

## **Equal Opportunities and Diversity Policy**

**Date:** February 2026

**Approved by:** Resource Committee

**Review Period:** 2 yearly

**Next review due:** Spring 2028



Springhallow School will adhere to the requirements of the Equality Act 2010 by not discriminating against learners, staff, volunteers or anyone involved in external agencies the organisation may be working with.

The characteristics that are protected by the Equality Act 2010 are:

- age
- disability
- gender reassignment
- marriage or civil partnership (in employment only)
- pregnancy and maternity
- race
- religion or belief
- sex
- sexual orientation

When recruiting staff, health related questions will not be asked until after a job offer is made, and then, only if it is necessary for the role.

Springhallow School may decide to use the 'Positive Action' clause of the Equality Act 2010, which allows for the setting up of courses specifically for a certain group.

It is expected that every person in the organisation will make a positive contribution to this policy, namely:

- All staff whether paid or voluntary
- All visitors to Springhallow School
- All learners at Springhallow school

In addition, Springhallow School will:

- Ensure that the services it provides are accessible to all and endeavour to positively encourage and benefit people from disadvantaged groups.
- Supply specialist aids and facilities to enable disabled people.
- Monitor any issues that arise within the organisation and take appropriate action, fully supporting any person in the organisation who is faced with prejudice or discrimination.
- Undertake an annual evaluation process to ensure that the policy is clear, in keeping with current legislation and being adhered to.
- Treat seriously any breaches of the policy, regarding them as misconduct (see Code of Conduct Policy) which may lead to disciplinary proceedings.

### **Complaint Procedure**

#### **Stage 1**

Any person who experiences, witnesses or is reasonably led to believe that this Equal Opportunities Policy has not been respected, should immediately bring the situation to the attention of the Head Teacher or member of the Senior Leadership Team. The person responsible for this breach will be reminded of the existence and purpose of this policy, and asked to adhere to the policy.

#### **Stage 2**

If the person continues behaving in an unacceptable manner, the matter will be referred to the Head

Teacher and possibly the Governing Body who will decide the best course of action.

This may result in:

- a warning being issued
- a disciplinary
- a referral to a higher level of authority

### Stage 3

The offending person has the right to appeal. They can write to the Head Teacher, Governors and HR in Ealing. The decision of any investigation will be final.

### **Related Policy documents:**

- Accessibility plan
- Staff Code of Conduct
- Disciplinary Procedures