



# Equality and diversity Policy

**DATE POLICY AGREED WITH GOVERNORS: October 2022**

**DATE FOR REVIEW: September 2023**

## **1. Introduction**

This policy is in addition to the Cardiff Council Schools & Lifelong Learning Service Equal opportunities policy statement. This policy describes the way in which Cardiff West Community High School will meet the requirements of the Equality Act 2010. This Act replaced all previous equality legislation such as the Race Relations Act, the Disability Discrimination Act and the Sex Discrimination Act. The policy will be applied to all staff and learners, as well as any volunteers working in the school. Access Employees, learners and volunteers are made aware of the existence of this policy and where it can be accessed. This policy is reviewed annually.

## **2. Policy Statement**

Cardiff West Community High School will adhere to the requirements of the Equality Act 2010 by not discriminating against learners, staff, volunteers or anyone involved in external agencies the organisation may be working with on the grounds of any protected characteristics.

When recruiting staff, health related questions may be asked if it is necessary for the role. Cardiff West Community High School may decide to use the 'Positive Action' clause of the Equality Act 2010, which allows for the setting up of courses specifically for a certain group (previously, this could have been considered discriminatory).

It is expected that every person in the organisation will make a positive contribution to this policy, namely:

- All staff whether paid or voluntary;
- All visitors to Cardiff West Community High School;
- All learners at Cardiff West Community High School.

In addition, Cardiff West Community High School will:

- ensure that the services it provides are accessible to all and endeavour to positively encourage and benefit people from disadvantaged groups;
- supply specialist aids and facilities to enable disabled people;
- monitor any issues that arise within the organisation and take appropriate action, fully supporting any person in the organisation who is faced with prejudice or discrimination;
- undertake an annual evaluation process to ensure that the policy is clear, in keeping with current legislation and being adhered to;
- treat seriously any breaches of the policy, regarding them as misconduct which may lead to disciplinary proceedings.

## **3. Complaint Procedure Stage 1.**

Any person who experiences, witnesses or is reasonably led to believe that this Equality and Diversity Policy has not been respected, should immediately bring the situation to the attention of The Headteacher. The person responsible for this breach will be reminded of the existence and purpose of this policy, and asked to adhere to the policy.

### **Stage 2**



If the person continues behaving in an unacceptable manner, the matter will be referred to Staff Disciplinary & Dismissal Committee who will decide the best course of action. This may result in:

- a warning being issued;
- a disciplinary;
- a referral to a higher level of authority.

**Stage 3**

The offending person has the right to appeal. He/she/they can appeal to Staff Disciplinary & Dismissal Appeals Committee. The decision of the Appeals Committee will be final.

Appendix 1

CARDIFF COUNCIL SCHOOLS & LIFELONG LEARNING SERVICE

Equal Opportunities Policy Statement

Purposes

The purposes of this policy are to:

- Promote good relationships which respect and value diversity.
- Promote equality of opportunity for all.
- Eliminate unlawful discrimination on the grounds of gender, ethnicity and race, language, religion and belief, disability, sexual orientation, age and level of ability. Principles Recognise that:
- Certain groups in our society are discriminated against and that direct and indirect discrimination can occur where services and facilities are inappropriate, insensitive or inaccessible;
- Discrimination devalues individuals and can have an adverse effect on relationships, achievement and career prospects;
- The work of promoting equality is a cross cutting issue, which has relevance in all areas of our work and is the responsibility of all officers and staff. Aim to:
- Promote equality of opportunity within the Service and by integrating equality considerations into our strategies, plans and guidance.
- Be proactive in identifying and tackling discrimination that occurs on the basis of gender, ethnicity and race, language, religion and belief, disability, sexual orientation, age and level of ability.
- Ensure that all employees and volunteers receive appropriate training, supervision and relevant information to enable them to meet their responsibilities under this policy;
- Support Schools and Lifelong Learning provision in the task of creating accessible provision and inclusive learning environments;
- Support Schools and Lifelong Learning provision in meeting the duty to eliminate discrimination, and to actively promote equality of opportunity;
- Identify the barriers to achievement that affect some groups; develop and promote effective strategies to raise achievement.

#### Procedures

Staff recruitment and professional development Work with Human Resources in the collection and evaluation of monitoring data with the aim of setting targets and developing strategies to establish a representative workforce. Promote discussion of potential barriers to recruitment and retention that may affect groups within the Service along with the Corporate Equalities Group.

#### Supporting Schools and Lifelong Learning provision

Support S&LL in eliminating discrimination, promoting equality of opportunity and good relations by:

- Addressing equality issues in the guidance documentation we provide;
- Including equality objectives and targets in our policies and plans;
- Identifying and promoting successful strategies for widening participation and raising achievement;
- Providing training, advice and guidance on equality and diversity issues.

#### Monitoring and assessing the impact of policies

Follow Council guidelines to assess the impact of new and existing policies and strategic plans on race equality and to set SMART equality targets; Monitor engagement and attainment and other relevant issues by gender, ethnicity, and disability in order to set targets to raise achievement. Communication,



training and information Work with the Council to ensure that all staff responsible for meeting the general and specific duties of the Equality Schemes has access to the training and information they need to meet those responsibilities; Make use of existing information and communication mechanisms to ensure that all staff are aware of equality issues, targets and initiatives which may have relevance to their roles.