



Symphony Learning  
TRUST

# Equal Opportunities Policy Statement 2016-2019

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Policy developed by



## HR Services

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The Symphony Learning Trust (The Trust) is committed to equal opportunities in both the delivery of services and employment. The Trust's principles are set out in the policy statement below, and a separate document, "Equal Opportunities in Employment: Guide to Good Practice", provides practical guidance on the implementation of this policy in the area of employment.

Throughout this document, unless indicated otherwise, all references to 'Head Teacher' include the Executive Head Teacher.

## Policy Statement

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The Trust is firmly committed to the principle of equal opportunities in both the delivery of services and employment, and expects all member schools to share this commitment.

Equality of opportunity means that children and their families, all other service users, job seekers and employees will be treated equally and fairly regardless of their: colour; race; nationality; ethnic or national origin; religion; gender; marital status; sexuality; disability; age; or any other unjustifiable criterion. All schools within the Symphony Learning Trust will seek to create an environment in which services and employment are provided without fear of discrimination.

The Trust is opposed to all forms of unlawful and unfair discrimination and harassment of any kind. Through joint ventures each school seeks to increase its efforts to deal firmly with instances of discrimination and harassment, including racial abuse and attacks, wherever they occur.

The Trust has responsibility for establishing an Equal Opportunities Policy, and the Head Teacher of each member school is responsible for its implementation throughout the school. The associated "Equal Opportunities in Employment: Guide to Good Practice" sets out the action required to implement the policy in this area of activity. In employment, the Trust is committed to achieving and maintaining a workforce which broadly reflects the local community that each school serves.

## Delivery of Services

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School services are available and accessible to members of the public regardless of any of the considerations mentioned above.

All managers have a responsibility for implementing the equal Opportunities Policy within their area of control, and the Head Teacher will ensure that it is implemented throughout their school.

Each school will seek to encourage good practice by contractors. Before awarding major contracts, enquiries should be made of potential contractors about their race relations policies and practices. Contract documents should contain terms requiring contractors to comply with their statutory obligations and to observe good race relations practices.

Voluntary organisations grant aided by the school are required to provide, on request, details of their equal opportunities policies and practices in respect of employment and service delivery.

Members of the public, including job seekers, who consider they have been unfairly treated under this Equal Opportunities Policy, may use the relevant school's Complaints Procedure. All complaints will be dealt with promptly and courteously.

## **Employment**

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The "Equal Opportunities in Employment; Guide to Good Practice" gives practical guidance on recruitment and selection, monitoring, action plans, equality targets, equality training, employee development, redeployment and redundancy.

All recruitment decisions are made regardless of any of the considerations mentioned above, apart from the few exceptions which are permitted by law. Support is available for disabled people.

All employees have equal access to training and career development, regardless of any of the considerations mentioned above. The training needs of particular groups of employees who are under-represented in specific occupations and management posts will receive positive attention.

Comprehensive monitoring of the workforce and job applicants is carried out by reference to the information individuals choose to disclose about their ethnic origin, gender and disability. The purpose of monitoring is to evaluate the effectiveness of the Equal Opportunities Policy and related personnel policies and practices.

Any employee who has a concern regarding unfair discrimination or harassment at work may use one of the Trust's formal procedures. The use of internal procedures does not affect the employee's right of reference to an employment tribunal within the statutory time limits.

## **Responsibilities of All Employees**

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The Trust requires all of its employees to behave in a non-racist, non-sexist and generally non-discriminatory way. This applies to the way they behave to members of the public, in the delivery of services and to other employees in the course of their work. Employees should participate actively in measures introduced by their school(s) to ensure that there is equality of opportunity and non-discrimination. Employees should also draw the attention of management to alleged unlawful discriminatory acts or practices. Should employees, through the course of their employment, be found to have caused or encouraged discrimination, this will be regarded as a particularly serious offence, rendering them liable to disciplinary action.