



EQUAL OPPORTUNITIES POLICY

Aims

At APS we recognise that direct and indirect discrimination might take place and therefore we understand the need for a positive and effective equal opportunities policy.

The school has determined that it will:

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

Related Policies:

Admissions Policy
Behaviour Management Policy
Disability Inclusion, Special Education Needs (SEN) and Learning Support KS1 and KS2 Policy
EYFS SEN Policy
Equal Opportunities for Staff Policy
Anti-bullying Policy
Pupil Sanctions Policy
Complaints Procedure

Altrincham Preparatory School's values, aims and objectives all accord with the equal treatment of people promoted by these laws and regulations, and the rights enshrined in the Human Rights Act 1998.

Promoting equal opportunities is fundamental to the aims and ethos of APS. We welcome applications from candidates with as diverse a range of backgrounds as possible. This enriches our community and is vital in preparing our pupils for today's world. We concentrate on educating the individual, to provide a comfortable and welcoming atmosphere where each individual feels valued and can flourish.

APS is committed to equal treatment for all, regardless of an individual's race, sex, disability, religion or belief, sexual orientation, gender reassignment, pregnancy or maternity. We are not academically selective school and we believe that the educational experience can only be enriched if children are exposed to as wide a range of cultural experiences as possible whilst they are developing.

We also welcome applications from pupils with special needs and disabilities, and refer parents to our policy covering Special Education Needs (SEN), learning difficulties, and disability.

Responsibilities

The ultimate responsibility for monitoring and reviewing the working of the Equal Opportunities Policy and Procedures rests with the Governors.

The Governors have, however, invested in the Head Master practical responsibility for the implementation of 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, students and parents.

The Head Master will report incidents of unequal treatment to the Governors as agreed.

The Deputy Head, with the support of the Assistant Heads, 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 Deputy Head or the appropriate Assistant Head.

CODE OF CONDUCT

The Head Master, the Deputy Head, the Assistant Heads and the SENCo play an active role in monitoring the implementation of APS's policy on equal opportunities. Use is made of assemblies, PSHE, RE, English and other lessons to:

- Promote tolerance of each other and respect for each other's position within the school community.
- Promote positive images and role models to avoid prejudice and raise awareness of related issues.
- Foster an open-minded approach and encourage pupils to recognise the contributions made by different cultures. Bias should be recognised.
- Understand why and how we will deal with offensive language and behaviour.
- Understand why we will deal with any incidents promptly and in a sensitive manner.

Harassment in all its forms unlawful and unacceptable; our behaviour and anti-bullying policies contain clear procedures for dealing with unlawful discrimination. All our staff receive anti-discrimination training. Teaching and medical staff attend regular INSET sessions on the subject.

A successful equal opportunities policy requires strong and positive support from parent and guardians, and full acceptance of the school's ethos of tolerance and respect.

MONITORING

The Head Master, Deputy Head, Assistant Heads and SENCo continuously monitor equal opportunities practice and report to the Governors in order to ensure its effectiveness. As part of that process, we invite all parents of candidates for our entrance exams, together with all parents who accept places at the school for their child to complete an anonymous ethnic monitoring form. The form uses the same ethnic categories as the Government uses in the national census. When the completed forms arrive at the school, they are separated from any other material that might identify the individual child. The data is logged onto a computer spreadsheet by year of both entrance examination and entry. The individual forms are then [shredded].

Under no circumstances would we link our ethnic monitoring data with our pupil records.

We hope that all parents will feel able to participate in the ethnic monitoring scheme.

Employment of Staff

Appointments

- Advertisements and job specifications will all carry a statement that this School is an Equal Opportunities employer, and welcomes applications from 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;
- The school will request information about the sex, ethnic background, disability and age of candidates for appointments

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 with the Governors being informed at their meetings;
- Staff 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 Curriculum programmes of study according to aptitude and ability;

- The school is committed to full educational inclusion (see SEN policy);
- Annual analysis of attainment, behaviour and other student 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 their policies
- The school rules and the Code of Conduct for boys 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 PSE programme; and

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 Deputy Head and/or appropriate Assistant Head;
- The Academic and Pastoral Care committee will consider, when they meet, any incidents and actions taken, of racist or homophobic bullying since it last met;
- All incidents of racist or homophobic bullying amongst pupils will be taken seriously, and must be dealt with appropriately and reported to the Deputy Head and/or appropriate Assistant Head.

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 all of the learners, the teacher and, if appropriate, the 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; and
- Access to documentation (if necessary) will include alternative formats such as tape, disk, large print and languages other than English, if spoken or read at home.

Reports to the Police

- Incidents that involve racist elements which need to be reported to the police will be reported by the Head Master or the Chair of Governors.

Monitoring and Review

- This policy will be reviewed annually (or more often if necessary), and improved and developed as appropriate.

ENGLISH AS AN ADDITIONAL LANGUAGE

In order to cope with the [high] academic and social demands of [insert school name] pupils must be fluent English speakers. Normally pupils should have been educated in the English medium for at least [] years before coming to the school. Tuition in English as an Additional Language (EAL) can be arranged at the parent's expense.

[REQUESTS FOR VARIATION IN THE SCHOOL UNIFORM]

[Although [insert school name] has Christian roots, we do not select for entry on the basis of religious belief, and we welcome pupils of all faiths and offer the opportunity for [Jews, Hindus, Muslims etc] to practice their own faiths. [However, parents should

be aware that all pupils at [insert school name] are required to wear a uniform [until Year 12, and that a strict "business dress" code operates for Years 12 and 13]. The head master/mistress will consider written requests from parents for variations in the uniform on religious grounds that are consistent with the school's [ethos and its] policy on health and safety. The head master/mistress may take expert advice, and will normally arrange to meet with the parents to discuss the implications of such a request.

COMPLAINTS

We hope that you and your child do not have any complaints about the operation of our equal opportunities policy; but copies of the school's complaints procedure can be sent to you on request.

17th September 2015



PUPIL RACIAL INCIDENT RECORD FORM

Date of Incident: _____

Reported by: _____

Name of Perpetrator: _____

Age:

Year group:

Class Teacher:

Name of Victim: _____

Age:

Year Group:

Class Teacher:

Nature of Incident: (please ring)

Abuse of Personal Property Verbal abuse Violence

Possession/Distribution Racist Material Graffiti Other

Brief description of Incident:

Action taken:

Signature: _____

Head's signature: _____ **Date:** _____