



## Equality, Diversity and Inclusion

Date Reviewed:	September 2025
Next Review Date:	September 2026
Policy Owner:	Mrs Gemma Mitchell
Ratified @ Committee Name / FGB & Date:	FGB 13.10.2025

### **Mission Statement**

We are committed to providing a supportive, enjoyable and family style environment in which every child is nurtured and encouraged to achieve their potential through a broad-based curriculum and opportunities for developing sporting, dramatic, artistic and musical talents.

### **Statement of Aims & Objectives**

- To enable each child to fulfil their own academic and personal potential.
- To instil in every child the importance of developing personal initiative and to foster in them a belief that they can fulfil their potential in any area of school life.
- To provide a broad based academic and extra-curricular education that is delivered in such a way as to satisfy the learning needs of each and every pupil.
- To help each pupil to develop both a set of Christian values and an understanding and appreciation of other religious beliefs.
- To learn the difference between right and wrong and to appreciate that rights and responsibilities are equally balanced.
- To develop and promote a sense of caring and community between the pupils within the school and the wider community as a whole.
- To instil in each pupil a high degree of self-respect and respect for their fellow pupils, teachers and other adults.
- To prepare each child for the transition to the next stage of their education and to be able to take advantage of any opportunities as they present themselves.



## Oakhyrst Grange School

### **Safeguarding**

Oakhyrst Grange School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. At this school we respect and value all children and are committed to providing a caring, friendly and safe environment for our pupils so that they can learn in a relaxed and secure atmosphere. We believe that every pupil should be able to participate in all school activities in an enjoyable and safe environment and be protected from harm. This is the responsibility of every adult employed by, or invited to deliver services at Oakhyrst Grange School. We recognise our responsibility to safeguard all who access school and promote the welfare of all of our pupils by protecting them from physical, sexual and emotional abuse, neglect and bullying. This should be read in conjunction with the Safeguarding Policy.

All staff will be asked to complete training annually following KCSIE updates. Further safeguard training will take place throughout the year. All staff must wear their lanyards at all times.

The Safeguarding governor is: Pauline Clark [Pauline.clark@oakhyrstgrangeschool.co.uk](mailto:Pauline.clark@oakhyrstgrangeschool.co.uk)

DSL: Roxann Dowling (Head of EYFS)

DDSL: Gemma Mitchell (Headteacher)

DDSL: Faye Dance (Deputy Headteacher)

Telephone: 01883 343344

Safeguarding Team: [DSL@oakhyrstgrangeschool.co.uk](mailto:DSL@oakhyrstgrangeschool.co.uk)



## Oakhyrst Grange School

The School aims to maintain a working environment that is free from any form of discrimination, harassment, bullying or victimisation, and within which all individuals are treated with respect, fairness and courtesy.

This section provides you with details of the School's diversity and equality policies and procedures, together with its anti-harassment and bullying policy. You are required to comply with these policies in all of your dealings with parents, colleagues and anyone else with whom you come into contact during the course of your employment with the School. Remember, these policies apply not only when you are working in the School's premises, but also include work-related social events, corporate events and travelling or staying away from home whilst on the School's business.

This policy applies to everyone working for the School, including employees, supply teachers, work experience students and contractors. This policy includes pupils and prospective pupils in line with the Equality Act 2010 Part 6 (education), covering admissions, provision of education, access to benefits/facilities/services, exclusions and treatment after pupils leave where still connected to the School.

### **A. The School's commitment and responsibilities**

Anyone who believes they are the victim of any form of discrimination, harassment, bullying or victimisation should, where possible, raise the matter with the person against whom they have the complaint and attempt to resolve the matter without instigating any formal procedure. Where the Headteacher or the Bursar becomes aware of any such allegations against an employee or a member of the public in connection with the School's activities, he/she must discuss it with the complainant and further action will be taken as appropriate.

The Headteacher and the Bursar will be fully responsive to anyone who makes an allegation of discrimination, harassment, bullying or victimisation and the Board member with responsibility for HR matters will give advice on the correct procedure to be adopted, whilst ensuring that confidentiality is respected. The school will adhere to the Equality Act 2010 (Parts 5: work; Part 6: education), including prohibitions on direct and indirect discrimination, harassment (incl. sexual harassment), victimisation, discrimination arising from disability (s.15) and the duty to make reasonable adjustments (ss.20–22). Independent schools are not subject to the Public Sector Equality Duty (PSED), but Oakhyrst Grange School adopts PSED principles as good practice.

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 age; disability; gender reassignment; marriage and civil partnership (employment only); pregnancy and maternity; race; religion or belief; sex; and sexual orientation. (together known as "**Protected Characteristics**").

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.



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No employee or prospective employee will receive unfair or unlawful treatment on the grounds of a Protected Characteristic, because they are perceived to have a Protected Characteristic or because they are associated with someone who has a Protected Characteristic, in particular but not only, in relation to:

- Recruitment and selection.
- Promotion, transfer and training opportunities.
- Benefits, terms and conditions of employment.
- Grievance and disciplinary procedures.
- Termination of employment including redundancies.
- Conduct at work.

Procedures are in place to ensure fair and equitable treatment in relation to the admission and assessment of pupils.

The principles of non-discrimination and equality of opportunity also apply to the way in which staff must treat visitors, pupils, parents, suppliers and former members of staff.

The School is a Christian establishment and as such has a duty to promote Christian teachings. However, this policy sets out the School's commitment to ensuring that no employee is treated less favourably on the grounds of religion or belief. Where an occupational requirement related to religion or belief is relied upon (Equality Act 2010, Schedule 9), it will be applied only where legitimate and proportionate, documented in recruitment materials, and kept under review.

### **B Implementation**

The School, with the assistance of the staff, will:

- Break down any barriers to equality of opportunity which may prevent staff members realising their full potential or accessing benefit.
- Advertise vacancies and ensure job selection criteria are appropriate for the job.
- Promptly and fully investigate all complaints of discrimination and harassment, taking appropriate action where necessary.
- Ensure that all members of staff are fully informed and trained on this Policy.
- Monitor the composition of the School and the effects of its recruitment practices.
- Examine and review existing procedures to ensure they are not discriminatory in their operation.
- Ensure that the language used in official communication reflects the letter and spirit of the policy.

### **C Recruitment and Selection**

The staffing 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 flexibility to respond to changing conditions.



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- 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, DBS checks (and, where applicable, a check of the prohibition order), evidence of medical fitness and satisfactory completion of a probationary period.

Positive action — where candidates are ‘as qualified as each other’, a lawful tiebreak (s.159 Equality Act 2010) may be used to address under-representation, with rationale recorded. Advertising and selection materials will be equality-checked; reasonable adjustments offered for candidates with disabilities.

### **D Training and Promotion**

Training needs will be identified through regular appraisals. Staff will be given appropriate access to training to enable them to progress within the School and all promotion decisions will be made on the basis of merit.

### **E Termination of Employment**

The School will ensure that redundancy criteria and procedures are fair and objective and are not directly or indirectly discriminatory.

The School will also ensure that disciplinary procedures and penalties are applied without discrimination, whether they result in disciplinary warnings, dismissal or other disciplinary action.

### **F Disability**

If you are disabled or become disabled, we encourage you to tell us about your condition so that we can support you as appropriate.

A disability will not of itself justify the non-recruitment of an applicant for a position at the School. Such reasonable adjustments to the application procedures shall be made as are required to ensure that applicants are not disadvantaged because of their disability. For example, where written tests are used, alternative arrangements will be made for visually impaired applicants.

If you experience difficulties at work because of your disability, you may wish to contact the Bursar and the Headteacher to discuss any reasonable adjustments that would help overcome or minimise the difficulty. The Bursar and the Headteacher may wish to consult with you and your medical adviser about possible adjustments and you may be required to give your consent to a report being produced about your state of health and ability to perform your duties. We will consider the matter carefully and try to accommodate your needs within reason. If we consider a particular adjustment would not be reasonable we will explain our reasons and try to find an alternative solution where possible. Once an adjustment has been made its operation may need to be reviewed at agreed intervals, to assess its continuing effectiveness.



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The School will make such adjustments to work arrangements or School premises as are reasonable to enable a disabled staff member to carry out his or her duties. This will include, but is not limited to, consideration of the provision of specialist equipment, job redesign and/or flexible hours.

Where during the course of their employment a disabled member of staff recognises their need for a reasonable adjustment to be made to work arrangements or School premises, he or she should discuss this requirement with the Bursar.

### **G Part-time and fixed term work**

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

### **H Equal Pay**

The School undertakes to ensure that both male and female employees are given equal treatment in the terms and conditions of their employment contract if they are employed in:

- 'Like work', meaning work that is the same or broadly similar.
- Work rated as equivalent under a job evaluation study, or
- Work found to be of equal value.

Should you have any dispute with this, it is the School's responsibility to prove that there is a genuine reason for any difference in 'like work', which is not based on the sex of either employee and, if you feel you have a genuine grievance, you should raise it in the first instance with the Bursar. If this does not adequately resolve your complaint then you should speak to the Headteacher and then, if you are still not content with the response, you have the right to raise this under the School's grievance procedure.

You have the right to make a claim under the Equality Act 2010 for a period of up to six months after leaving the role to which your claim relates.

### **I Breaches of this policy**

We take a strict approach to breaches of this policy, which will be dealt with in accordance with our Disciplinary Procedure. Serious cases of discrimination may amount to gross misconduct resulting in dismissal.

If you believe that you have been the subject of discrimination you can raise the matter informally in accordance with the Anti-Harassment and Bullying Policy, or formally through our Grievance Procedure. Complaints will be treated in confidence and investigated as appropriate.

There must be no victimisation or retaliation against staff who complain about discrimination. However, making a false allegation deliberately and in bad faith will be treated as misconduct and dealt with under our Disciplinary Procedure.



## **J ANTI-HARASSMENT AND BULLYING POLICY**

The School is committed to providing a working environment free from harassment and bullying and ensuring all staff are treated, and treat others, with dignity and respect. You should not engage in any behaviour or conduct which may amount to harassment of another person at work. Harassment of any kind is regarded as a disciplinary offence and in serious instances may lead to instant dismissal.

This policy covers harassment or bullying (in-person or online) which occurs at work and out of the workplace, such as on School trips or at work-related events or social functions. It covers bullying and harassment by staff (which may include volunteers, consultants, contractors and agency workers) and also by third parties such as parents, suppliers or visitors to our premises.

This policy does not form part of any employee's contract of employment and we may amend it at any time.

## **K What is harassment?**

Harassment is any unwanted physical, verbal or non-verbal conduct that has the purpose or effect of violating a person's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for them. A single incident can amount to harassment.

It also includes treating someone less favourably because they have submitted or refused to submit to such behaviour in the past.

Unlawful harassment may involve conduct of a sexual nature (sexual harassment), or it may be related to 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. Harassment is unacceptable even if it does not fall within any of these categories.

Harassment may include, for example:

- unwanted physical conduct or "horseplay", including touching, pinching, pushing and grabbing;
- unwelcome sexual advances or suggestive behaviour (which the harasser may perceive as harmless);
- racist, sexist, homophobic or ageist jokes, or derogatory or stereotypical remarks about a particular ethnic or religious group or gender;
- outing or threatening to out someone as gay or lesbian;
- offensive e-mails, text messages or social media content;
- mocking, mimicking or belittling a person's disability.

A person may be harassed even if they were not the intended "target". For example, a person may be harassed by racist jokes about a different ethnic group if the jokes create an offensive environment.



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### **L What is bullying?**

Bullying is offensive, intimidating, malicious or insulting behaviour involving the misuse of power that can make a person feel vulnerable, upset, humiliated, undermined or threatened. Power does not always mean being in a position of authority, but can include both personal strength and the power to coerce through fear or intimidation.

Bullying can take the form of physical, verbal and non-verbal conduct. Bullying may include, by way of example:

- physical or psychological threats;
- overbearing and intimidating levels of supervision;
- inappropriate derogatory remarks about someone's performance;

Legitimate, reasonable and constructive criticism of a worker's performance or behaviour, or reasonable instructions given to workers in the course of their employment, will not amount to bullying on their own.

### **M If you are being harassed or bullied**

If you are being harassed or bullied, consider whether you feel able to raise the problem informally with the person responsible. You should explain clearly to them that their behaviour is not welcome or makes you uncomfortable. If this is not appropriate or has not been successful, you should speak to the Bursar or the Headteacher who can provide confidential advice and assistance in resolving the issue formally or informally.

If you are not certain whether an incident or series of incidents amounts to bullying or harassment, you should initially contact the Bursar or the Headteacher informally for confidential advice. If you are concerned about the Headteacher speak with the Chair of Governors.

If informal steps are not appropriate, or have not been successful, you should raise the matter formally under our Grievance Procedure. (Section 5 page 4.)

If, following the conclusion of the grievance process, we consider you have been harassed or bullied by an employee the matter will be dealt with under the Disciplinary Procedure as a case of possible misconduct or gross misconduct. If the harasser or bully is a third party such as a parent or visitor, we will consider what action would be appropriate to deal with the problem. Whether or not your complaint is upheld, we will consider how best to manage any ongoing working relationship between you and the person concerned.

### **N Protection and support for those involved**

Staff who make complaints or who participate in good faith in any investigation must not suffer any form of retaliation or victimisation as a result. Anyone found to have retaliated against or victimised someone in this way will be subject to disciplinary action under our Disciplinary Procedure. The School will seek to ensure that you are not in any way penalised whether directly or indirectly for bringing a complaint and the situation will be monitored to ensure that the harassment has stopped.



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If you believe you have suffered any such treatment you should inform the Bursar or the Headteacher. If the matter is not remedied you should raise it formally using our Grievance Procedure.

### **O False or malicious allegations**

Making a false allegation deliberately and in bad faith will be treated as misconduct and dealt with under our Disciplinary Procedure.

### **P Record keeping**

Information about a complaint by or about an employee may be placed on the employee's personnel file, along with a record of the outcome and of any notes or other documents compiled during the process. These will be processed in accordance with our Data Protection Policy.

This Policy is subject to regular review and law/guidance changes.