

Equality, Diversity and Inclusion Policy

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1 Policy statement

Oakham School is an equal opportunities employer committed to fostering an inclusive and respectful environment where all individuals feel valued and supported.

This policy is underpinned by the Equality Act 2010, which require the School to eliminate discrimination, advance equality of opportunity, and foster good relations among all members of its community. 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 or colour, nationality or national or ethnic origins, religion or belief, sex, sexual orientation, pregnancy or maternity, marital or civil partnership status, gender reassignment, age, and disability (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.

No employee or prospective employee will receive unfair or unlawful treatment on the grounds of a Protected Characteristic, characteristic or association with someone who has a Protected Characteristic. This applies to recruitment, promotion, training, pay, benefits, performance management, grievance, disciplinary and termination processes.

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.



2 Purpose

The purpose of the Equality, Diversity and Inclusion Policy (the 'Policy') is to articulate the School's ongoing commitment to an inclusive, fair and supportive working environment. It aims to ensure that all individuals are treated with dignity and respect, are free from discrimination and harassment, and have equal access to opportunities

The Policy covers all employees, consultants, contractors, volunteers, casual workers and agency workers.

The Policy does not form part of any employee's contract of employment, and it may be amended at any time.

3 Who is responsible for this policy?

All School staff, contractors and visitors have equalities related responsibilities.

The Senior Leadership Team are responsible for:

- Ensuring that the School meets its legal obligations relating to equality;
- Ensuring that equality analysis is carried out on all senior level proposed policies and decisions where appropriate.

Managers are responsible for:

- Set an appropriate standard of behaviour and to lead by example;
- Ensuring that procedures relating to staff recruitment, selection, career development, discipline and grievance are carried out in accordance with the statutory duties to promote equality and eliminate discrimination;
- Fostering a culture in which equality and diversity considerations are embedded into their work areas;
- Ensuring that staff and pupils are encouraged and enabled to reach their full potential;
- Identifying appropriate staff development to meet the needs of their respective areas.

Human Resources are responsible for:

- Supporting managers in ensuring that procedures relating to staff recruitment, selection, career development, discipline and grievance are carried out in accordance with the statutory duties to promote equality and eliminate discrimination.

Members of staff are responsible for:

- Upholding and implementing the aims of this policy;
- Promoting equality of opportunity;
- Contributing to a safe and inclusive environment that celebrates diversity.



4 Discrimination

Staff must not unlawfully discriminate against or harass other people, including current and former employees, job applicants, clients, suppliers and visitors. This applies in the workplace, outside the workplace (when dealing with customers, suppliers or other work-related contacts or when wearing a work uniform), and on work-related trips or events, including social events and online communication.

The following forms of discrimination are prohibited under this policy and are unlawful:

- **Direct discrimination:** treating someone less favourably because of a Protected Characteristic. For example, rejecting a job applicant because of their religious views or because they might be gay.
- **Indirect discrimination:** a provision, criterion or practice that applies to everyone but adversely affects people with a particular Protected Characteristic more than others and is not justified. For example, requiring a job to be done full-time rather than part-time would adversely affect women because they generally have greater childcare commitments than men. Such a requirement would be discriminatory unless it can be justified.
- **Harassment:** this includes sexual harassment and other unwanted conduct related to a Protected Characteristic, which has the purpose or effect of violating someone's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for them. Harassment is dealt with further in our Anti-harassment and Bullying Policy.
- **Victimisation:** retaliation against someone who has complained or has supported someone else's complaint about discrimination or harassment.
- **Disability discrimination:** this includes direct and indirect discrimination, any unjustified less favourable treatment because of the effects of a disability, and failure to make reasonable adjustments to alleviate disadvantages caused by a disability.

5 Recruitment and selection

Recruitment, promotion, and other selection exercises such as redundancy selection will be conducted on the basis of merit, against objective criteria that avoid discrimination. Shortlisting should be done by more than one person, where possible, and with the involvement of the safer recruitment trained manager. The School's recruitment procedures are reviewed regularly to ensure that individuals are treated on the basis of their relevant merits and abilities.

Advertisements will avoid stereotyping or using wording that may discourage particular groups from applying. They should include a short policy statement on equal opportunities, and a copy of this policy will be made available on request.

Applicants will not be asked questions suggesting an intention to discriminate (e.g. about pregnancy, family plans, or health) except where legally permitted.



There are limited exceptions which should only be used with the approval of the Director of People. For example:

- Questions necessary to establish if an applicant can perform an intrinsic part of the job (subject to any reasonable adjustments).
- Questions to establish if an applicant is fit to attend an assessment or any reasonable adjustments that may be needed at interview or assessment.
- Equal opportunities monitoring (which will not form part of the selection or decision-making process).

Where necessary, job offers can be made conditional on a satisfactory medical check.

We are required by law to ensure that all employees are entitled to work in the UK. Assumptions about immigration status should not be made based on appearance or apparent nationality. All prospective employees, regardless of nationality, must be able to produce original documents (such as a passport) before employment starts, to satisfy current immigration legislation. The list of acceptable documents is available from the HR Manager and UK Visas and Immigration.

To ensure that this policy is operating effectively, and to identify groups that may be underrepresented or disadvantaged in our organisation, we monitor applicants' ethnic group, gender, disability, sexual orientation, religion and age as part of the recruitment procedure.

Provision of this information is voluntary, and it will not adversely affect an individual's chances of recruitment, or any other decision related to their employment. The information is removed from applications before shortlisting and kept in an anonymised format solely for the purposes stated in this policy. Analysing this data helps us take appropriate steps to avoid discrimination and improve equality and diversity.

6 Training and promotion and conditions of service

Training needs will be identified through regular appraisals. Access to training and promotion opportunities will be based on merit and potential, not personal characteristics or working patterns.

7 Termination of employment

Redundancy, capability and disciplinary procedures will be applied fairly and objectively.

All employment decisions will be based solely on legitimate business needs, performance and conduct.

The School will ensure that dismissal or redundancy procedures are applied consistently and without discrimination.

8 Disabilities

If you are disabled or become disabled, we encourage you to inform your line manager and HR so reasonable adjustments can be explored.



The School is committed to taking proactive steps to identify and remove barriers for disabled staff, including physical access, working arrangements, and technology support. Where a particular adjustment is not reasonable the School will explain the reasons and explore alternative options, where possible. The School will monitor the physical features of its premises to consider whether they might place anyone with a disability at a substantial disadvantage. Where necessary, we will take reasonable steps to improve access.

9 Part-time and fixed-term work

Part-time and fixed-term staff should be treated equally to comparable full-time or permanent staff. No less favourable treatment will occur unless objectively justified, and benefits will be pro-rated where appropriate.

10 Breaches of this policy

The School takes a strict approach to breaches of this policy, which will be dealt with under the Disciplinary Procedure. Serious cases of discrimination or harassment may amount to gross misconduct and could result in dismissal.

If you believe that you have suffered discrimination you can raise the matter through our Grievance Procedure or through our Anti-harassment and Bullying Policy as appropriate. Complaints will be treated in confidence and investigated as appropriate.

There must be no victimisation or retaliation against individuals who raise equality concerns in good faith. However, making a false allegation maliciously will be treated as misconduct.

11 Related policies

This policy is supported by the following other policies and procedures:

- Anti-Harassment and Bullying Policy.
- Grievance Procedure.
- Disciplinary Procedure.
- Flexible Working Procedure.
- Family Leave Policies.
- Time Off for Dependents and Compassionate Leave Policies.
- Staff Code of Conduct.
- Sabbatical Policy.