



EQUALITY AND DIVERSITY POLICY FOR STAFF

Last Review:	October 2016
Approved by Governors:	March 2015
Next Review:	October 2019

Vision

Loreto College is centred in God, rooted in Christ and animated by the spirit of Mary Ward, the founder of the Institute of the Blessed Virgin Mary. Our vision is that it will be an educational community where each person has the experience of being loved and valued as a sacred individual created by a loving God; a community where students enjoy an enriching and liberating education that helps them grow into the fullness of life and empowers them to be men and women of courage who are alive to the needs of humanity and committed to making a better world. We are committed to building a healthy and vibrant college that treats people with respect and creates the opportunity for students to fulfil their potential. We believe that bringing together students with different backgrounds, experiences and perspectives allows us to become more innovative and successful.

Introduction

The College aims to be an educational community which gives expression to the core values of Mary Ward - freedom, justice, sincerity, truth, joy, excellence and internationality. Loreto College has the highest expectations of personal, academic and professional excellence. This document sets out the College's policy and guidance on the procedures it will follow to ensure equality of opportunity for its entire staff. In doing so, the college will be mindful not only of its legal responsibilities but of its Mission and core values. As the college exercises its duty of care for all its staff and students, it will endeavour to treat each individual with justice, compassion and respect for their dignity, irrespective of difference. In particular when revising policies and also procedures, Loreto will ensure that groups which experience common discrimination in wider society are reflected within these. This includes groups with the following protected characteristics under the Equality Act 2010:

- Ethnicity
- Religion or belief
- Disability
- Gender
- Sexual orientation
- Marriage and Civil Partnership
- Pregnancy and Maternity
- Gender Reassignment
- Age

Preamble

Loreto College is a designated Catholic Sixth Form College established to serve the needs of 16 to 19 year old students in Manchester and surrounding areas. Its Mission Statement encourages both staff and students to be "...doers of justice" and it is therefore committed

to an Equality and Diversity Policy which respects the view that no employee should experience less favourable treatment. This assumes a commitment on the part of the employee to the ethos of the college and that there is no offending background which could create risk to students and vulnerable adults.

1. Introduction - General Policy Statement

- 1.1 This policy has been formulated to promote, implement and monitor the equality of opportunity for present and potential future staff at Loreto College.
- 1.2 The college will seek to ensure equality of opportunity for all its staff.
- 1.3 The College will ensure that, through this policy, it fulfils its obligations under the Equality Act (2010).
- 1.4 The College Governing Body will be the respondent in circumstances where the legislation has been deemed to be breached by the college, by any appellant.
- 1.5 The College will co-operate/consult with such national/local Advisory Bodies as operate to monitor/implement the Act of 1.3 in resolving any disputes which may arise through the implementation of this policy and in amending or amplifying this policy.

2. Applicants for Posts

- 2.1 The College will ensure that information required for monitoring purposes will be kept separate from the application form and will not be used for any short-listing process.
- 2.2 Person and job specifications will be limited to those requirements that are necessary for the effective performance of the job and candidates should meet the minimum criteria required by the college including its ethos and that there is no offending background that could create risk to students and vulnerable adults. Candidates for employment or promotion will be judged objectively against the requirements of the job, taking account of any reasonable adjustments that may be required for candidates with a disability. Disability and personal or home commitments will not form the basis for employment decisions except where necessary.
- 2.3 All staff involved in the selection process will be trained in the provisions of the Act outlined in 1.3.
- 2.4 In the Interview process;
 - (a) No candidates will be discriminated against on the grounds of the criteria outlined in 2.2.
 - (b) All candidates will be assessed in the same manner.
- 2.5 The College will meet, as far as is possible, any special requirements requested prior to interview which will assist persons with disabilities at the interview.

3. In Employment

- 3.1 No member of staff will experience discrimination in terms of access to promotion, training or any other benefits or facilities provided that they meet the minimum criteria required.
- 3.2 No member of staff will be dismissed on the grounds of their physical or social attributes. This assumes a commitment on the part of the employee to the ethos of the

college and that there is no offending background which could create risk to children and vulnerable adults.

- 3.3 No member of staff will be subjected to any form of detriment on the criteria outlined in 3.2. No staff will experience derogatory comments, bullying, harassment, victimisation or be unfairly discriminated in any way which could cause distress. Staff will be encouraged to report inappropriate behaviour immediately.
- 3.4 The College will ensure that a working environment is provided which does not prevent disabled individuals taking up positions for which they are suitably qualified.
- 3.5 If any member of staff feels that they have a legitimate grievance on the basis of the criteria outlined in the Policy then procedures will be followed as detailed in the Staff Handbook.
- 3.6 Staff will respect and treat sensitively cultural and religious differences, they will work to actively promote equality and diversity in the classroom and all their interactions with both fellow staff and students.

4. Employee's Responsibilities

- 4.1 Every employee is required to assist the College to meet its commitment to provide equal opportunities in employment and avoid unlawful discrimination. *Employees will treat everyone with respect and dignity.*
- 4.2 Employees can be held personally liable as well as, or instead of, the College for any act of unlawful discrimination.
- 4.3 Acts of discrimination against fellow staff or students are disciplinary offences and will be dealt with under the College's disciplinary procedure. Discrimination may constitute gross misconduct and could lead to dismissal without notice