that pupils learn at different rates and that there are many factors affecting achievement, including ability, emotional state, age and maturity. We believe that many pupils, at some time in their college career, may experience difficulties which affect their learning, and we recognise that these may be long or short term.

At HIC we aim to identify these needs as they arise and provide teaching and learning contexts which enable every child to achieve to his or her full potential.

We pay particular attention to the provision for and the achievement of different groups of learners. Every child has an entitlement to a positive, helpful learning environment, with carefully planned work which matches individual needs, in order that they may reach their potential. This will be through differentiated planning by class teachers, Learning Skills teachers, and support staff as appropriate. Within each class, teaching and learning styles and organisation will be flexible to ensure effective learning.
Grouping to support children identified with additional needs will be part of this process. Those pupils recorded as having Learning Skills support will have a specific Individual Education Plan drawn up. This document forms an individual record for the child and

contains information about college based observation and assessment, a summary of the child's additional needs and action taken to meet them, including any advice sought from outside agencies. Pupil who are withdrawn for individual or small group lessons do not lose access to the curriculum. These lessons are organised on a rotational basis to ensure this.

Equal Opportunities - Class:

It is our college policy:

- ☐ That children should not be treated in any way differently because of an assumed social class.
- ☐ That assumptions will not be made as regards class difference.

Equal Opportunities - Physical Disability:

It is our college policy that:

- ☐ Children should not be treated in any way differently to others due to their individual physical disabilities and needs.
- ☐ A provision should be made for the individual special needs of any disabled children within our college community.
- ☐ A physically disabled child has a right to take part in all activities within the college environment in so far as their individual disability allows them to do so.

MANAGING EQUALITY IN PRACTICE

1. **Admission -** The college follows the Admission Policies that do not permit sex, race, colour or disability to be used as criteria for admission.
2. **Registration** - Pupils' names will be accurately recorded and correctly pronounced. Pupils will be encouraged to accept and respect names from other cultures.
3. **Discrimination** -All forms of discrimination by any person within the college's responsibility will be treated seriously as such behaviour is unacceptable. Racist symbols, badges and insignia on clothing and equipment are forbidden in college. Staff should be aware of possible cultural assumptions and bias within their own attitudes. In all staff appointments the best candidate will be appointed based on strict professional criteria. Parents should be aware of the college's commitment to equal opportunities. Incidents will be recorded.
4. **Language -** The college views linguistic diversity positively. Pupils and staff must feel that their natural language is valued.
5. **Resources** will be provided for all pupils according to their needs, irrespective of sex, ability or ethnic origin. Current resources and new acquisitions will be monitored by Heads of Department to ensure the promotion of a positive image regarding race, gender and special need. The library resources are regularly reviewed to ensure they include books that reflect the range of special educational needs issues and come from a disability equality perspective.

6. **The P.S.H.E. Curriculum** will help to promote a positive image of all members of society, with particular reference to race/religious belief, gender, physical ability and special need.
7. **Displays** reflect a positive image of race/religious belief, gender, physical ability and special need. All children are given the opportunity to contribute to display throughout the college and their contributions are valued.
8. **The college's Monitoring and Evaluating System** for regularly observing, assessing and recording the progress of children is used to identify children who are not progressing satisfactorily and who may have additional needs. Whole college monitoring and evaluation procedures will include sampling of work and observations. Target setting for all pupils takes place half-termly.

EQUAL OPPORTUNITIES SPECIFIC TO STAFF

HIC is an equal opportunities employer. The college prides itself in providing equal opportunities for all of its employees and children regardless of disability, religion, sexual orientation, culture, gender, ethnic origin, colour, class or age.

Protected Characteristics

No employee or prospective employee will receive unfair or unlawful treatment on the grounds of a Protected Characteristic, because they are perceived to have a Protected Characteristic or because they are associated with someone who has a Protected Characteristic, in particular but not only, in relation to:

- ☐ Recruitment and selection
- ☐ Promotion, transfer and training opportunities
- ☐ Benefits, terms and conditions of employment
- ☐ Grievance and disciplinary procedures
- ☐ Termination of employment including redundancies
- ☐ Conduct at work
- ☐ Procedures ensure fair and equitable treatment in relation to admission and assessment of students

The principles of non-discrimination and equality of opportunity also apply to the way in which staff must treat visitors, pupils, parents, suppliers and former members of staff.

Implementation

The college with the assistance of the staff will:

- ☐ Break down any barriers to equality of opportunity which may prevent staff members realising their full potential or accessing benefit
- ☐ Advertise vacancies and ensure job selection criteria are appropriate for the job.
- ☐ Promptly and fully investigate all complaints of discrimination and harassment, taking appropriate action where necessary and recognising them appropriately.
- ☐ Ensure that all members of staff are fully informed and trained on this Policy.
- ☐ Monitor the composition of the college and the effects of its recruitment practices.
- ☐ Existing procedures are reviewed and examined annually to ensure they are not discriminatory in their operation
- ☐ Language used in official communication reflects the letter and spirit of the policy

Recruitment and Selection

HIC is committed to achieving and maintaining a workforce which represents the population within our recruitment areas in terms of race, colour, nationality, national or ethnic origins, religion or belief, sex, sexual orientation, pregnancy or maternity, marital or civil partnership status, gender reassignment, age and disability (together known as "Protected Characteristics").

Disability

If you are disabled or become disabled, the college encourages you to tell us about your condition so that we can support you as appropriate.

A disability will not of itself justify the non-recruitment of an applicant for a position at the college. Such reasonable adjustments to the application procedures shall be made as are required to ensure that applicants are not disadvantaged because of their disability. For example, where written tests are used, alternative arrangements will be made for visually impaired applicants.

If you experience difficulties at work because of your disability, you may wish to contact your Head of Department to discuss any reasonable adjustments that would help overcome or minimise the difficulty. Your Head of Department may wish to consult with you and your medical adviser about possible adjustments and you may be required to give your consent to a report being produced about your state of health and ability to perform your duties. We will consider the matter carefully and try to accommodate your needs within reason. If we consider a particular adjustment would not be reasonable we will explain our reasons and try to find an alternative solution where possible. Once an adjustment has been made its operation may need to be reviewed at agreed intervals, to assess its continuing effectiveness.

The college will make such adjustments to work arrangements or college premises as are reasonable to enable a disabled staff member to carry out his or her duties. This will include, but is not limited to, consideration of the provision of specialist equipment, job

redesign and flexible hours.

Where during the course of their employment a disabled member of staff recognises their need for a reasonable adjustment to be made to work arrangements or college premises, he or she should discuss this requirement with the College Administrator.

Harassment & Bullying Policy

Harassment of any kind is not accepted within the college as detailed in the College's Harassment & Bullying Policy.

Monitoring of the policy

Equality of opportunity permeates the whole college and will be reviewed regularly. We recognise it is all too easy for the structure of institutions to result in inequality by default. We therefore commit ourselves to take positive steps to examine our policies and practice and to change them where necessary.

The effectiveness of the above policy and our practice will therefore be evaluated annually. This will be done by the Senior Management Team in consultation with the whole college community.

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