

# **NORFOLK HOUSE SCHOOL & MONTESSORI HOUSE NURSERY**

## **Equal Opportunities**

This policy applies all pupils in the school, including in the  
EYFS



Created: September 2010

Reviewed: Sept 2012/Sept 2013/August 2014/August 2015/August 2016/August 2017

Annual review: August 2018

Reviewed by: Paul Jowett – Head Teacher  
August 2017

Form 2-6: 10 Muswell Ave, London N10 2EG  
EYFS – Form 1: 5 Princes Ave, London N10 3LS

## **Equal Opportunities Policy**

### **General Statement**

This policy will be reviewed two yearly. It accords with national legislation and the equal opportunity policies of the LA. It is a general statement of the commitment to Equal Opportunities and applies to all members of the current and prospective School Community.

This policy also applies to the Early Years Foundation Stage.

### **Aims**

This school recognises that direct and indirect discrimination might take place and therefore sees the need for a positive and effective equal opportunities policy. Through the operation of the policy:

- we will promote the concept of equality of opportunity throughout the organisation, both for those adults within the community of the school and for all pupils;
- we seek to develop an understanding of, and promotion of, human equality and equal opportunities;
- we will promote good relations between members of different racial, cultural and religious groups and communities; and
- we will enable pupils to take responsibility for their behaviour and relationships with others.

### **School's position**

The School recognises the benefits of having a diverse School Community, with individuals who value one another, and the different contributions everyone can make. Pupils will be taught to value and respect others. The School is committed to being an equal opportunities education provider and is committed to equality of opportunity for all members of the School Community. In the provision of equal opportunities, the School recognises and accepts its responsibilities under the law and opposes discrimination on the basis of:

- gender
- marital or civil partnership status
- pregnancy and maternity
- any gender reassignment
- race
- disability
- sexual orientation
- religion or belief (including lack of religion or belief)
- age.

The School also opposes all bullying and discrimination on the basis that a person has a special educational need or learning difficulty, or because English is an additional language.

### **Responsibilities**

The Senior Leadership Team will monitor and review the working of the policy and procedures by allocation of duties.

The Head has responsibility for the equal opportunities policy, and for delegating responsibilities and tasks to other staff, and for ensuring that the policy is known and understood by staff, pupils and parents.

The Deputy Head is responsible for ensuring equal opportunities in the curriculum.

All staff are responsible for following the policy and reporting incidents of unequal treatment to the appropriate senior member of staff.

## **Employment of Staff**

### **Appointments**

- Advertisements and job specifications will all carry a statement that this School is an Equal Opportunities employer, and welcomes applications for all posts from appropriately qualified persons regardless of sex, race, religion, disability or age;
- People with disabilities will be offered facilities at interviews to enable them to demonstrate their suitability for employment;
- Candidates for vacant posts will be assessed against relevant criteria only, ie skills, qualifications and experience in selection for recruitment;

### **Staff Development**

- All employees have equal chances of training, career development and promotion;
- All recruits to the organisation will be offered induction training which will include a reference to the organisation's equal opportunities policy;
- Staff development opportunities will be monitored. All staff, and in particular those concerned with selection and promotion, are given equality awareness training; and
- People becoming disabled while in employment will be given positive help to retain their jobs or to be considered for redeployment if that is necessary.

## **Pupils**

- Pupils have equal access to the school's programmes of study throughout each Key Stage, and non-compulsory courses, according to aptitude and ability;
- The school is committed to full educational inclusion (see the School's Learning Support Policy (SEND Policy)) – Gemma Rajiah is head of Learning Support for whole school including EYFS and given the title of SENCo;
- The Assistant Head will make and record figures on take-up of courses, which will be presented to the Head annually, or more often if requested.
- Annual analysis of attainment, behaviour and other pupil data will be undertaken by gender, ethnic background and ability;
- All subjects will have equality of opportunity at their core and make explicit references within schemes of work;
- School and faculty development plans will act to improve the learning of pupils according to this analysis;
- School rules and the Code of Conduct for pupils clearly and explicitly forbid the verbalisation or vocalisation of discrimination on the grounds of race, culture, religious, gender, sexuality and ability/disability;
- Positive attitudes and awareness development for equality of opportunity is specifically taught through the PSHE and tutor programme; and

- All subjects will have equality of opportunity at their core and make explicit references within schemes of work.

### **Racist or Homophobic Bullying**

- All staff have a legal duty not to bully or otherwise harass other staff;
- Where staff come across incidents involving racist or homophobic bullying they must report these to the appropriate senior member of staff
- All incidents of racist or homophobic bullying amongst pupils will be taken seriously, and must be dealt with appropriately and reported to the appropriate senior member of staff.

### **Administration**

- Venues for meetings will take account of the needs of all participants; and
- Venues for teaching and learning will take into account the particular needs of the learners and teacher/teaching assistant.

### **Documents**

- Language used in documents will reflect and promote equal opportunities and font style and size will take account of the full range of readers.

### **Reports to the Police**

- Incidents that involve racist elements which need to be reported to the police will be reported via the Schools Police Liaison Officer.

### **Monitoring and Review**

- This policy will be reviewed two yearly (or more often if necessary), and improved and developed as appropriate within the Head's policy review schedule.