



# Equality, Diversity and Inclusion Policy

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| Date of review      | August 2024 | Date ratified by Governors | October 2024  |
| Date of next review | August 2025 | Reason for review          | Annual Review |

## Policy Statement

All schools within the Hampton School Trust ('the School') are committed to encouraging equality, diversity and inclusion, and to eliminating unlawful discrimination within the School community and its wider community.

This document reflects the School's ethos towards Equality, Diversity and Inclusion and to that end has the certain aspects have been set out in more detail in the appendices:

Appendix 1 - Disability Discrimination Policy

Appendix 2 - Equal Opportunity and Discrimination

Appendix 3 – Accessibility Plan

Appendix 4 – Dignity at Work Statement

The School commits to:

- Promoting equal opportunities and upholding all aspects of the Equality Act 2010.
- Opposing and avoiding all forms of unlawful discrimination, being those related to protected characteristics, which are:
  - age
  - gender reassignment
  - being married or in a civil partnership
  - being pregnant or on maternity leave
  - disability
  - race including colour, nationality, ethnic or national origin
  - religion or belief
  - sex
  - sexual orientation
- Maintaining an environment where all staff and pupils are recognised and valued.
- Treating all members of the School community, and its wider community, with dignity, fairness and respect.

The School ensures that it meets its obligations by having appropriate policies in place and taking positive steps to ensure that its policies are known to, and available to, all members of its community. It will further ensure that its policies are operating in practice and review them annually, or sooner should legislation or necessity require any changes, acting to address any issues.

## Personal Data

All personal data collected in accordance with this policy shall be processed in accordance with the School's **Data Protection Policy and Records Management Policy**. For more information, please see the School's **Privacy Notice** which can be found on Cezanne, the School's HR platform, or on the School's websites.

[Hampton School Policies](#)

[HPP&P Policies](#)

## Appendix 1 - Disability Discrimination Policy

### Foreword

The School's Disability Discrimination Policy (the Policy) is written in accordance with the Equality Act 2010 (EA). Reference to a disability in this Policy means a disability as defined by the EA.

The EA protects disabled employees from unlawful discrimination. The EA protects disabled pupils from unlawful discrimination in terms of admission, exclusion, and education and access to associated services, facilities or benefits. In accordance with the EA, the School also considers the needs of disabled members of the wider community who wish to use the School's facilities along with other members of the public. If a member of the School community is disabled, or becomes disabled, they are encouraged to be open and speak either to a member of the Senior Leadership Team (SLT) or to HR so that they can be appropriately supported.

The School will comply with the EA. This policy will be monitored and revised as necessary to comply with legislation. Any changes will be notified to those concerned.

It is hoped that this policy will be useful to prospective parents and pupils who are considering the School and to current parents of pupils with a disability. The policy aims to give guidance to all members of staff, Governors, visitors and contractors. Any questions regarding this policy should be addressed to The Headmaster of the School (The Headmaster) or the Hampton Pre-Prep & Prep Headmaster. Members of the public wishing to discuss access to the School's facilities are invited to contact the Bursar.

### General Background

In accordance with the EA, the School:

- will not unlawfully discriminate against current employees or job applicants because of a disability;
- will make reasonable adjustments to employment arrangements or premises if these substantially disadvantage a disabled person compared to a non-disabled person;
- will not unlawfully discriminate against any pupil or prospective pupil because of a disability;
- will make reasonable adjustments to avoid putting pupils or prospective pupils at a substantial disadvantage because of a disability.

This policy is in place to ensure that:

- compliance procedures are in place, and
- all staff understand the requirements of the EA and its implications in terms of good practice in employment and education.

The School has an Accessibility Plan following a rolling programme of improvements – see **Appendix 3**.

The Governors, The Headmaster, the Hampton Pre-Prep & Prep Headmaster, the Bursar and Staff recognise that it is their legal and moral duty to ensure that the principles of this policy are adhered to. All staff will receive appropriate training and guidance in order to ensure that they comply with this policy and meet their responsibilities. Any breach of this policy will be a serious matter and may be dealt with as a disciplinary issue.

## **Responsibilities**

### **The Governors**

The Governors will provide regular opportunities at their meetings to discuss and review the School's practices and procedures for compliance with the EA and its' commitment to equal opportunities.

Specifically, the Governors have a statutory duty to comply with the EA by preparing an Accessibility Plan. The Governors have appointed the Bursar to manage compliance and the Health and Safety Committees of both Hampton School and Hampton Pre-Prep & Prep to audit relevant School procedures.

### **The Headmaster and the Hampton Pre-Pre & Prep Headmaster**

Are responsible to the Governors for:

- recommending changes to the Policy in the light of experience or legislation changes
- ensuring the co-operation of all staff at all levels in helping to fulfil this Policy
- ensuring that all Heads of Department fully understand their responsibilities and are given both the time and the encouragement to discharge them
- ensuring that any changes in curriculum and systems of work are considered for any Disability Discrimination implications
- regularly reviewing this policy.

### **Learning Support**

The School's Head of Learning Support monitors the effectiveness of the Policy and reports back to The Headmaster as appropriate.

### **Heads of Year and Form Tutors**

Members of the staff with pastoral responsibilities regularly liaise with the Head of Learning Support to ensure pupils are progressing satisfactorily and to discuss any or potential problems, enabling them to support relevant pupils appropriately.

### **Heads of Department and Teachers in charge of activities**

Heads of Department are responsible to The Headmaster for:

- ensuring that their department is run in accordance with this Policy
- co-operating with The Headmaster to ensure effective communication to enable this Policy to be implemented and monitored
- ensuring that the teachers working under them understand the practical aspects of this Policy and their obligations under it and the EA.

### **Staff**

All staff are responsible for familiarising themselves with this Policy and how it impinges in practical terms on the way that they carry out their work. Staff should also be aware of the consequences of non-compliance with this Policy and will be required to sign a 'read receipt' in respect of this Policy.

## **Arrangements**

### **Admissions**

The School's Admission policies meet all statutory requirements and so ensure that there will be no unlawful discrimination against any child because of a disability in:

- the arrangements the School makes for deciding who is admitted as a pupil;
- the terms on which the School offers to admit a person as a pupil;
- not admitting a person as a pupil

### **Registration – Hampton School**

Application for admission to Hampton School is by means of a Registration Form. This form has a section for parents to complete if a child has a disability or significant medical condition. This allows the School to consider reasonable adjustments for both the admission process and subsequent admission. In assessing any prospective pupil, the School will take advice, and request any assessments, that it feels appropriate.

The School may use anonymised data from the Registration Form for statistical purposes at any time.

### **Registration – Hampton Pre-Prep & Prep School**

Application for admission to Hampton Pre-Prep & Prep School is by means of a Registration Form. This form has a section for parents to complete if a child has a disability or significant medical condition. This allows the School to consider reasonable adjustments for both the admission process and subsequent admission. In assessing any prospective pupil, the School will take advice, and request any assessments, that it feels appropriate. The School website informs prospective parents that our Pre-Prep site is situated in a period building which may not be suitable for children with mobility difficulties.

The School may use anonymised data from the Registration Form for statistical purposes at any time.

### **Entrance Examination and Interview – Hampton School**

All candidates registered by the relevant deadline are invited to sit an Entrance Examination for Hampton School. If a medical practitioner has recommended that a disabled candidate requires extra time because of a disability, and it is a reasonable adjustment, this will be arranged. Additional reasonable adjustments will be made as necessary.

If required, reasonable adjustments will be made to facilitate the second stage of entrance assessment which takes the form of an interview.

### **Learning Support**

A candidate with an Education, Health and Care Plan (“EHCP”) is considered on their merits and offered a place if their performance in the entrance assessments suggests that the School would be an appropriate educational environment, taking into account any reasonable adjustments; appropriate learning support is then offered. Local Education Authorities (LEAs) retain an obligation to make and maintain the EHCP; the School has no legal obligation to offer a place. The School will liaise with relevant LEAs to seek optimum support for the child.

### **Suspension, Required Removal, Expulsion and Exclusion**

There will be no unlawful consideration of disability when considering any such steps, nor when dealing with a pupil in any disciplinary context.

### **Premises**

The School aims to provide the physical environment and physical aids to access education and employment to ensure compliance with this Policy.

### **Curriculum**

The School offers a broad and balanced curriculum for all pupils and seeks to remove barriers so as to maximise access to the curriculum and availability of subjects, courses, clubs, visits and cultural activities for all pupils.

The School will establish an appropriate educational framework for each pupil who has a disability and/or a statement of special educational needs or EHCP. The Head of Year, Form Tutor (Pastoral Team), and Learning Support Co-ordinator, together with the parents (and LEA for EHCP pupils) will monitor and report on the pupil’s overall performance and development.

Reasonable adjustments will be made to the School's timetabling and classroom allocation to facilitate access to the curriculum.

To accommodate pupil choice, reasonable adjustments may be made to provide a range of recognised sports and games. This is part of the duties of the Pastoral team and others as appropriate in the pre-planning and on-going monitoring of the pupil's progress.

Where appropriate, the School will apply to examination boards for additional time for external examinations and will allow additional time in internal examinations, for example where supported by an educational psychologist's report, a medical practitioner's report or listed in the pupil's Special Educational Need (SEN) statement.

The School has on-site medical facilities for all pupils. At Hampton School, the nursing staff will pre-plan the arrival of a disabled or EHCP pupil with the Pastoral Team. This will take into consideration academic, emotional and physical needs. At Hampton Pre-Prep & Prep, the SEN team, in conjunction with the Deputy Heads/Head of Pre-Prep, will plan for the arrival of a disabled pupil and seek advice, where necessary, from the School Nurses based at Hampton.

### **Disability after Entry to the School**

Should a child become disabled after entry to the School, the parents should notify the School as soon as possible. This will then enable the School to make reasonable adjustments to help support the child to continue their education and extra-curricular activities. Notification can be made in confidence to the Head of Year or any member of the SLT.

### **Employment**

All staff with a disability are covered by this policy.

The School will not unlawfully discriminate against any prospective employee because of a disability.

### **Definitions**

The EA defines a disabled person as someone who has a physical or mental impairment that has a substantial and long-term adverse effect on their ability to carry out normal day-to-day activities. An impairment has a long-term effect if it has lasted, or is expected to last, for at least 12 months or for the rest of the life of the person concerned.

This definition may extend to:

- physical or sensory impairments
- mental impairments, including learning disabilities
- progressive conditions where there is or has been some effect and that effect is likely to become substantial in the ordinary course of the condition (such as cancer, multiple sclerosis, muscular dystrophy, and HIV infection)
- severe disfigurements (but not piercings or unremoved tattoos), and people who have had a disability in the past, for example someone in remission from cancer or who has recovered from clinical depression).

There are certain exclusions. These include self-imposed substance addictions/dependency, tendencies to: set fires, steal, be physically, verbally or sexually abusive, exhibitionism and voyeurism.

## **Recruitment**

### **i. General**

The Governors, The Headmaster, the Hampton Pre-Prep & Prep Headmaster and the Bursar will not unlawfully discriminate because of disability in:

- job advertisements
- the application process
- the selection criteria used
- the interview procedure
- the terms of employment offered, or
- deliberately not offering a job.

### **ii. Interviews**

Reasonable adjustments will be made for any applicant with a disability.

### **iii. Existing employees**

The School will not unlawfully discriminate against existing employees in any aspect of their employment because of disability, including in:

- terms and conditions of employment
- opportunities for promotion or transfer
- career development or training *or*
- addressing issues of conduct or capability and terminating employment.

If an existing employee becomes disabled or an employee has a disability which worsens, they must notify The Headmaster, the Hampton Pre-Prep & Prep Headmaster or the Bursar, as appropriate, so that the School can determine how best to support them and whether any further steps may be required.

## **Annexe 1– Internal Guidance for the Health and Safety Committee: Disabled Pupils and Staff**

### **Health and Safety of pupils**

The safety of pupils is of primary importance.

Should concerns arise over the safety of a pupil(s) as a result of a disabled pupil's involvement in an activity, staff should adhere to the following procedure:

- i. As soon as concerns arise, the member of staff should convene a meeting of all relevant staff – Form Tutor, Head of Year, possibly the Head of Department, and a member of the SLT. Concerns should be discussed and reasonable adjustments be considered in order to facilitate the continuing participation of the pupil.
- ii. Minutes of the meeting will be taken, documenting the concerns and the reasonable adjustments that are proposed.
- iii. Where appropriate, independent medical opinion should be sought. A School-nominated member of staff should then call a meeting with the pupil's parents (and pupil, if appropriate) to discuss the implications of, and reasoning behind, this decision.
- iv. A risk assessment will be completed and reviewed as necessary for any trips. A copy of the risk assessment will be available to the trip leader.
- v. The parents (and pupil, where appropriate) will be informed of the concerns and proposed adjustments. They will receive copies of the minutes and of the risk assessment. Records will be kept on the pupil's personal file of any meetings, or any other communication, that takes place.
- vi. Where appropriate, further meetings may be arranged to consider any remaining concerns and further reasonable adjustments.
- vii. If the parents, or pupil themselves, wish to take the matter further they will be referred to The Headmaster or the Hampton Pre-Prep & Prep Headmaster.
- viii. Any correspondence, including a risk assessment and minutes of any meeting relating to a disabled pupil's involvement in an activity at Hampton School, will be kept in the relevant trip file which is retained electronically by the Bursar. At HPP&P, such paperwork will be kept in the School Office.

If a situation arises where a member of staff considers a pupil (or pupils) to be in immediate danger, they must take appropriate and reasonable preventative action without undue delay.

### **Reasonable Adjustments**

In considering whether or not adjustments are reasonable in order to ensure pupils/staff or prospective pupils/staff are not placed at a substantial disadvantage in comparison with the non-disabled, the School may consider:

- the likely impact of the adjustment
- the practicability of the adjustment
- any existing provision via an EHCP
- the interests of other pupils/staff
- the impact upon the services the School provides
- financial resources



## **Management Responsibilities**

The Bursar, Deputy Bursar and Estates Manager at Hampton School have been appointed to manage compliance of these procedures throughout the Trust. The Health and Safety Committees at both Hampton School and HPP&P audit these procedures.

## **Accessibility Audit/Accessibility Plan**

The School has carried out an Accessibility Audit with a view to improving both physical access and access to the curriculum, as set out in the current three-year Accessibility Plan (2022-2025). The Accessibility Plan will be reviewed in 2025 to establish action points for the three years 2025-2028.

The Accessibility Plan assessed the following provisions and facilities:

- entrances & exits
- external pathways
- handrails
- wheelchair access around site
- staircases
- minibuses
- medical support services
- use of IT facilities to assist learning (laptops/spellcheckers)
- audio loops
- staff training and awareness
- toilet and sanitary fittings (handles, levers, locks)

## **Monitoring Arrangements**

### **General**

The Schools' Health and Safety Committees will monitor and review this Policy to and report its findings to the Governors. Any breaches in the Policy implementation will be addressed immediately.

### **Audits**

The Estates Manager will arrange for audits to take place to monitor the various aspects of this Policy to ensure that it is being implemented in the School by all those with EA responsibilities. The School will be expected to address any deficiencies in the Policy immediately.

### **References**

Equality Act 2010 (EA) [click here](#)

Department for Education - Code of Practice on Special Educational Needs [click here](#)

Special Educational Needs and Disability Code of Practice: 0 to 25 years [click here](#)

## Appendix 2 - Equal Opportunity and Discrimination

### A. Introduction

The School is committed to equality of opportunity for all staff and pupils.

- The School is totally committed to avoiding all forms of unlawful discrimination as set out in the Equality Act 2010. All transgressions against the School's policy will be treated very seriously.
- This policy covers discrimination of and by employees and pupils, and also relates to all other members of the School community, including job applicants, in respect of the following protected characteristics:
  - age
  - gender reassignment
  - being married or in a civil partnership
  - being pregnant or on maternity leave
  - disability
  - race including colour, nationality, ethnic or national origin
  - religion or belief
  - sex
  - sexual orientation

Discrimination includes:

- Direct discrimination – that is treating someone less favourably because of a protected characteristic (which includes a perception that they have a protected characteristic and their associating with someone who has a protected characteristic).
- Indirect discrimination – that is having a provision, criterion or practice that applies to everyone but adversely affects people with a protected characteristic more than others (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 (or supported someone else's complaint) about discrimination or harassment.
- If an employee believes that any employee, pupil or applicant may have been subjected to treatment contrary to this policy, they should report it without delay to their Line Manager or a member of the SLT.
- If an applicant believes that they have been subjected to treatment contrary to this policy, they should report it without delay to [hr@hamptonschool.org.uk](mailto:hr@hamptonschool.org.uk) or [bursar@hamptonschool.org.uk](mailto:bursar@hamptonschool.org.uk).

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

- Anti-bullying\*
- Admissions\*

- Dignity at Work statement (**Appendix 4 of this policy**)
- Behaviour, Rewards, Sanctions, Discipline and Exclusions Policy (Hampton School)
- Policy to Promote Good Behaviour – Rewards – Sanctions- Exclusions (HPP&P)
- E-Safety Policy
- PHSE schemes of work\*

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

## **B. Employment**

### **1. The School is an Equal Opportunities Employer**

- In order to promote an environment within which the School 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, religion, marriage and civil partnership, sex, sexual orientation, gender reassignment, age and disability.
- To this end, the School shall regularly review working conditions and practices to ensure that no applicant for employment or member of staff is disadvantaged by conditions or requirements which cannot be shown to be justifiable. Should an employee raise concerns about discrimination with their Line Manager or under the grievance policy, the following steps will normally be taken:
  - The matter will be formally investigated by a senior member of staff.
  - The perpetrator of any proven instance of unlawful discrimination will, if an employee, be subject to disciplinary action and may be dismissed. If not an employee, but works for the School in another capacity, their engagement may be ended.
  - The SLT will discuss and disseminate any learning points.

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 the School'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 School is committed to the following during the recruitment process:

- 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 considered.
- 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.

Job applicants will not be asked questions which might suggest an intention to unlawfully discriminate.

The School will make any appropriate reasonable adjustments for disabled candidates who would otherwise be substantially disadvantaged by arrangements during the application process.

### 3. Training and Development

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

The School aims to ensure that all employees have the knowledge, skills and experience to meet the required standards of job performance and will provide appropriate training opportunities accordingly. The objectives of the School's training and development strategy are:

- 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 their 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 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 **Appendix 1** – Disability Discrimination Policy

### 5. Employee Relations

The School 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 School aims to:

- Achieve high performance standards by encouraging employee commitment and teamwork, and promoting an attitude of trust
- Maintain a work environment in which the personal dignity of each individual is respected and unlawful discrimination and harassment are not tolerated
- Provide employment conditions which are competitive
- Communicate regularly with employees about the school's objectives, achievements and significant developments
- Recognise the right of every employee to raise a complaint, to appeal against a decision and to receive a response within a reasonable time.

The School does not currently 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 reasonable endeavours to ensure that the recruitment and treatment of both staff and pupils accords with such policies.

### **C. 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 are responsible for explaining, clarifying and exemplifying the policy and for transmitting and reinforcing the values and attitudes enshrined within it. The Form Tutor (and Class Teachers in Hampton Pre-Prep & 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.

### **D. Sexual Harassment**

Sexual harassment is unwanted behaviour of a sexual nature. It can happen to men, women and people of any gender or sexual orientation. It can be carried out by anyone of the same sex, opposite sex or anyone of any gender identity.

Employees or workers could experience sexual harassment from anyone they come into contact with because of their job, including, but not limited to:

- Someone they work with
- A customer, contractor, client or member of the public
- A manager, supervisor or someone else in a position of authority
- Someone with high profile or influence.

It can still count as sexual harassment even if the person did not mean it to be. The effect of the behaviour is what matters. In all cases, complaints will be treated in a serious and sympathetic manner.

It is the School's responsibility to ensure that there is a sufficiently supportive and positive climate to enable any member of staff or pupil who feels that they are the victim of sexual harassment to feel confident to inform their Line Manager, HR or a member of the SLT 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.

### **E. Racist Behaviour**

Insulting behaviour towards a member of staff or pupil by an individual or group on grounds of their colour, nationality and ethnic or national origins is unacceptable. 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 School's responsibility to ensure that there is a sufficiently supportive and positive climate to enable any member of staff who feels that they are the victim of racist behaviour to feel confident to

inform their Line Manager or a member of the SLT in the knowledge that the matter will be investigated thoroughly. Pupils are encouraged to speak to their Form Tutor, or any other member of staff, if they experience any form of racist behaviour or are aware that such behaviour is being perpetrated.

Staff can refer to the Dignity at Work statement (**Appendix 4**).

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

### **Appendix 3: Accessibility Plan 2022-25**

This document should be read in conjunction with the **Special Educational Needs and Disabilities, including Pupils with Education Health Care Plans (EHCPs) Policy**.

The School is committed to increasing the access for pupils with Special Educational Needs and Disabilities (SEND) and the Accessibility Plan encompasses the Equality Act 2010, to ensure:

- (a) Increasing the extent to which disabled pupils can participate in the School's curriculum,
- (b) Improving the physical environment of the School, for the purpose of increasing the extent to which disabled pupils are able to take advantage of education and benefits, facilities or services provided or offered by the school, and;
- (c) Improving the delivery to disabled pupils of information which is readily accessible to pupils who are not disabled.

## Accessibility Plan for Curriculum at Hampton School 2022-2025

| Target  | Strategy   | Resources   | Intermediate<br>1 -3 years   | Long term<br>3 years +  |
|---|--|---|--|---|
| <p>To enhance the implementation of the SEND Code of Practice 2014, across the school.</p> <p>Head of Departments to encourage an inclusive classroom and range of teaching styles, in adherence with the Teaching Standards.</p> | <p>Hampton School offers high quality, personalised teaching that increases the extent to which pupils with SEND or a medical condition can participate more.</p>  | <p>Pupils with a new diagnosis have a Pupil Profile, which is easily accessible on SIMS, and suggests strategies for teachers.</p>                      | <p>To establish robust tracking of individual pupil’s needs within each Department. HoDs to lead.</p>                                    | <p>Implement feedback to inform the next Accessibility Plan and map out ways to improve Teaching and Learning for pupils with SEND.</p> |
|   | <p>Adapt teaching to match the learning needs of the pupils with SEND e.g. more targeted, differentiated teaching, which creates opportunities to use a multi-sensory approach to learning experiences.</p>  | <p>Curriculum Reps. will liaise with the Learning Support Department to develop appropriate resources and provide evidence for Access Arrangements.</p> | <p>Staff training to focus on SEND. Head of Learning Support to lead.</p>  |   |
|   | <p>Include greater differentiation in planning lessons and review existing schemes of work to foster wider participation.</p> <p>Maintain a multi-sensory approach to teaching and learning. Build in greater opportunities for pupil feedback, to shape and inform future planning.</p> | <p>Costs for reasonable adjustments will vary across the curriculum.</p>  | <p>Use pupil and parent feedback to evaluate the impact of additional personalised teaching and learning experiences. Reps. to lead.</p> |   |



|  |  |   |  |  |
|--|--|---|--|--|
| <p>In line with the SEND Policy, monitor the progress of pupils with SEND.</p> | <p>Teachers have a greater focus on particular areas of development for pupils with SEND.</p> <p>Each curriculum subject area develops their planning, teaching and self-reviewing tools; to enhance the progress made by pupils SEND.</p> | <p>Detailed monitoring and tracking systems to review the progress made by pupils with SEND.</p> <p>New analysis reports on SIMS to inform Heads of Departments and SLT. Simple, clear steps are shared with the pupils to illustrate and demonstrate how to improve. Ensure that Access Arrangements are recognised in attainment.</p> | <p>A working document which can be constantly refined and amended.</p> | <p>Data tracking to link to SIMS reports</p> |
|--|--|---|--|--|

**Accessibility Plan for Improvement of Facilities at Hampton School 2022-2025**

| <b>Objective</b>  | <b>Action</b>  | <b>Desired Outcome</b>   | <b>Timescale</b>   | <b>Goal Achieved</b> |
|---|--|--|--|----------------------|
| Ensure ease of access to Reception  | Main door to be changed as it is badly fitting and either a sliding door mechanism, or an appropriately placed power button to be installed to allow ease of access. | Easy accessibility for any disabled staff/pupils/visitors.   | September 2024   |                      |
|   | Manifestations to be added to the main doors to assist those who are visually impaired.  | Enabling ease of access to the visually impaired.  | September 2024   |                      |
| Ensure ease of access to the School building via an alternative entrance                | A ramp and an appropriately placed power button to be fitted outside the entrance at the front of the building which leads to the Maths department                   | Easy accessibility for wheelchair users (and deliveries).  | September 2024   |                      |
| Assist disabled staff/pupils/visitors to evacuate the Hammond Theatre                   | Install an evacuation chair on the upper floor of the Hammond Theatre.   | Assist in the evacuation of disabled staff/pupils/visitors from the upper floor of the Hammond Theatre | September 2023   |                      |
| Enable those with hearing difficulties to hear and enjoy concerts, Talks, etc.          | Install induction loops in all areas where public performances take place.   | Induction loops to be installed in the Hammond Theatre, Lecture Theatre and Main Hall                  | Continuing programme of installation to be completed by September 2024 |                      |
| Re-fit the toilet in the Sports Hall to ensure it meets all accessibility requirements. | To enable anybody using the Sports Hall to have access to appropriate toilet facilities if required.   | Fully accessible toilet in the Sports Hall.  | January 2022   | Completed            |
| To enable all accessible toilets to be easily located.                                  | Compile a map showing locations of all accessible toilets.   | Such a map will be of help to those staff, pupils and visitors who require an accessible toilet.       | September 2024   | Completed            |

|   |   |   |                                      |  |
|---|---|---|--------------------------------------|--|
| To ensure that all accessible toilets are fitted with a working emergency cord                            | Make regular checks on all emergency alarm cords to ensure they are in working order. | To ensure anybody using an emergency alarm cord is identified immediately.                    | Ongoing programme of regular checks. |  |
| To ensure that all lifts are fitted with an emergency 'auto dialler' facility in the event of a breakdown | Regularly check that the emergency contact system is in working order                 | To ensure that in the event of a breakdown, anybody using a lift will be able to make contact | Ongoing programme of regular checks  |  |

**Accessibility Plan for Facilities Improvement at Hampton Pre-Prep & Prep 2022-2025**

| Objective   | Action  | Desired Outcome   | Timescale                             | Goal Achieved  |
|---|---|---|---------------------------------------|--|
| Continue to monitor and review the steps around the buildings to ensure that there is sufficient contrast on the step nosings   | Highlight all the outside steps with anti-slip yellow paint and renew and replace as necessary  | All outside steps are visible but an ongoing programme of monitoring and renewal as necessary | Feb' 22                               | Completed - with ongoing replacement as necessary                |
| Monitor and review outside lighting at both sites   | Review current situation<br><br>Improve lighting where necessary to ensure outside areas are well lit, particularly pathways, steps and entrances   | Well-lit pathways, steps and entrances  | Feb' 22                               | Complete but ongoing in light of Pre-Prep re-development         |
| Changes to the Prep accessible WC   | WC to feature bangles at two heights and stand 100mm off the ground floor level.<br><br>Install two heights as necessary.<br><br>Remove closer attached to the door as currently closer attached is too heavy to open | WC to feature bangles at two heights and stand 100mm off the ground floor level               | Feb '22<br><br><br><br>Feb '22        | Completed<br><br><br><br>Completed                               |
| WC facilities for ambulant persons at Pre-Prep  | Review current situation and as an interim measure consider hiring an ambulant cubicle for those who do not require a wheelchair when necessary.<br><br>Ensure new plans incorporate appropriate facilities           | Visitors' needs catered for in terms of accessing toileting facilities at Pre-Prep            | July '24<br><br><br><br>From July '23 | Ongoing in view of Pre-Prep refurbishment<br><br><br><br>Ongoing |
| Pre-Prep - add sufficiently contrasting colours to wall, frames and doors, and to handrails to support those visually impaired. | Suitable colour contrasts added to walls, frames and doors, and to the handrails within the Pre-Prep site - work to be completed the lobby area nearest to Reception first  | Improved contrast to assist those with visual impairment                                      | Sept '22                              | Completed - but ongoing in view of Pre-Prep refurbishment        |

|   |  |   |           |  |
|---|--|---|-----------|--|
| Parking signage   | Install appropriate signage within the car park  | Visitors to identify accessible areas easily                                | Sept. '24 | On-going in view of Pre-Prep refurbishment |
| *Carried over from last Accessibility Plan - install a new fixed induction loop facility to the reception desk at Prep. | <p>Purchase portable induction loop device</p> <p>Train front offices staff on how to use it</p> <p>Install relevant signage</p> | Induction loop facility is available for pupils, staff and visitors at Prep | Jan '23   | Completed                                  |

## **Accessibility Plan for Admissions 2022-2025**

The School is inclusive and welcomes applicants with SEND, promoting a positive culture towards their inclusion and it will not treat such applicants less favourably on these grounds. The School will comply with its legal and moral responsibilities under the *Equality Act 2010* and the *Special Educational Needs and Disability Act 2001* in order to accommodate the needs of applicants who have disabilities or needs for which, with reasonable adjustments, the School can cater adequately.

The School must be made aware of any known disability or special educational need which may affect a child's ability to participate in the admissions procedure or take full advantage of the education provided at the School. Parents or guardians of an applicant who has any disability or special educational needs will be required to disclose relevant written details during the admissions process.

### **Entrance Examination – Hampton School**

Full details and copies of any relevant supporting documentation are requested at the time of registration and must be provided to The Headmaster at least six weeks before attending an entrance examination at Hampton School. Additional information may be requested.

The School needs this information so that, in the case of any applicant with particular needs, staff can assess those needs and make sure the School can provide adequately for them throughout the admission process. The School needs this information so that, in the case of any applicant with particular needs, staff can assess those needs and make sure the School can provide adequately for them throughout the admissions process, including any interviews or attendance at the School during the assessment process.

The School will consult with parents or guardians about the adjustments which can reasonably be made for the applicant both during the admission process and later as a pupil should the offer of a place be made.

The School will make reasonable adjustments to ensure that the information and application procedure is accessible for disabled applicants. Similarly, if special educational needs or a disability become apparent after a place at the School has been accepted, the School will consult with the parents about reasonable adjustments which can be made in order to allow the pupil to continue at the School. Where there is a material failure to disclose a special educational need or disability before a place at the School has been offered, the School reserves the right to withdraw the offer of a place.

| Objective   | Action   | Outcome   | Timescale   | Goal Achieved                                |
|---|--|---|---|--|
| <p>To continue to improve methods of gathering information about a prospective pupil's disability or special educational need at the beginning of the Admissions process to ensure a smooth transition for all applicants</p> | <p>Provide additional telephone support to complete online forms when required and consider further adaptations of registration and other admissions forms as appropriate e.g. larger print, braille, translation into other languages, production of audio tape.</p> <p>Ongoing use of OpenApply (online admissions system) Review &amp; Tasks features to streamline the process for the Admissions Office and Learning Support team</p> | <p>Wider level of support provided to facilitate access to the admissions process</p>   | <p>Ongoing review &amp; adjustments as necessary</p> <p>Ongoing - this continues evolve and refine over time.</p> |  |
| <p>To improve communication for EAL (English as an additional language) families</p>  | <p>Translation of the School's Terms &amp; Conditions (T&amp;C's) into other languages on request</p> <p>Highlight availability of this service in current information for prospective parents and on the School website</p> <p>Use of native speaking staff in School to liaise with prospective parents</p>  | <p>Improved access to key information for families whose first language is not English</p> <p>Acceptance of a Free Place by a Chinese family with very little English</p> | <p>September 2024</p> <p>January 2024</p>   | <p>Ongoing</p> <p>March 2024 but ongoing</p> |
| <p>Continue to meet SEND for all applicants and improve liaison with parents and feeder schools</p>   | <p>Close liaison with Learning Support Department regarding access arrangements for entrance assessments</p>   | <p>Every applicant has their individual SEND met</p> <p>Individual access arrangements provided for 2023/2024 admissions round.</p> <p>All individual needs are met</p>   | <p>Ongoing; however, continues to evolve over time.</p>   |  |

| Objective   | Action  | Outcome  | Timescale  | Goal Achieved  |
|---|---|--|--|----------------|
| <p>To meet SEND for all applicants and improve liaison with parents and feeder schools (cont.).</p> | <p>Liaison with feeder schools (nurseries in the case of Pre-Prep) (Heads, class teachers and SENCOs) to establish needs and history of provision</p> <p>Ensure reasonable adjustments are put in place for visually impaired candidates e.g. larger font/modified papers, additional time, one-to-one invigilation.</p> <p>Visit current schools to meet with the Head of Learning Support (SENCo) to assist with adjustments and transition prior to candidate entry to the School.</p> <p>Arrange use of laptop, extra time, readers, prompters, one-to-one invigilation as required</p> | <p>All necessary requirements in place for candidates</p> <p>Head of Learning Support to visit current schools ensuring smooth transition for candidates.</p> <p>At Pre-Prep, Home Visits programme for Kindergarten as well as attendance at the LBRuT Transition event.</p> <p>At Prep, DHP, DHA &amp; Year 3 Form Teachers to visit pupils in their current school to ensure a smooth transition)</p> | <p>Ongoing as required</p> <p>Summer term</p> <p>Pre-Prep home visits programme &amp; Year 3 Form Teachers visiting pupils in their current schools will be ongoing and LBRuT Transition event reinstated June 2023.</p> | <p>Ongoing</p> |
| <p>To ensure that overseas applicants have access to the admissions process</p>                     | <p>Liaison with current schools to allow participation in entrance assessments.</p> <p>Conduct admissions</p>   | <p>Geographical &amp; language barriers removed.</p> <p>Overseas candidates</p>  | <p>Sept. – March (2021-2025)</p>   |                |



| Objective   | Action  | Outcome   | Timescale   | Goal Achieved |
|---|---|---|---|---------------|
|   | interviews via MS Teams. Employ translators when needed.  | interviewed via MS Teams.   |   |               |
| Improve communications with feeder schools to ensure information shared throughout the admissions process                             | <p>Visit feeder nurseries, primary and prep schools prior to pupil admission</p> <p>Implementation of pre-admissions transition programme for pupils where appropriate including taster mornings, parent meetings, online Joiners' Programme</p> <p>Biennial meeting and lunch with feeder school SENCOs to allow sharing of information and provide guidance on data required – in conjunction with new Heads of LS Prep and Pre-Prep.</p> |   | <p>Summer term</p> <p>As required</p> <p>October 2024</p> |               |
| Annual review of Admissions Policy and Admissions process   | <p>Annual Governor audit</p> <p>Annual Admissions review with SLT in conjunction with DJ</p>  |   | <p>Autumn Term</p> <p>August 2024</p>                     |               |
| Annual review with Learning Support Department to evaluate how data informs entry decisions and implications for future support needs | Annual review with Head of Learning Support   | Greater understanding of scores considered in decision making process | July 2024   |               |

| Objective   | Action  | Outcome  | Timescale   | Goal Achieved  |
|---|---|--|---|--|
| Ensure all potential teaching spaces across both the Pre-Prep & Prep are being appropriately utilised by and for pupils with specific needs | To audit and if relevant re-purpose existing rooms and spaces within both the Pre-Prep & Prep | Suitable designated space for pupils to be able to access the relevant support e.g. speech and language, occupational therapy and counselling services | Pre-Prep January 2022 – new room created to allow greater scope for meetings/specialist teaching, e.g. SALT / OT, peripatetic lessons & counselling<br><br>Prep September 2022 – as above | September 2023<br><br>Ongoing review of spaces in Pre-Prep in view of planned re-development |

## Appendix 4 - Dignity at Work Statement

### 1. Statement of principles

- This policy relates to all schools within the Hampton School Trust ('the School').
- All members of staff and all pupils have a right to be treated with dignity and respect.
- Harassment, bullying and victimisation are totally unacceptable.
- No member of the School community should have to tolerate harassment, bullying or victimisation from other members of staff or pupils, members of the public or other individuals they may encounter at work, in School or on school trips.
- The School will comply with its obligations under relevant legislation and guidance
- The School strives for an environment which is free of harassment, bullying and victimisation through:
  - Raising awareness of the issues of harassment, bullying and victimisation, and refusing to tolerate these behaviours
  - Supporting any member of staff or pupil, who is harassed, bullied or victimised
  - Dealing with any issues through agreed processes
  - Ensuring that all staff are aware of, and adhere to, the Staff Behaviour Policy
  - Ensuring that pupils are aware of guidance included in the Code of Conduct.

### 2. Who does this statement apply to?

This statement is designed to protect all current and past members of staff and pupils as well as:

- Apprentices
- Casual and zero hour workers
- Consultants
- Contractors
- Interns
- Job seekers and job applicants
- School Counsellors
- Visiting Music Teachers (VMTs)
- Volunteers, including Governors

This statement is not contractually binding upon the School and may be amended at any time.

### 3. Definitions

This section outlines the definitions of harassment and victimisation in the Equality Act 2010 and gives an indicative definition of bullying. However, if a member of staff, or a pupil, reports that they are being bullied, harassed or victimised, then the School may still consider and act on their complaint, regardless of whether or not it accords with the definitions below.

For the purposes of this statement, any reference to the workplace will be deemed to include any place where an activity relating to the School takes place, activity on the School's systems and contact with any members of the School community for School purposes, including School-related social events.

### **3.1 Harassment**

Harassment, as defined in the Equality Act 2010, is:

“Unwanted conduct related to a relevant protected characteristic, which has the purpose or effect of violating an individual's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for that individual.”

The unwanted conduct may be physical, verbal or non-verbal. A single incident can amount to harassment.

The relevant protected characteristics defined in the Equality Act 2010 are:

- age
- gender reassignment
- being married or in a civil partnership
- being pregnant or on maternity leave
- disability
- race including colour, nationality, ethnic or national origin
- religion or belief
- sex
- sexual orientation

The individual making the complaint does not need to be the intended target or possess the relevant characteristic themselves.

An individual may find the behaviour offensive even if it is not directed at them, or they may be:

- associated with a person who has a protected characteristic
- wrongly perceived to have a protected characteristic
- treated as if as if they have a protected characteristic

Harassment may also involve unwanted conduct of a sexual nature which has the same purpose or effect on the individual as described at the beginning of this section (3.1).

Harassment may also occur where there is unwanted conduct of a sexual nature or that relates to gender reassignment or sex. This conduct has the same purpose or effect described at the beginning of this section (3.1) and the individual is treated less favourably because they rejected or submitted to it.

### **3.2 Bullying**

Bullying in the workplace may be characterised as:

Offensive, intimidating, malicious or insulting behaviour involving an abuse or misuse of power through means that undermine, humiliate, denigrate or injure the recipient.

Bullying can take the form of physical, verbal and non-verbal conduct.

The words 'bullying' and 'harassment' are often used interchangeably in the workplace. The impact on the individual can be the same as harassment.

### 3.3 Victimisation

Victimisation is defined in the Equality Act 2010 as:

“Subjecting an individual to a detriment because he/she does a protected act, or it is believed he/she has done or may do a protected act.”

A ‘protected act’ is:

- Bringing proceedings under the Equality Act 2010 (the Act)
- Giving evidence or information in connection with proceedings under the Act
- Doing any other thing for the purposes of or in connection with the Act
- Alleging that someone has breached the Act

### 4. Examples of unacceptable behaviour

Unacceptable behaviour in this School may include:

- Insulting someone verbally or through offensive behaviour
- Physical or psychological threats
- Spreading malicious rumours
- Sharing information about an individual with others who do not need to know
- Ridiculing or demeaning someone
- Picking on someone or setting them up to fail
- Exclusion
- Misuse of power, such as overbearing supervision or deliberately undermining a competent worker
- Unwelcome sexual advances, such as touching, standing too close, displaying offensive materials, asking for sexual favours, making decisions on the basis of sexual advances being accepted or rejected
- Making unfounded threats or comments about job security
- Preventing an individual from progressing by intentionally blocking promotion or training opportunities

This list is not intended to be exhaustive.

Harassment, bullying or victimisation may occur:

- Face to face
- Through written communications
- Using visual images (for example, pictures of a sexual nature or embarrassing photographs of colleagues)
- Via email or social media
- Via phone
- Via automatic supervision methods, such as computer recording of downtime from work, or recording of telephone conversations, if these are not universally applied to all workers in similar roles.

This list is not intended to be exhaustive.

## **5. Reasonable management**

The School differentiates between reasonable management, which may be firm but will be fair, and behaviours associated with harassment, bullying or victimisation.

Legitimate, justifiable, appropriately conducted monitoring of the behaviour or job performance of a member of staff, or the behaviour of a pupil, does not constitute bullying, harassment or victimisation.

## **6. Roles and responsibilities**

### **6.1 Governors**

The Governors:

- Hold The Headmaster and the Hampton Pre-Prep & Prep Headmaster to account for the implementation of this policy
- Ensure that this policy is periodically reviewed and kept up to date
- Deal with complaints raised by or about The Headmaster or the Hampton Pre-Prep & Prep Headmaster.

### **6.2 The Headmaster and Hampton Pre-Prep & Prep Headmaster**

The Headmaster and the Hampton Pre-Prep & Prep Headmaster seek to ensure that the working environment is free from harassment, bullying and victimisation by creating a culture where staff feel able to raise concerns and know that they will be taken seriously, without any fear of reprisals.

The Headmaster and the Hampton Pre-Prep & Prep Headmaster also:

- Oversee their respective Complaints Logs.
- Ensure that pupils are aware of the guidelines and procedures available to them and as outlined in the Hampton School Code of Conduct and the HPP&P School Code.
- Reinforce the principles of their policy to promote good behaviour.
- Ensure all staff receive appropriate training.
- Ensure that the School's policies are maintained and continue to be relevant.

### **6.3 All members of staff**

All members of staff should:

- Treat colleagues with dignity and respect
- Contribute to maintaining an environment free from harassment, bullying and victimisation
- Support colleagues who experience unacceptable behaviour and who are considering making a complaint, or have made a complaint
- Report any occurrence of unacceptable behaviour and offer supporting evidence if any formal investigation ensues.

### **6.4 Line Managers**

Line Managers, and those fulfilling this role when a complaint is about the Line Manager:

- Will listen to and take seriously any member of the school workforce who comes to them with a concern or complaint regarding harassment, bullying or victimisation
- Follow the process in all cases reported to them

## 7. What to do if you are being harassed or bullied – informal steps

Members of staff, or any other member of the School community who feels they are being bullied or victimised by somebody in that community, may first raise their concern informally with the person responsible and should speak to their Line Manager or HR. This will be considered to be the informal stage of the complaints process.

- If the subject of a complaint is a Line Manager, staff should speak to a member of SLT.
- If the allegation/concern relates to The Headmaster, the Hampton Pre-Prep & Prep Headmaster, or a Governor, the Chair of Governors should be informed ([chair@hamptonschool.org.uk](mailto:chair@hamptonschool.org.uk)) without notifying The Headmaster or the Hampton Pre-Prep & Prep Headmaster.
- If the subject of a complaint is a Governor, staff should contact The Headmaster or Hampton Pre-Prep & Prep Headmaster.
- Raising the matter informally will usually involve a discussion of the concerns, with the intention of finding a resolution and ensuring that any harassing, bullying or victimising behaviour will cease with immediate effect. If, however, a resolution is not reached, staff should refer to process as outlined below under '8'.

## 8. Formal complaints

Where there has been no resolution at the informal stage (see 'What to do' – above), a complaint will progress to the formal stage and the process as outlined in the **Staff Grievance Policy (A12)** which can be found in the Documents area of the relevant Workspace on Cezanne.

## 9. Alleged harassment, bullying or victimisation by stakeholders

The School will use the **Staff Grievance Policy (A12)** if the complaint relates to someone not employed directly by the School, or when the School does not have the power to take any professional or disciplinary action against the person in question.

Where the decision has been reached for the complaint to be dealt with under this Dignity at Work statement, the matter will be handled in line with the above outlined formal procedure – namely the requirement for a formal written complaint to be submitted and a formal investigation to commence. It may be appropriate to allow the stakeholder to be accompanied as part of any investigation interview.

If the allegation is found to be justified, the response from the School will depend on the relationship of the perpetrator to the school and the nature and severity of the incident.

The School will take proportionate action in consultation with the individual who made the complaint. This may involve:

- Mediation
- A verbal warning
- A written warning
- Termination of the relationship with the School
- Temporary or permanent ban from School premises (in which case the School will refer to the Department for Education's guidance on controlling access to school premises)

This list is not intended to be exhaustive.

## 10. Alleged harassment, bullying or victimisation by pupils

Where the decision has been reached for the complaint to be dealt with under this Dignity at Work statement, the matter will be handled in line with the above outlined formal procedure – namely the requirement for a formal written complaint to be submitted and a formal investigation to commence. It may be appropriate to allow the pupil to be accompanied by an appropriate adult as part of any investigation meeting.

If the allegation is found to be justified, the School will then refer to the relevant Behaviour policy and may issue a disciplinary sanction against the pupil in accordance with that policy (up to and including permanent exclusion where appropriate), with reference to the **Safeguarding Policy** if appropriate to the pupil's circumstances.

Where the pupil remains at the School, the School will also take responsibility for educating the pupil about appropriate behaviour and will liaise with the individual who raised the allegation about alternative working arrangements (temporary or permanent) if they teach, or otherwise have regular interaction with the pupil.

### **11. Continued working relationships and interim precautions**

Where a complaint has been raised and is being investigated under this procedure, the School will consider requests from the complainant to change their working arrangements, duties or hours in order to avoid or minimise contact with the alleged perpetrator, where reasonably practical, until a successful resolution and an agreed outcome are reached.

Where a complaint is raised about an employee, the School may consider suspending the employee on full pay or making other temporary changes to working arrangements pending the outcome of the investigation, if circumstances require.

Where a complaint is raised about someone other than an employee, such as a customer, supplier or visitor, the School will consider what action may be appropriate to protect the complainant and anyone involved pending the outcome of the investigation, bearing in mind the reasonable needs of the School and the rights of that person. Where appropriate, the School will attempt to discuss the matter with the third party.

Whatever the outcome, we will consider how to support the individuals involved to maintain an ongoing working relationship and provide appropriate support.

### **12. Malicious complaints**

The School will also consider whether there is evidence that the complaint has been malicious. If there is evidence to suggest that the complaint was malicious, this will be investigated and dealt with under the School's disciplinary procedures. Where the individual isn't covered by these disciplinary procedures, the School will consider other reasonable action and involve other agencies where appropriate.

### **13. Appeals**

If a member of staff is dissatisfied with the outcome of the procedure, they may have the right to appeal, according to the relevant **Staff Grievance Procedure (A12)**.

[Hampton School Policies](#)

[HPP&P Policies](#)

### **14. Confidentiality**

The School will respect confidentiality for all parties concerned in any complaint under this policy but there may be circumstances in which it is necessary, reasonable or appropriate to share information. Relevant documents will appear in either an employee's personal file or a pupil's file, as appropriate. Breach of confidentiality may give rise to disciplinary action under the School's disciplinary procedure.

Information will be processed in line with data protection law and will be kept securely in accordance with the law and the School's **Privacy Notice** and **Records Management Policy** which can be found on Cezanne (see above).



Further information is available from the Bursar, HR department or via [data@hamptonschool.org.uk](mailto:data@hamptonschool.org.uk).

### **15. Monitoring arrangements**

This policy will be reviewed at least annually and should be read in conjunction with the following policies:

- Behaviour, Rewards, Sanctions & Discipline Policy (\*)
- Privacy Notice
- Pupil Code of Conduct (\*)
- Records Management Policy
- Safeguarding (Child Protection) Policy
- Staff Appeal Procedure
- Staff Behaviour Policy
- Staff Grievance Procedure
- Whistleblowing Policy

(\*denotes each school within the Trust has its own policy)