

Equality, Diversity and Inclusion Policy (Staff)

1. Introduction

- 1.1. Reed's School, and Ripley Court School, (The School) is an equal opportunity employer.
- 1.2. The School aims to create an inclusive environment actively supporting diversity, equity and inclusion and ensuring that staff are valued and treated with dignity and respect. The School is committed to support everyone to reach their potential and to establish a culture where respect and understanding is fostered and the diversity of people's backgrounds and circumstances is positively valued.
- 1.3. The School welcomes everyone into our community as individuals and values their uniqueness. The School believes it is the responsibility of all members of our community to encourage, cultivate and nurture an atmosphere and ethos free from discrimination on grounds of race; ethnic origin or nationality; religion or belief; age; gender identity and sexual orientation; socioeconomic difference; neurodiversity and disability.
- 1.4. This policy applies to all staff and Governors and all areas of employment including recruitment, selection, training, career development, and promotion. These areas are monitored, and policies and practices are amended, if necessary, to ensure that no unfair or unlawful discrimination, whether it is intentional, unintentional, direct or indirect, overt or latent exists.

2. Definition of Equality, Diversity and Inclusion

- 2.1. The terms equality, inclusion, diversity and equity are at the heart of this policy. 'Equality' means ensuring everyone has the same opportunities to fulfil their potential free from discrimination. 'Inclusion' means ensuring everyone feels comfortable to be themselves at work and feels the worth of their contribution. 'Diversity' means the celebration of individual differences amongst staff. 'Equity' means recognising barriers and that some groups are more advantaged than others, and putting measures in place to eliminate these barriers, ensuring equal opportunities for all.

3. Compliance with Law and Responsibilities

- 3.1. Equality of opportunity, valuing diversity, and compliance with the law, is to the benefit of all individuals at the School, as it seeks to develop the skills and abilities of its staff. While specific responsibility for eliminating discrimination and providing equality of opportunity lies with the Senior Leadership Team, Heads of Department and Managers, individuals at all levels have a responsibility to treat others with dignity and respect. The personal commitment of everyone to this policy and application of its principles are essential to eliminate discrimination and provide equality and equity throughout the School.

- 3.2. The Equality Act 2010 is legislation that applies in England and specifies 9 protected characteristics, whether present or perceived, of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race (including colour, nationality, and ethnic or national origin), religion or belief, sex and sexual orientation. The School has a responsibility to identify situations where people with a protected characteristic might suffer disadvantage compared to people without and prevent such disadvantage wherever possible.
- 3.3. Through this policy and procedure, and the training and development of its staff, the School will do all it can to promote good practice in this area in order to eliminate discrimination and harassment as far as is reasonably possible. The School will also continue to work towards its dedicated goal of encouraging and promoting equality and diversity within the staff.
- 3.4. Breaches of this policy will be dealt with in accordance with the School's Disciplinary, Grievance and Anti-Harassment and Bullying Policy. Serious cases of discrimination may amount to gross misconduct resulting in dismissal without notice.
- 3.5. The School collects information with regard to sex, age, nationality, marital status, ethnic origin, sexual orientation, religion or belief and disability for monitoring purposes, to ensure that this Policy is working effectively. The information the School collects will be used for monitoring purpose only and for improving the School's performance in respect of equality, diversity and inclusion. All the data will be held and processed in accordance with the UK General Data Protection Regulation, the 2018 Data Protection Act and Data Protection Policy.

4. Our commitment as an employer

4.1 The School commits to:

- encourage equality, diversity and inclusion in the workplace as they are good practice and make business sense.
- review all employment practices and procedures to ensure fairness and inclusion for all and update them and other relevant policies to take account of changes in the law.
- take steps to ensure equity amongst Staff such as ensuring that vacancies are advertised to all staff of the School, taking positive action to recruit disabled people and ensuring there are no unlawful barriers to accessing employment opportunities, training, progression opportunities, benefits and facilities.
- regularly monitor diversity in staff to ensure equal opportunities throughout the School. Where appropriate, measures will be taken to identify and remove unnecessary obstacles and to meet the special needs of disadvantaged or underrepresented groups.
- take seriously complaints of bullying, harassment, victimisation and unlawful discrimination by fellow employees, parents, suppliers, visitors, others within the School community and any others in the course of the School's activities. Such acts will be dealt with as misconduct under the School's grievance and/or

disciplinary procedures, and appropriate action will be taken. Particularly serious complaints could amount to gross misconduct and lead to dismissal without notice. Further, sexual harassment may amount to both an employment rights matter and a criminal matter, such as a sexual assault allegation. In addition, harassment under the Protection from Harassment Act 1997, which is not limited to circumstances where harassment relates to a protected characteristic, is a criminal offence.

- make opportunities for training, development and progress available to all staff, who will be helped and encouraged to develop their full potential, so their talents and resources can be fully utilised to maximise the efficiency of the School.
- make decisions concerning staff based on merit (apart from in any necessary and limited exemptions and exceptions allowed under the Equality Act).

4.2 This commitment includes training managers and all other employees about their rights and responsibilities under the equality, diversity and inclusion policy. Responsibilities include staff conducting themselves to help the School provide equal opportunities in employment, and prevent bullying, harassment, victimisation and unlawful discrimination. All staff should understand that they, as well as their employer, can be held liable for acts of bullying, harassment, victimisation and unlawful discrimination, in the course of their employment, against fellow employees, customers, suppliers and the public.

Equal opportunity policy statements

Age

The School will:

- ensure that employees of all ages are treated with respect and dignity
- ensure that employees are given equal access to employment, training, development and promotion opportunities and
- challenge discriminatory assumptions about younger and older people.

Disability

The School will:

- provide any reasonable adjustments to ensure disabled employees have access to services and employment opportunities. If the School feels that a particular adjustment would not be reasonable, they will discuss this with the individual and try to find an alternative solution where possible. Requests should be made to the HR department.
- challenge discriminatory assumptions about disabled people
- actively promote neurodiversity within the School
- seek to continue to improve access to information by ensuring availability of loop systems, braille facilities, alternative formatting and sign language interpretation
- ensure if an employee is disabled or becomes disabled, the School encourages them to report their condition so that they can be supported as appropriate
- continue to keep the physical features of its premises under review to consider whether the premises might place anyone with a disability at a substantial disadvantage. Where necessary and practicable, the School will take reasonable steps to improve access as per Reed's School Accessibility Plan (2024 -2027).

Race

The School will:

- challenge racism wherever it occurs
- respond swiftly and sensitively to racist incidents
- actively promote race equality and inclusion in the School
- take positive action to redress the negative effects of discrimination against any employee
- offer equal access for all employees to representation, services, employment, training and pay

Sex

The School will:

- challenge discriminatory assumptions about gender
- take positive action to redress the negative effects of discrimination against all employees
- offer equal access for all employees to representation, services, employment, training and pay and encourage others to do the same.

Sexual orientation

The School will:

- ensure that the School takes into account the needs of everyone, including the LGBTQ+ communities
- promote positive images of the LGBTQ+ communities
- challenge discriminatory assumptions about the LGBTQ+ communities
- take positive action to redress the negative effects of discrimination against all employees
- offer equal access for all employees to representation, services, employment, training and pay and encourage other organisations to do the same.

Gender Reassignment

The School will:

- take positive action to redress the negative effects of discrimination against all employees
- offer equal access for all employees to representation, services, employment, training and pay
- provide support to prevent discrimination against transgender people who have or who are about to undergo gender reassignment.

Religion or belief

The School will:

- ensure that all employees religion or beliefs and related observances are respected and accommodated wherever possible
- respect all employee's beliefs where the expression of those beliefs do not impinge on the legitimate rights of others.

Pregnancy or maternity

The School will:

- ensure that employees are treated with respect and dignity during pregnancy or maternity leave
- challenge discriminatory assumptions about pregnancy or maternity
- ensure that no individual is disadvantaged during pregnancy or maternity leave and that we take account of the needs of our employees' during pregnancy or maternity leave.

Marriage or civil partnership

The School will:

- ensure that employees are treated with respect and dignity regardless of marriage or civil partnership status
- challenge discriminatory assumptions about the marriage or civil partnership of employees
- ensure that no employee is disadvantaged as a result of their marriage or civil partnership status.

Part time and fixed term work

Part time and fixed term staff should be treated the same as comparable full time or permanent staff and enjoy no less favourable terms and conditions (on a pro-rata basis where appropriate), unless different treatment is justified.

Equal pay

The School will ensure that all employees have the right to the same contractual pay and benefits for carrying out the same work, work rated as equivalent work or work of equal value.

Compiled by: Director of HR	Revision Number: 6 (Spring Term 2026)
Approved by: Bursar, Senior Deputy Head, Headmaster, Deputy Head (Staff)	Next Revision date: SpringTerm 2027