
Kingsbrook School

Equality and Diversity Procedure

Kingsbrook School
Southburgh
Thetford
Norfolk IP25 7TJ

31st August 2020
Review: 30th August 2021

Introduction

The Procedure describes the way in which Kingsbrook School will meet the requirements of the Equality Act 2010. This act replaced previous equality legislation such as the Race Relations Act, the Disability Discrimination Act and the Sex Discrimination Act. This Procedure will be applied to all staff and learners.

Access

Employees and learners are made aware of the existence of this Procedure and where it can be accessed.

Procedure Statement

Kingsbrook School will adhere to the requirements of the Equality Act 2010 by not discriminating against learners, staff or anyone involved in external agencies the organisation may be working with on the grounds of:

- Age, gender, race, disability, religion or belief or sexual orientation.

In addition there will be no discrimination against:

- Pregnancy and maternity
- Staff or learners undergoing gender re-assignment
- Learners due to the behaviour of their parents/carers and or/siblings
- Marriage and civil partnership

When recruiting staff, health related questions will not be asked until after a job offer is made, and then, only if it is necessary to the role.

Kingsbrook 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, such as Afro-Caribbean boys or Roma children. (Previously this could have been considered discriminatory)

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

- All staff
- All visitors
- All learners

In addition, Kingsbrook School will:

- Ensure that the service 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 Procedure is clear, in keeping with current legislation and being adhered to
- Treat seriously any breaches of the Procedure, regarding them as misconduct which may lead to disciplinary proceedings

Complaint Procedure

Stage 1

Any person who experiences, witnesses or is reasonably led to believe that this Equal Opportunities Procedure has not been respected, should immediately bring the situation to the attention of the Head of School. The person responsible for this breach will be reminded of the existence and purpose of this Procedure, and asked to adhere to the Procedure.

Stage 2

If the person continues behaving in an unacceptable manner, the matter will be referred to the Operations Director 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 of appeal. He/she can write to the Managing Director.