



Equal Opportunity and Discrimination Policy

Hampton School Trust is committed to a policy of equality of opportunity, for all staff and pupils.

This policy covers discrimination relating to the following protected characteristics: age, disability, race (which includes colour and ethnic origin), religion or philosophical belief, sex, sexual orientation, gender reassignment, pregnancy and marital status. Discrimination includes treating someone less favourably because of a protected characteristic (irrespective of whether or not they personally have the protected characteristic) and treating someone less favourably because of their association with others who have the protected characteristic or by indirect discrimination.

Discrimination includes:

- Direct discrimination – that is treating someone less favourably because of a protected characteristic.
- Indirect discrimination – that is having a provision, criteria or practice that disproportionately impacts someone with a protected characteristic (and is not objectively justifiable)
- Harassment – that is unwanted conduct relating to a protected characteristic that has the purpose or effect of violating another’s dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment
- Victimisation – that is treating someone less favourably because they have raised concerns about discrimination or harassment.

If an employee believes that any pupil or other employee may have been subjected to treatment contrary to this policy, they should report it without delay to their own line manager.

A Employment

1. Hampton School Trust is an Equal Opportunities Employer

In order to promote an environment within which Hampton School Trust can call upon the widest possible range of knowledge, skill and experience, as well as ensuring compliance with the relevant legislation and codes of practice, we are committed to achieving and maintaining a workforce which represents the population within our recruitment area in terms of race or colour, religion, marital status, sex, sexual orientation, gender reassignment, ancestry, nationality or national or ethnic origins, age, medical condition or disability.

To this end, we shall regularly review the operation of our recruitment, promotion, training and development policies to ensure that no applicant for employment or member of staff is disadvantaged by conditions or requirements which cannot be shown to be justifiable. If, at any time, an employee feels that he/she has been treated less favourably than others in relation to equal opportunities without reasonable justification, he/she should raise the matter with his/her immediate line manager and utilise the grievance procedure. In the event that any employee feels he/she has been the subject of discrimination by another employee in terms of physical or verbal abuse, or harassment, he/she should inform his or her line manager immediately. The matter

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will be formally investigated by a senior member of staff. The perpetrator of any proven instance of discrimination will be subject to disciplinary action and may be dismissed. It is important to raise these issues immediately as a late complaint makes it more difficult to establish the facts of the case.

2. Recruitment and Selection

The staff selection process is governed by Hampton School Trust's principles of non-discrimination and is designed to achieve the best match between, on the one hand, the individual's knowledge and skills, experience and character and, on the other hand, the requirements of the vacant post, recognising the need for the flexibility to respond to changing conditions.

- The capability of the individual to perform in the position will be the major selection criterion, but the ability both to work with others and to be trained, coupled with individual potential will be taken into account.
- All applicants will be dealt with courteously and as expeditiously as possible.
- Carefully selected and validated skills and/or psychometric tests may be used as part of the selection process and will be administered by a trained tester.
- Appointments will be confirmed on receipt of satisfactory references and/or medical report and/or Disclosure and Barring Service checks and/or satisfactory completion of a probationary period.

3. Training and Development

Structured training and development at all levels (academic and support staff) within Hampton School Trust is essential to the efficient and effective operation of the School's services and the development of the individual.

Hampton School Trust aims to ensure that all employees have the knowledge, skills and experience to meet satisfactorily the required standards of job performance. In order to meet these requirements, the School will provide opportunities for personal development and advancement to those employees with the requisite ability, aspirations and characteristics within a structured personal development programme. The objectives of the Training and Development Policy are as follows:

- To provide an effective induction programme for each individual, ensuring an understanding of the School, department and the individual's duties and responsibilities. This will include training/instruction on health and safety and any legal requirements associated with his/ her job, such as may arise through the charitable status of the School.
- To provide introductory and 'on the job' training to enable new employees to reach the required performance standard.
- To identify the current and future training needs of the individuals and match these to cost effective training programmes.
- To provide training to ensure improvements in skills, knowledge and attitude.
- To encourage and support employees to undertake further study in areas which are of benefit to themselves and their role in the School.
- To include all staff within the School's formal Review and Development process.

4. Disability

Refer to the separate and supplementary Disability Discrimination Policy.

5. Employee Relations

Hampton School Trust places great value on good working relationships between employer and employee and between employees. Efforts are continuously directed towards maintaining a constructive relationship and finding mutually acceptable solutions to workplace problems and issues. To this end, the following basic principles apply:

- To achieve high performance standards by encouraging employee commitment and teamwork, and promoting an attitude of trust
- To maintain a work environment in which the personal dignity of each individual is respected and discrimination and harassment are not tolerated
- To provide employment conditions which are competitive
- To communicate regularly with employees about the Hampton School Trust's objectives, achievements and significant developments
- To recognise the right of every employee to present a complaint, to appeal against a decision and to receive a response within a reasonable time

Hampton School Trust does not recognise any Trade Union as having representative rights and relies upon the existing management structure for communication between employee and employer.

The School is eager to encourage a policy of non-discrimination and equal opportunity and shall use its best endeavours to ensure that the recruitment and treatment of both staff and pupils accords with such policies.

B Pastoral Care, Discipline and Staff Expectations

The pastoral system has an essential role to play in promoting this policy of equal opportunities and in countering prejudice, including racial and sexual prejudice. Form Tutors are reminded that they hold prime responsibility for explaining, clarifying and exemplifying the policy and for transmitting and reinforcing the values and attitudes enshrined within it. The Form Tutor Group (and Form Teachers in Hampton Pre-Prep and Prep) should provide opportunities to raise awareness of and discuss gender issues and cultural diversity, either informally or more formally through Personal, Health and Social Education (PHSE) lessons and materials. The example set by staff both in terms of behaviour and expectations should reflect the aims and ethos of this policy.

C. Sexual Harassment

Sexual harassment can be defined as uninvited sexual attention, verbal or physical, which is offensive, intimidating, distressing, embarrassing or patronising to the person subjected to it, and as such is indefensible and will not be tolerated by the School in any circumstances.

Such actions or behaviour need not necessarily be repeated or continuous to constitute harassment. It may take a variety of forms:

- sexist insults, jokes or gestures
- graffiti or other pornographic writing or pictures of a sexist nature
- sexist comments of a derogatory nature
- the creation of a general climate or environment which is stressful to one sex or the other, e.g. actions or behaviour which might hinder another person's work performance
- threats or intimidation of a sexist or sexual nature
- uninvited physical contact or assault

In all cases, complaints will be treated in a serious and sympathetic manner.

It is Hampton School Trust's responsibility to ensure that there is a sufficiently supportive and positive climate to enable any member of staff or pupil who feels that he or she is the victim of sexual harassment to feel confident to inform, in the case of a member of staff, their line manager or a Deputy Head; or, in the case of a pupil, a member of staff, in the knowledge that the matter will be investigated thoroughly.

Members of staff failing to comply with this policy are subject to normal disciplinary procedures.

Pupils failing to comply with this policy will be dealt with in accordance with the Hampton School's *Behaviour, Rewards, Sanctions, Discipline and Exclusions Policy* and Hampton Pre-Prep & Prep School's *Policy to Promote Good Behaviour – Rewards – Sanctions- Exclusions* and may, in extreme or persistent cases, sacrifice their right to a place at the Hampton School or the Hampton Pre-Prep & Prep School.

D. Racist Behaviour

Insulting behaviour towards a member of staff or pupil by an individual or group on grounds of their colour, culture or ethnicity is regarded as racist, and as such is indefensible and will not be tolerated in any circumstances.

It may take a variety of forms:

- racist jokes, gestures or derogatory comments
- graffiti or caricatures
- social isolation or segregation
- provocative behaviour, e.g. the wearing of badges, the introduction of racist literature into school
- threats of intimidation
- physical contact or assault

It is the Hampton School Trust's responsibility to ensure that there is a sufficiently supportive and positive climate to enable any member of staff or pupil who feels that he or she is the victim of racist behaviour to feel confident to inform, in the case of a member of staff, their line manager or a Deputy Head; or, in the case of a pupil, a member of staff, in the knowledge that the matter will be investigated thoroughly.

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Hampton School Trust is totally committed to avoiding all forms of discrimination as set out in the UK Equality Act 2010.

This policy should be read in conjunction with the following policies:

Anti-bullying*

Accessibility Plan*

Admissions*

PHSE Schemes

Behaviour, Rewards, Sanctions, Discipline and Exclusions Policy (Hampton School)

Policy to Promote Good Behaviour – Rewards – Sanctions- Exclusions (Hampton Pre-Prep & Prep)

(* Denotes there are separate policies for each school within the Trust)