



# **Equal Opportunities in Employment Policy**

## **Venn Wide Policy**



1	Summary	Equal Opportunities in Employment Policy		
2	Responsible person	Lynsey Cook (COO)		
3	Accountable SLT member	Simon Witham (CEO)		
4	Applies to	<input checked="" type="checkbox"/> All staff <input type="checkbox"/> Support staff <input type="checkbox"/> Teaching staff		
5	Who has overseen development of this policy	Lynsey Cook		
6	Who has been consulted and recommended policy for approval	All relevant stakeholders		
7	Approved by and date	The Board 18.10.2022		
8	Version number	1.4		
9	Available on	Trust website	<input type="checkbox"/> Y <input checked="" type="checkbox"/> N	
		Academy website	<input type="checkbox"/> Y <input checked="" type="checkbox"/> N	
		SharePoint	<input checked="" type="checkbox"/> Y <input type="checkbox"/> N	
10	Related documents (if applicable)	Safer Recruitment Policy, Ex Offenders Policy		
11	Disseminated to	<input type="checkbox"/> Trustees/governors <input checked="" type="checkbox"/> All staff <input type="checkbox"/> Support staff <input type="checkbox"/> Teaching staff		
12	Date of implementation (when shared)	Autumn 2022		
13	Consulted with recognised trade unions	<input type="checkbox"/> Y <input checked="" type="checkbox"/> N		



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## **1. Introduction**

- 1.1 Venn Academy Trust is fully committed to equality and diversity in employment. Venn Academy Trust believes that everyone has a right to be treated with dignity and respect and seeks to ensure that the principles of fairness and equality of opportunity underpin all its policies, procedures and practices.

## **2. Scope of the policy**

- 2.1 This policy applies to all employees and casual workers of Venn Academy Trust.

## **3. Aim of the policy**

- 3.1 Within the policy, Venn Academy Trust includes all employees whether full-time, part-time, fixed term or casual, or any person who acts as an agent on behalf of Venn Academy Trust in employment matters which affect employees of Venn Academy Trust.

## **4. Policy objective**

- 4.1 Venn Academy Trust believes that an Equal Opportunities in Employment Policy is a means of maximising the effective use of human resources in the Trust and is in the best interests of both employees and Venn Academy Trust. All employees will be made aware of the provisions of this policy.
- 4.2 Policies and procedures in respect of recruitment, training and promotion will relate only to the requirements of the job. No job applicant or employee will be disadvantaged by conditions or requirements that cannot be shown to be justifiable. Venn Academy Trust will not discriminate unfairly in the provision of general employee facilities and benefits.
- 4.3 Any employee or applicant for a job may raise with the Headteacher their concerns about any act of alleged discrimination. Venn Academy Trust has procedures for investigating complaints and will ensure that all complaints are investigated fully and fairly.
- 4.4 Any alleged breach of this policy by an employee will be investigated under the disciplinary procedure and appropriate action will be taken under that procedure where necessary.

## **5. Monitoring and review**

- 5.1 Venn Academy Trust will monitor the effectiveness of the Equal Opportunities in Employment Policy and review all personnel policies and procedures, following consultation with the appropriate Trade Unions, to ensure that they continue to meet equal opportunity and other legislative requirements.

- 5.2 The monitoring information and statistics will also be used to develop models of best practice in employment. Positive Action and other initiatives will be considered in order to create a more inclusive workforce and one which reflects the diversity of the community we serve.

## **6. Attitudes**

- 6.1 It is essential that employers are aware of the protected characteristics of discrimination as outlined in the Equalities Act 2010. Decisions are based on assumptions that people are less suitable for employment, because of their age, disability, gender reassignment, marriage and civil partnerships, race, religion or belief, sex and sexual orientation or any other unjustifiable reason should be guarded against.

## **7. Recruitment and selection**

- 7.1 Head of Schools must ensure that all employees who are responsible for recruiting and appointing new and existing employees are made fully aware of the requirements of Venn Academy Trust's Equal Opportunities in Employment Policy and that they follow the policies, procedures and guidance on recruitment and selection. The principles of the policy must also be included in the induction programme for new employees through the Code of Conduct.
- 7.2 To ensure that selection is made on a fair and unbiased basis and in accordance with this policy, all staff involved in the recruitment process must have read and understood Venn's Safer Recruitment Policy, and one panel member undertaken and completed an accredited safer recruitment training. They must also give a commitment to update their knowledge and skills every regularly.
- 7.3 Applicants for employment will be given clear and accurate information about the post through advertisements and during interviews. In addition, job descriptions and person specifications will be made available to all applicants.
- 7.4 All interviews will be thorough, conducted on an objective basis and will deal only with the applicant's suitability for the job and ability to fulfil the requirements of the job in accordance with Venn's Safer Recruitment Policy.
- 7.5 The reasons for acceptance or rejection of all candidates must be recorded and the records must be kept by Venn for a minimum of six months from the date of appointment.
- 7.6 Unsuccessful candidates should be offered feedback on their applications/interviews. A contact name and telephone number for feedback must be provided.



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- 7.7 If candidates seek information about recruitment and selection policies and procedures, this information must also be made available upon request.

## **8. Advertising**

- 8.1 All applicants will be informed that Venn Academy Trust operates an Equal Opportunities in Employment Policy. The following statement is to be included in composite advertisements:-
- 8.2 “Venn Academy Trust is committed to achieving fairness and equality in employment and welcomes applications from all sections of the community. No job applicant or employee will be treated less favourably or disadvantaged, either directly or indirectly, on the grounds of age, disability, gender reassignment, marriage and civil partnerships, race, religion or belief, sex and sexual orientation or any other unjustifiable reason”.
- 8.3 The following short statement is to be used as a minimum in all other advertisements:
- 8.4 “Venn Academy Trust is committed to achieving fairness and equality in employment and welcomes applications from all sections of the community.”
- 8.5 Encouragement in the form of positive action may be given in some circumstances to under-represented groups. However, after encouraging such applications, candidates must be considered on their own merits and suitability for the post.
- 8.6 Information about vacancies will be prominently displayed and circulated widely and promptly to employees so as not to disadvantage any potential applicant.
- 8.7 Those responsible for deciding on the placing of external job advertisements should consider whether the use of advertising media other than customary journals and publications would attract a wider range of applications. Advice is available from HR.
- 8.8 If it is felt that a ‘Genuine Occupational Requirement’ (GOR) exists and it would therefore be lawful to advertise for someone of a particular sex or race, (e.g. toilet attendant, person providing services to a black or minority ethnic group) HR should be consulted. If it is agreed that a GOR exists, this must be clearly stated in the advertisement.

## **9. Employment policies and practices**

- 9.1 All Venn Academy Trust policies, procedures will be regularly reviewed to ensure they do not operate against equal opportunities.
- 9.2 Head of Schools must notify HR of any instances where pressure is being applied by employees, which may result in either direct or indirect

discrimination. For example an individual employee may be experiencing pressure from other employees, in that they are refusing to work with or co-operate with him/her.

- 9.3 The Head of School may bring such instances to the attention of the relevant Trade Unions in an attempt to resolve the situation informally. Failure to resolve the situation in this way may result in disciplinary action being taken against the employees who are applying the pressure.
- 9.4 The provision or absence of general staff facilities e.g. a work place with toilet facilities for men only should not be allowed to cause discrimination against any group. Venn Academy Trust has a responsibility to provide adequate staff facilities.

## **10. Publicising the policy**

- 10.1 All employees of Venn Academy Trust should be informed of this policy and instruction must be given to ensure that discriminatory attitudes or practices are avoided in the workplace and when dealing with the public.
- 10.2 Induction procedures for new employees should include information about this policy.

## **11. Training**

- 11.1 All employees involved in recruitment and selection will receive training in the application of the Equal Opportunities in Employment Policy. It is the responsibility of each Head of School to ensure that all appropriate staff undertake Safer Recruitment and Training, approved by Venn Academy Trust. They must also give a commitment to update their knowledge and skills regularly.
- 11.2 General training opportunities which are available within Venn Academy Trust must be available to all employees on an equal basis. Selection for training must be non-discriminatory and managers should take care to give equal encouragement to all staff. Training should be based on the identification of individual training and development needs.
- 11.3 Managers/supervisors will meet with employees on an individual basis once a year to discuss their career prospects and training needs in accordance with Venn's Performance Management Policy or Venn Support Staff Review Policy.
- 11.4 Positive Action measures will be taken, where appropriate, for groups who are under-represented in the workforce.

## **12. Complaints**

- 12.1 All Equal Opportunity complaints will be dealt with in line with the complaints procedure.



- 12.2 No employee or member of the public who makes an Equal Opportunities complaint, or who provides information in relation to a complaint, will be victimised for their actions.
- 12.3 The Equality Act 2010 protects the interests of those affected by unlawful discrimination.

### **13. Communication with employees**

- 13.1 To further promote equal opportunities in Venn Academy Trust, Heads of School and other appropriate employee groups will ensure monitoring forms from application forms or performance management forms are completed.

### **14. Monitoring**

- 14.1 All Head of Schools and their Senior Leadership teams are responsible for ensuring that the Equal Opportunities in policy and guidelines are followed. This includes monitoring how the policy is working in their setting.
- 14.2 Head of Schools must ensure that appraisal monitoring forms are fully completed, recorded locally at individual academies, and returned promptly to HR if necessary in accordance with the policies, procedures. Heads of School must also ensure that Equal Opportunities Forms from applications to Venn are recorded locally, and then also, returned promptly to HR. This will ensure compliance with the Equality Act of 2010.
- 14.3 Other monitoring may be undertaken on occasions to ensure the effectiveness of the policy.
- 14.4 Venn will monitor the effectiveness of the policy with a view to removing and preventing discrimination. This will include analysis of employment statistics, training provision and take up, Equal Opportunity and any other complaints or grievances and monitoring of recruitment and selection within the Trust.