



Equality Opportunities and Dignity at Work Policy

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School Business Manager:		Date:	09/09/2026
Headteacher:		Date:	09/09/2026

Date of Next Review:	September 2027
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1. Purpose of the policy

- 1.1. This policy applies to all aspects of Amwell View School's relationship with staff and to relations between staff members at all levels. This includes job advertisements, recruitment and selection, training and development, opportunities for promotion, conditions of service, pay and benefits, conduct at work, disciplinary and grievance procedures, and termination of employment.
- 1.2. Amwell View School will take appropriate steps to accommodate the requirements of different religions, cultures, and domestic responsibilities.
- 1.3. Amwell View School is the data controller for any personal and/or sensitive data provided as part of this policy unless otherwise stated. Information provided will be held securely by Amwell View School and/or its data processors, whether in electronic or physical format, in line with the Amwell View School's Privacy Notice, Data Protection Policy and Information Security Policy. Any queries regarding how this information or policy is handled should be directed to the Amwell View School's DPO.

2. Policy Statement

- 2.1. The Amwell View School is committed to promoting equality of opportunity for all staff and job applicants. Amwell View School is also committed to creating a working environment in which all individuals are able to make best use of their skills, free from discrimination or harassment, and in which all decisions are based on merit.
- 2.2. Amwell View School does not discriminate against staff on the basis of age, disability, gender reassignment, marital or civil partner status, pregnancy or maternity, race, colour, nationality, ethnic or national origin, religion or belief, sex or sexual orientation (protected characteristics), in accordance with the Equality Act 2010.
- 2.3. The principles of non-discrimination and equality of opportunity also apply to the way in which staff treat students, parents, [governors/trustees], third party organisations and former staff members.
- 2.4. All staff have a duty to act in accordance with this policy and treat colleagues with dignity at all times, and not to discriminate against or harass other members of staff, regardless of their status.
- 2.5. The Amwell View School will avoid unlawful discrimination of any kind in all aspects of recruitment and employment.

Amwell View School will recruit, train, develop and promote on the basis of merit, skills, qualifications and abilities alone. Where a decision needs to be made, whether it is on pay rises and bonuses or disciplinary action, this will only ever be based on an individual's performance and contribution to the Amwell View School.

3. Who is covered by the policy?

- 3.1. This policy covers all individuals working at all levels and grades, including members of the senior leadership team, teachers, teaching assistants, learning mentors, support staff, trainees, home workers, part-time and fixed-term employees, volunteers, interns, casual workers and agency staff (collectively referred to as staff in this policy).



4. Procedure

- 4.1. All HR procedures and conditions of service are reviewed on a regular basis, to ensure compliance with UK Employment Law, statutory guidance and to proactively eliminate any process, practice or eligibility criteria which may directly or indirectly discriminate against any protected characteristic.
- 4.2. Personnel records will be kept in a format which enables analysis to be made of the numbers of job applicants, appointments and employees against various categories.
- 4.3. Effective monitoring will help Amwell View School ensure that current recruitment, promotion, training and general employment practices are reaching and protecting all potential candidates and help to guard employees against any potential for discrimination.
- 4.4. In addition to the specific procedures in place with regard to the recruitment and selection of individuals for appointment and/or training opportunities, Amwell View School has specific procedures covering harassment and bullying.
- 4.5. Concerns regarding systemic discrimination or failures in the Amwell View School's preventative duties should be raised via the Whistleblowing Policy.
- 4.6. Issues regarding pregnancy or maternity-related detriment during family leave should be read in conjunction with the Family Leave Policy.

Responsibility

- 4.7. The [governors/trustees], has overall responsibility for the adoption of this policy, for the effective operation of this policy responsibility remains with the senior leadership team in conjunction with all school employees. and for ensuring compliance with discrimination law. Day-to-day operational responsibility, including regular review of this policy, has been delegated to the [Insert name/role, e.g. Headteacher/Principal] .
- 4.8. All members of the senior leadership team within the Amwell View School must set an appropriate standard of behaviour, lead by example and ensure that those they manage adhere to the policy and promote Amwell View School's aims and objectives with regard to equal opportunities. Managers will be given appropriate training on equal opportunities awareness and equal opportunities recruitment and selection best practice. The Amwell View School has overall responsibility for equal opportunities training.
- 4.9. Staff involved in management or recruitment, or anyone with questions about the content or application of this policy, should contact the [Insert name/role, e.g. HR Adviser].

5. Types of unlawful discrimination

- 5.1. There are various forms of discrimination and to varying degrees. Discrimination does not always represent a physical or conscious activity but can simply be part of a working practice which is of detriment to one group or person over another. How one individual perceives behaviour can be very different to how another colleague may perceive it.

Direct Discrimination

- 5.2. Direct discrimination applies to the protected characteristics of age, disability, gender reassignment, race, religion or belief, sex, sexual orientation, marriage or civil partnership, pregnancy and maternity. An employer will directly discriminate if they treat a person less favourably than another person because of a protected



characteristic they have or are thought to have (known as perceived discrimination), or because they associate with someone who has a protected characteristic known as associate discrimination.

Associative Discrimination

- 5.3. Associative discrimination is direct discrimination against an individual because they associate with another person who possesses a protected characteristic. Associative discrimination applies to the protected characteristics of age, disability, gender reassignment, race, religion or belief, sex and sexual orientation.

Perceptive Discrimination

- 5.4. Perceptive discrimination is direct discrimination against an individual because others think they possess a particular protected characteristic. Perceptive discrimination applies to the protected characteristics of age, disability, gender reassignment, race, religion or belief, sex and sexual orientation. It applies even if the person does not actually possess that characteristic.

Indirect Discrimination

- 5.5. Indirect discrimination occurs where a policy, rule or practice that applies to everyone puts people who share a particular protected characteristic at a disadvantage compared with others and cannot be objectively justified. Indirect discrimination applies to the protected characteristics of age, disability, gender reassignment, race, religion or belief, sex, sexual orientation, marriage and civil partnership.

Harassment

- 5.6. Harassment occurs when another person engages in unwanted conduct, related to a relevant protected characteristic, which may violate the person's dignity or create an intimidating, hostile, degrading, humiliating or offensive environment for that person. Employees can complain of behaviour they find offensive even if it is not directed at them and they do not need to possess the relevant protected characteristic themselves. Harassment applies to all protected characteristics except for marriage or civil partnership, and pregnancy and maternity. Employees are also protected from harassment because of perception and association.

Victimisation

- 5.7. Victimisation makes it unlawful for one person to treat another badly because that person has made or supported a complaint, or raised a grievance, under the Equality Act 2010, or because they are suspected of doing so.

Failure to Make Reasonable Adjustments

- 5.8. Where arrangements disadvantage an individual because of a disability, employers are expected to make reasonable adjustments to overcome the disadvantage. To not make those reasonable adjustments would be discrimination on the grounds of disability.



6. Sexual harassment

- 6.1. The Amwell View School recognises its duty under the Worker Protection (Amendment of Equality Act 2010) Act 2023 and Employment Rights Act 2025 to take all reasonable steps to prevent sexual harassment including by a third party. This includes conducting regular risk assessments, providing mandatory staff training, and maintaining a culture of zero tolerance.
- 6.2. The Amwell View School expects staff to report any such incidents immediately - please see the Sexual Harassment Policy, Whistleblowing Policy and Grievance, Bullying and Harassment Policy for more detail regarding reporting and how to do so.
- 6.3. To meet its preventative duty, the Amwell View School will display 'Zero Tolerance' signage in public areas and will provide specific training and guidance to staff on how to safely terminate interactions with third parties who exhibit harassing behaviours.

7. Recruitment and selection

- 7.1. The Amwell View School aims to ensure that no job applicant suffers discrimination because of any of the protected characteristics above. Amwell View School's recruitment procedures are reviewed regularly to ensure that individuals are treated on the basis of their relevant merits and abilities. Job selection criteria are regularly reviewed to ensure that they are relevant to the job and are not disproportionate. Short listing of applicants will be done by more than one person wherever possible.
- 7.2. Job advertisements will avoid stereotyping or using wording that may discourage groups with a particular protected characteristic from applying. Amwell View School takes steps to ensure that vacancies are advertised to a diverse labour market.
- 7.3. Applicants will not be asked about health or disability before a job offer is made. There are limited exceptions which will only be used with HR's approval. For example:
- 7.4. Questions necessary to establish if an applicant can perform an intrinsic part of the job (subject to any reasonable adjustments).
- 7.5. Questions to establish if an applicant is fit to attend an assessment or any reasonable adjustments that may be needed at interview or assessment.
- 7.6. Positive action to recruit disabled persons.
- 7.7. Equal opportunities monitoring (which will not form part of the decision-making process).
- 7.8. Applicants will not be asked about past or current pregnancy or future intentions related to pregnancy. Applicants will not be asked about matters concerning age, race, religion or belief, sexual orientation, or gender reassignment without the approval of a HR Adviser] (who will first consider whether such matters are relevant and may lawfully be taken into account).
- 7.9. Amwell View School is required by law to ensure that all staff are entitled to work in the UK. Assumptions about immigration status will not be made based on appearance or apparent nationality. All prospective employees, regardless of nationality, will be expected to produce original documents (such as a passport) before employment starts, to satisfy current immigration legislation. The list of acceptable documents is available from GOV.UK's right-to-work checking guidance.
- 7.10. To ensure that this policy is operating effectively, and to identify groups that may be underrepresented or disadvantaged in the Amwell View School, Amwell View School monitors applicants' ethnic group, gender, disability, sexual orientation, religion and



age as part of the recruitment procedure. Provision of this information is voluntary, and it will not adversely affect an applicant's chances of recruitment, or any other decision related to their employment. The information is removed from applications before short listing and kept in an anonymised format solely for the purposes stated in this policy. Analysing this data helps Amwell View School take appropriate steps to avoid discrimination and improve equality and diversity.

8. Staff training, promotion and conditions of service

- 8.1. Staff training needs will be identified and implemented through regular staff appraisals. All staff will be given appropriate access to training to enable them to progress within the Amwell View School and all promotion decisions will be based on merit.
- 8.2. Workforce composition and promotions will be regularly monitored to ensure equality of opportunity at all levels of the Amwell View School. Where appropriate, steps will be taken to identify and remove unjustified barriers to success via implementation of reasonable adjustments in order to meet the special needs of disadvantaged or underrepresented groups.
- 8.3. Amwell View School's conditions of service, benefits and facilities are reviewed regularly to ensure that they afford equal opportunities for all.

Termination of employment

- 8.4. Amwell View School will ensure that redundancy criteria and procedures are fair and objective and are not directly or indirectly discriminatory.
- 8.5. Amwell View School will also ensure that disciplinary procedures and penalties are applied without discrimination, whether they result in disciplinary warnings, dismissal or other disciplinary action.

Disability discrimination

- 8.6. A member of staff who is disabled or becomes disabled is encouraged to tell Amwell View School about their condition so that appropriate support can be provided.
- 8.7. A member of staff who experiences difficulties at work because of their disability may wish to contact their line manager or Human Resources to discuss any reasonable adjustments that would help overcome or minimise the difficulty. Their line manager or a member of the HR team may wish to consult with them and a medical adviser(s) about possible adjustments. Amwell View School will consider the matter carefully and try to accommodate the individual's needs within reason. If a particular adjustment is not considered reasonable, Amwell View School will explain the reasons and try to find an alternative solution where possible.
- 8.8. Amwell View School will monitor the physical features of its premises to consider whether they place disabled workers, job applicants or service users at a substantial disadvantage compared to other staff. Where reasonable, Amwell View School will take steps to improve access for disabled staff and service users.
- 8.9. The Amwell View School is committed to supporting staff experiencing the menopause and will consider requests for reasonable adjustments to working conditions, such as temperature control or flexible rest breaks, to ensure staff are not disadvantaged. [Include if the Amwell View School has a Menopause Policy, delete if not. Please see the Amwell View School Menopause Policy.]

Zero hours, Fixed-term employees and agency workers

- 8.10. Amwell View School monitors its use of zero hours and fixed-term employees and agency workers, and their conditions of service, to ensure that they are being offered



appropriate access to benefits, training, promotion and permanent employment opportunities. Amwell View School will, where relevant, monitor their progress to ensure that they are accessing permanent vacancies.

Part-time work

- 8.11. Amwell View School monitors the conditions of service of part-time employees and their progression to ensure that they are being offered appropriate access to benefits and training and promotion opportunities. Amwell View School recognises the statutory Day 1 right to request Flexible Working. The Amwell View School will consider all requests reasonably and provides a presumption in favour of flexible arrangements unless a specific business ground for refusal applies. The process and further information regarding this can be found in the Amwell View School Flexible Working Policy.

9. Breaches of this policy

- 9.1. A member of staff who believes they may have been discriminated against is encouraged to raise the matter through the Grievance Procedure. A member of staff who believes they may have been subject to harassment is encouraged to raise the matter with their line manager and/or a member of the HR team, or via the relevant process in the Grievance, Bullying and Harassment Policy.
- 9.2. Allegations regarding potential breaches of this policy will be treated in confidence and investigated in accordance with the relevant procedure. Staff who make such allegations in good faith will not be victimised or treated less favourably as a result. False allegations which are found to have been made in bad faith will, however, be dealt with under the Disciplinary Procedure.
- 9.3. Any member of staff who is found to have committed an act of discrimination or harassment will be subject to disciplinary action in accordance with the Disciplinary Policy. Such behaviour may constitute gross misconduct and, as such, may result in summary dismissal. Amwell View School takes a strict approach to serious breaches of this policy.
- 9.4. This policy does not form part of any employee's contract of employment and may be amended at any time.

10. Related policies and documentation

This policy should be read alongside the Amwell View School's policies which can be found on the [school's website](#):

- 10.1. Whistleblowing Policy
- 10.2. Staff Wellbeing Policy
- 10.3. Staff Code of Conduct
- 10.4. Sexual Harassment Policy
- 10.5. Flexible Working Policy