



**ST BERNARD'S PREPARATORY SCHOOL**

**EQUALITY AND DIVERSITY IN  
EMPLOYMENT STATEMENT**

**APPENDIX TO SINGLE EQUALITY POLICY**

**ADVENT 2018**

# St Bernard's Preparatory School

## Equality and Diversity in Employment Statement

### Mission Statement

With God as our shelter and Christ as our guide, the mission of St Bernard's Preparatory School is to educate towards love and service to God, each other and the wider community. Through our broad balanced curriculum we will develop an understanding of each faith and the values we share. We will treat each person with respect, knowing we are special and unique.

St Bernard's is part of the St Benedict's family of schools. All schools in the group share a similar Catholic and Benedictine/Bernardine ethos.

### **1. Aim of Policy**

The aim of this policy is to provide employees with a clear statement about St Bernard's Preparatory School's commitment to promoting equality and diversity within employment. We seek to ensure that our working environment is one that respects and includes everyone regardless of their gender or gender reassignment; marital status (including civil partnership); sexual orientation; race, language, ethnic or national origins and nationality (including citizenship); religious belief; disability and / or medical conditions; age; whether they have dependants; trade union membership status and activity or political views/affiliations.

### **2. Scope of the Policy**

This policy applies to all employees within the school, regardless of how long they have been employed, their contractual hours and contract type.

#### **Definitions**

For us "equality" is about opportunity, access, participation and contribution on a fair and equal footing and providing a framework for this to happen. The term "diversity" acknowledges there are differences between people and the school values and respects the variety of backgrounds, perspectives, values and beliefs of its employees.

### **3. Public Sector Equality Duty**

The Equality Act 2010 places a statutory duty on the school to have due regard to the need to:

- Eliminate unlawful discrimination, harassment and victimisation;
- Advance equality of opportunity;
- Foster good relations between people from different groups.

Refer to the Department for Education advice for Schools:

<https://www.gov.uk/government/publications/equality-act-2010-advice-for-schools>

#### **4. Links to other Policies**

St Bernard's Preparatory School's Single Equality Policy and Plan sets out our commitments, values and objectives in relation to equality and diversity. It covers children, parents, staff, peripatetics, clubs, volunteers, Governors, Trustees and other stakeholders. The Staff Code of Conduct sets out how we expect employees to behave toward one another and outlines the framework for addressing issues that are raised.

#### **5. Guiding Principles**

- We are committed to providing equality of opportunity for all by eliminating discrimination. We will do this by ensuring that our practices reflect relevant employment legislation and good practice. Our employment decisions are based upon job related, objective criteria.
- We are committed to having a workforce that reflects the diversity within our community where everyone is treated with dignity and respect.

#### **6. Employee Responsibilities**

All employees, irrespective of their role, have a personal responsibility to comply with this policy, associated policies and to abide by the Equality Act 2010, in dealing with each other, managing staff and in their relationships with children, parents, peripatetics, clubs, volunteers, Governors, Trustees and other stakeholders. In particular, employees, must not:

- discriminate against colleagues, other workers, job applicants, children, parents, clubs, volunteers, Governors, Trustees and other stakeholders;
- bully or harass colleagues, other workers, job applicants, children, parents, clubs, volunteers, Governors, Trustees and other stakeholders;
- encourage or try to encourage another person to treat others unfairly or to practice unlawful discrimination;
- victimise people who have made allegations or complaints of discrimination or who have provided information about such discrimination.

We will not tolerate any of the above behaviours. Where employees commit an act of unjustified or unlawful discrimination, or allow discrimination to occur without taking appropriate action. The employee could also be liable to disciplinary action for a breach of the Staff Code of Conduct, which could result in dismissal.

#### **7. Employer Commitment**

We will carry out the following activities in order to demonstrate our commitment to equality and diversity, and also to fulfil our legal responsibilities.

##### **7a. Employment Policies**

We will ensure that our employment policies, practices and associated guidance are fair to all. We will monitor the implementation of these policies to ensure that they remain fair in practice and that any barriers to and within employment are removed.

##### **7b. Consultation**

We have advisory contacts, such as trade union representatives and professional associations.

##### **7c. Staff Groups**

Staff are actively encouraged and free to raise opinions and have many opportunities to do so, such as the weekly Tuesday morning briefings and Thursday meetings.

**Applies to:**

Whole School including Early Years Foundation Stage (EYFS), all staff, peripatetics, clubs and extra-curricular activity providers, volunteers, Trustees, Governors.

**Related Policies:**

Single Equality

**Availability:**

Parents can access relevant policies on our website [www.stbernardsprep.org](http://www.stbernardsprep.org) or a copy may be obtained from the school office on request. Staff will find policies on the staff shared drive or can ask the school office if access in another format is required.

**Monitoring and Review:**

The Trustees will undertake an annual formal review of this policy for the purpose of monitoring and of the efficiency with which the related duties have been discharged or earlier if significant changes to the systems and arrangements take place, or if legislation, regulatory requirements or best practice guidelines so require.

Objectives will be published every four years or earlier if significant changes to the systems and arrangements take place, or if legislation, regulatory requirements or best practice guidelines so require.

Signed by \_\_\_\_\_

Headmaster \_\_\_\_\_

Date \_\_\_\_\_

Chair of Governors \_\_\_\_\_

Date \_\_\_\_\_