

# Equality Policy, Audit and Action Plan for *Longton Lane Primary School*



## Mission Statement

*“A place to learn, a place to achieve, a place to enjoy”*

**This document replaces:** All other equality plans and schemes

Date adopted by Governing Body 23/9/15

Signed: \_\_\_\_\_ Governors      Date: 23/9/15

Signed: \_\_\_\_\_ Headteacher      Date: 23/9/15

Review date due Autumn term 2017

## **INTRODUCTION**

Longton Lane Primary School is guided by a clear set of objectives and values, one of which is equality. We are committed to eliminating unlawful discrimination, harassment and victimisation; advance equality of opportunity; and foster good relations between different groups within the local community. We are determined to do everything we can to make sure that people are treated fairly and that everyone has access to good quality services.

Unlawful discrimination, which results in unfairness in any aspect of schools employment policies and practices, curriculum or service delivery, will not be acceptable under any circumstances. In accordance with our mission statement and school values and ethos, we pledge to respect the equal human rights of our pupils, staff and other members of the school community, and to educate them about equality, diversity and cohesion.

## **LEGISLATION AND DUTIES**

The following list identifies the equality legislation that affects the school.

- Human Rights Act 1998
- Education Act 2002 (Section 78)
- Education and Inspections Act 2006 (Section 38 (1))
- Equality Act 2010
- The Equality Act 2010 (Specific Duties) Regulations 2011
- Children and Families Act 2014

### **Human Rights Act 1998**

The Human Rights Act 1998 makes it unlawful for schools to behave in a way that is not compatible with the provisions of the European Convention on Human Rights. Any action taken by a school that interferes with an individual's Human Rights must only be considered if it is a justified and proportionate means of achieving a legitimate end.

### **Education Act 2002 (Section 78)**

Section 78 requires governing bodies for all maintained schools to provide a curriculum that "promotes the spiritual, moral, cultural, mental and physical development of pupils at the school and of society, and prepare pupils at the school for the opportunities, responsibilities and experiences of later life".

### **Education And Inspections Act 2006 (Section 38 (1))**

Section 38 (1) of the Education and Inspections Act 2006 states that:

"The governing body of a maintained school, shall, in discharging their functions relating to the conduct of the school:

- Promote the wellbeing of pupils at the school, and
- Promote community cohesion.

### **The Children and Families Act 2014**

Sets out how the School will support children and young people with Special Educational Needs, Social Care Needs and Health Needs. The School will

- Contribute appropriately to the 'local offer' detailing relevant services available for children with disabilities and / or Special Educational Needs.
- Contribute appropriately to a pupil's Education, Health and Care Plan.

### **Equality Act 2010**

The General Public Sector Duty of the Equality Act 2010 requires schools, in the exercise of their functions and decisions, to have due regard to the need to:

- Eliminate discrimination, harassment and victimisation
- Advance equality of opportunity between persons who share a protected characteristic and persons who do not share it
- Foster good relations between persons who share a protected characteristic and persons who do not share it.

Longton Lane Primary School will take the following action as reasonable steps to demonstrate due regard to the General Duty of the Equality Act 2010:

- Produce a written equality policy identifying action to be taken to eliminate discrimination, advance equality of opportunity and foster good relations between different groups across school activity.
- Ensure hate incidents and hate crime reporting is integrated within the School's Anti Bullying Policy
- Audit the curriculum, and teaching and learning methods, to ensure they are accessible, inclusive in the language and representation used, promote inclusion and physical activity for disabled pupils, and challenge stereotypes to promote community cohesion, British values, and a positive image of a diverse community.
- Make reasonable adjustments to ensure that disabled staff, pupils and parents are not disadvantaged in employment or the provision of education, and have equality of access to information, facilities and other services at the School.

Equality Act 2010 (Section 10) requires schools to prepare and maintain an accessibility plan in order to

- increase the extent to which disabled pupils can participate in the school's curriculum
- improve the physical environment of the school for the purpose of increasing the extent to which disabled pupils are able to take advantage of education and benefits, facilities or services provided or offered by the school, and
- improve the delivery to disabled pupils of information which is readily accessible to pupils who are not disabled

In order to meet Section 10 of the Equality Act 2010 Longton Lane Primary School will publish the outcome of our Equality, Accessibility and Cohesion Audit and Action Plan on the school's website. In addition, the School takes into account the widening definition of disability within its decisions and functions, and gives due regard to the "Social Model" of disability. This model recognises the barriers caused by the environment and people's attitudes to disability.

The Equality Act 2010 (Specific Duty) Regulations 2011 requires schools to set measurable equality objectives and to publish information about their performance on equality, so that the public can hold them to account.

In order to meet the Specific Duty, Longton Lane Primary School will

- Publish sufficient information to demonstrate compliance with the general equality duty across its functions annually.
- Prepare and publish equality objectives to demonstrate how the general equality duty will be met

## **PROTECTED CHARACTERISTICS UNDER THE EQUALITY ACT 2010**

The Equality Act 2010 identifies a list of nine characteristics that are subject to its general duty. They are: Age, Disability, Gender, Gender reassignment, Marriage and civil partnership, Pregnancy and maternity, Race, Religion, Sexual orientation. (However, age, and being married or in a civil partnership do not apply to education provisions.)

## **RESPONSIBILITIES**

**Governors are responsible for:**

- Ensuring that the School meets the duty of the Equality Act 2010.
- Ensuring that they understand the equality implications of all key decisions on policy and practice before they are made.
- Requesting an annual report from the Head Teacher on progress against the school's equality policy, equality objectives and action plan. This report must include a summary of the results of any consultation, equality monitoring and equality impact assessments

**The Head Teacher is responsible for:**

- Producing, implementing and maintaining the school's
  - Equality Policy
  - Publishing the School's contribution to the "local offer"
- Ensuring all staff know their responsibilities under the Equality Policy, and receive training and support in carrying these out
- Ensuring that hate incidents and hate crime reporting is integrated within the School's Complaint Process and Anti Bullying Policy
- Ensuring tools are in place to show how the school has shown due regard to all protected groups, such as;
  - Equality impact assessment of policies
  - Equality monitoring of policies e.g. employment, admissions, pupil attainment, exclusion, hate incidents
  - Curriculum Equality Audit
- Completing of the equality, accessibility and cohesion audit and action plan
- Publishing the School's Equality Policy and the outcome of the equality, accessibility and cohesion audit and action plan, on the school website, to demonstrate compliance with the general equality duty across its functions; updating this annually
- Using information from the equality, accessibility and cohesion audit to develop equality objectives for the school
- Publishing the equality objectives on the school website; reviewing them annually.
- Reviewing and revising the School's Equality Policy every three years
- Reporting to Governors annually progress against the School's Equality Policy, Equality Objectives and Action Plan. This report must include a summary of the results of any consultation, equality monitoring and equality impact assessments.
- Ensuring the School's Equality Policy is readily available and that the governors, staff, pupils, and their parents/carers and guardians know about it
- Ensuring the School's Equality Policy is followed consistently by all staff and pupils
- Ensuring appropriate and consistent action is taken in cases of discrimination, harassment, victimisation, hate incidents and hate crimes

**All staff are responsible for:**

- Ensuring they follow the equality policy and procedures, and take up equality training and learning opportunities provided by the school
- Behaving in a dignified manner towards others, and respecting individuals regardless of protected characteristic
- A consistent challenge to unwanted behaviour, including inappropriate use of language.
- Consistent application of all school policies

Staff with responsibility for areas of the curriculum, are responsible for completing Curriculum Equality Audits for each area, and making appropriate changes to teaching and learning methods to (i) improve accessibility, (ii) advance equality of opportunity, (iii) eliminate discrimination, harassment and victimisation, and (iv) foster good community relations. (See Appendix 2)

Mrs Linda Speed is responsible overall for dealing with reports of hate-incidents

Mrs Claire Andrews is responsible overall for Children with Special Educational Needs

**Pupils, parents, visitors and contractors are responsible for:**

- Ensuring they follow the equality policy and procedures
- Behaving in a dignified manner towards others, and respecting individuals regardless of protected characteristic
- A consistent challenge to unwanted behaviour, including inappropriate use of language

## **DEFINITIONS OF DISCRIMINATION, HARASSMENT AND VICTIMISATION**

Under the law, there are different categories of discrimination, with differences in the legal framework surrounding them. These are:

Direct Discrimination, which occurs when a person is treated less favourably than another on grounds of a personal characteristic.

Discrimination by Association occurs when a pupil is treated less favourably because of their association with another person who has a protected characteristic (other than pregnancy and maternity). This might occur when you treat a pupil less favourably because their sibling, parent, carer or friend has a protected characteristic.

Discrimination arising from perception takes place where education provider behaves as if the person has the characteristic and treats them worse than others as a result. This applies whether the perception is true or not, even if the education provider knows that the person does not have the protected characteristic.

Discrimination because of pregnancy and maternity occurs when women (including a female pupil of any age) are treated less favourably because she is or has been pregnant, has given birth in the last 26 weeks or is breastfeeding a baby who is 26 weeks or younger.

Indirect Discrimination, which occurs when a rule or condition which is applied equally to everyone:

- Can be met by considerably smaller proportion of people from a particular group
- Is to the disadvantage of that group
- Cannot be justified by the aims and importance of the rule condition

Discrimination arising from a disability, which occurs when an education provider treats the disabled person unfavourably, this treatment is because of something which has come about as a result of the disabled person's disability ('something arising in consequence of the person's disability'), and the education provider cannot show that this treatment is justified as a balanced way of achieving something for a good reason (in legal language 'a proportionate means of achieving a legitimate aim').

Discrimination arising from disability is different from direct discrimination. Direct discrimination refers to less favourable treatment and requires a comparison to show that a person without the protected characteristic would be treated differently. Discrimination arising from disability refers to unfavourable treatment and does not require a comparison to a non-disabled person.

Harassment, occurs when unwanted conduct has the purpose or the effect of violating a person's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for them, on grounds of disability, race or gender. Although the harassment provisions do not explicitly apply to the protected characteristics of gender reassignment, sexual orientation, religion or belief; or pregnancy and maternity, in relation to schools, unwanted conduct related to any of these protected characteristics that results in a pupil, governor, staff or visitor being disadvantaged would constitute direct discrimination.

Victimisation: occurs when a person is treated less favourably because they have taken action in respect of discrimination, e.g. by bringing a complaint or giving evidence for a colleague.

## **DISCRIMINATION, HARASSMENT AND VICTIMISATION WITH REGARD TO PUPILS**

We will not discriminate, harass or victimise any child seeking admission, nor with regard to any pupils, or their parents or carers on grounds of gender, race, disability, sexual orientation, religion or belief, pregnancy and maternity. This includes discrimination, harassment or victimisation in provision of teaching or allocating the pupil to certain classes,

applying different standards of behaviour, dress and appearance, excluding pupils or subjecting them to any other detriment, and conferring benefits, facilities or services. With regard to disability, the school will make such reasonable adjustments as are necessary to prevent disabled pupils being at a substantial disadvantage in comparison with people who are not disabled, even if it means treating them more favourably.

## **EMPLOYMENT**

We are committed to a fair and equal pay policy and a free from bias pay structure.

We will not discriminate, harass or victimise in employment unlawfully on grounds of gender, gender reassignment, race, disability, sexual orientation, religion or belief or age. This includes discrimination, harassment or victimisation in relation to recruitment, terms and conditions, promotions, transfers, dismissals, training and employment practices such as dress codes and disciplinary procedures.

With regard to disability, we will make such reasonable adjustments as are necessary to prevent a disabled person being at a substantial disadvantage in comparison with people who are not disabled.

The school will monitor the information as set out below disaggregated by disability, gender, religion, sexual orientation and different racial group.

- The number of staff in post, and
- The number of applicants for employment, training and promotion

Where agreed, the school will ensure that it sends employment equality monitoring data to the Council's Human Resources Section, in a format specified by the Council.

Schools with a religious character may discriminate on grounds of sexual orientation, gender reassignment and religion, in some cases, in terms of employment of staff. These exemptions only apply where there is genuine religious reason, e.g. the appointment of a Head Teacher.

## **MONITORING AND ANALYSIS**

We will monitor the following policies to ensure that we are meeting equality duties.

- Pupil Admission
- Pupil Exclusion
- Pupil Attainment
- The progress of pupils identified as having special educational needs
- Complaints
- Hate Incidents
- Satisfaction Surveys

Where appropriate we will use the equality monitoring categories for race, gender, religion and disability used by St.Helens Council's Children and Young Peoples Department. This will ensure consistency of data and enable us to set targets that are comparable with other agencies.

We will disaggregate the results of monitoring by the equality profile (race, gender, religion and disability) to identify if there were any issues or outcomes particular to one specific group. Where relevant, actions will be taken to improve any adverse outcomes for any group. The results of equality monitoring will be reported to the school governors annually. Any identified improvements will be included in the School's Improvement Plan. The results of such monitoring and analysis will be published, to enable viewing by any interested party.

## **EQUALITY IMPACT ASSESSMENT (EIA)**

The school's Equality Impact Assessment will be carried out on all of our key policies at least once every three years. We will ensure that the Equality Impact Assessment process is updated in line with new legislation.

The Equality Impact Assessment template is based upon the relevant equality duties. For each of the school's functions the Equality Impact Assessment process will cover the following areas:

- The advancement of equality of opportunity
- The elimination of unlawful discrimination, harassment and victimisation
- To foster good relations between different groups of our community
- The promotion of positive attitudes to disability
- The participation by disabled people in public life
- The meeting the need of disabled people, even when that means treating them more favourably than non-disabled people.
- Improving health and wellbeing

The outcome of equality impact assessments will be reported to the school governors. Any identified improvements will be included in the School's Improvement Plan (*see Appendix 1 for template EIA*).

The local Authority will ensure all template policies in relation to education provision and employment have been informed by an equality impact assessment

## **CURRICULUM EQUALITY AUDIT**

The School's curriculum equality audit tool ensures that each member of teaching staff with responsibility for a curriculum area (i) will promote inclusive and positive images of a diverse community, British Values, and examples that demonstrate "due regard" to the duty to promote good community relations; (ii) will increase the extent to which disabled pupils can participate in the curriculum, (iii) will challenge gender, racial, religious, disablist, ageist and homophobic stereotypes, e.g. prejudices about what people from particular groups should/shouldn't or can/can't do (*see Appendix 2 for template*).

## **REPORTING PROGRESS**

School Governors will monitor the School's Equality Policy and Action Plan. The Head Teacher will produce an annual report for the School Governors on progress against the Equality Policy, Equality Objectives and Action Plan. This report will include the results of consultation, equality monitoring and equality impact assessments.

The first annual report on progress against the Equality Policy and Action Plan will be produced by Autumn term 2016.

The Equality Policy and Action Plan will be reviewed every two years.

## **EQUALITY, ACCESSIBILITY AND COHESION AUDIT FOR LONGTON LANE PRIMARY SCHOOL**

### **Equality, Accessibility and Cohesion Audit and Action Plan**

This audit will identify and set out how Longton Lane Primary School will work to eliminate unlawful discrimination, harassment and victimisation; advance equality of opportunity and foster good relations between different groups within the local community. The outcome of the Equality, Accessibility and Cohesion Audit should be reported to the school governors, and the tasks and priorities identified should be used to develop an Equality Policy Action Plan for the School. School governors should monitor progress against the actions within the Equality Policy Action Plan at least quarterly.

### **How to use the audit toolkit**

To use the tool use the statements as prompts for questions or go through each question and tick the relevant box based on the evidence you gather. The boxes are coded as follows:

- A = we are confident about this; work has already been done in this area and is ongoing
- B = we haven't done much on this yet, but know what needs to be done and how to go about it
- C = we still need to do work on this area and to identify our initial priorities

Use the 'Evidence' column to identify or make cross-reference to your own examples of existing good practice (if you ticked box A) or the case for improvement (if you ticked boxes B or C).

The ultimate aim is to be able to tick the A box for every section, so use the 'Tasks and priorities' column to identify the next step towards this. Once you have identified your priorities, incorporate them into the relevant action plan (This toolkit should be used in conjunction with the action plan in the schools equality policy.). The action plan should spell out in more detail how you plan to achieve the task, who will be responsible and when it will be fully implemented.



## Longton Lane Primary School Equality, Accessibility and Cohesion Audit

Last updated: [September 2015](#)

Audit Area and Questions	A ✓	B ✓	C ✓	Evidence	Tasks and priorities	By Whom and Date
<b>Legal compliance</b>						
1. The school has produced, published and maintains an up to date Equality Policy, Equality Objectives and Action Plan.	X			Policy and action plan at GB meeting Autumn 2015	Review action plan annually Review policy every two years	HT 23/9/15
2. To demonstrate compliance with the general equality duty across its functions, the school has published on the school website its: (i) Equality Policy (ii) the outcome of the equality, accessibility and cohesion audit and action plan, and (iii) Equality Objectives		X		Policy / action plan on website after Autumn term GB meeting	Annually review action plan and equality objectives	HT end of autumn term one
3. Governors receive an annual report on progress against the School's Equality Policy, Equality Objectives and Action Plan.			X		First report due Autumn 2016	Autumn 2016 Headteacher
4. Equality impact assessments are used inform all key decisions on policies, practices, and contract commissioning			X		EIAs to be completed on main policies for full Expand EIAs to committee policies in second year	Autumn 2016  Autumn 2017
5. The equality implications are explicitly and clearly stated within all key decisions taken by the governing body	X			GB minutes demonstrate that equality implications are discussed as appropriate.		
6. Governors are confident that they understand the equality implications of a key decision (i.e. on policy, practices, and contract commissioning); at the time that the decision is taken	X			Reflected in minutes and discussions documents in Full GB and committee meetings.		
<b>The context of your school</b>						
7. Training on the Equality Legislation is given to all members of governing body.		X			Needs to be completed this year as has been over 3 years	Spring term 2016
8. Training on the Equality Legislation is given to all school staff.		X			Needs to be completed this year as has been over 3 years	Spring term 2016

**EQUALITY, ACCESSIBILITY AND COHESION AUDIT FOR  
LONGTON LANE PRIMARY SCHOOL**

<b>Audit Area and Questions</b>	<b>A</b> ✓	<b>B</b> ✓	<b>C</b> ✓	<b>Evidence</b>	<b>Tasks and priorities</b>	<b>By Whom and Date</b>
9. The general duty of the Equality Act 2010 is embedded with the School's "Codes of Conduct" for pupils and staff.	x			See codes and how they reflect the ethos of the school		
10. The duty not to discriminate, harass or victimise as set out in the Equality Act 2010 is explicitly embedded with the Pupil Home/School Agreement.	x			Home /school agreement		
11. Pupils and parents are informed about the School's Equality Policy, and their responsibilities have been made clear		x			New policy to replace old one on website when agreed with GB	HT end of autumn term one
12. The school has systems in place - for staff, parents and pupils - to actively identify, record, manage and monitor the frequency and nature of hate incidents, hate crime, discrimination, bullying or harassment	x			Follow LA systems for recording and reporting any incidents		
13. The school's Anti Bullying Policy includes discrimination, harassment, victimisation, hate incidents and hate crimes		x			Due to be reviewed Autumn 2015 – hate crime to be added	HT end of Autumn term two
14. The school is confident that disabled pupils are able to take advantage of the education and benefits, facilities or services it provides or offers.	x			Building and curriculum are both appropriate		
15. The school is confident that disabled pupils and their families have equality of access to information which the school produces (e.g. newsletters, guidance, advice, website, etc.)	x			Building and curriculum are both appropriate		
16. The school has published its "local offer" detailing relevant services available for children with disabilities and / or Special Educational Needs	x			See website		
17. The school contributes appropriately to Pupil Education, Health and Care Plan	x			None at the moment but SENCo has been trained		
18. The school provides parents, carers and guardians of "pupils with Education, Health and Care Plan" with information on how to access St.Helens Special Educational Needs and	x			See website		

**EQUALITY, ACCESSIBILITY AND COHESION AUDIT FOR  
LONGTON LANE PRIMARY SCHOOL**

<b>Audit Area and Questions</b>	<b>A</b> ✓	<b>B</b> ✓	<b>C</b> ✓	<b>Evidence</b>	<b>Tasks and priorities</b>	<b>By Whom and Date</b>
Disability Information, Advice and Support Services (St.Helens IASS).						
19. The school's Self Evaluation Process contains judgments about how well the school promotes equality and cohesion.		x			When reviewed Autumn 2015 this will be looked at and checked	HT end of Autumn term two
<b>Monitoring and impact assessment</b>						
20. The school has an accurate, up-to-date profile of its pupils, staff and governors by age, race, gender, religion, sexual orientation, and disability	x			Equal opp forms are held by HR dept for staff. Details held on SIMS		
21. The school has a list of policies that they will Equality Impact Assess (EIA), and a schedule for the completion of these EIAs			x		School has been informed that Simon Cousins will help with this aspect and then a rota can be put in place for policies	HT end of Summer term two
22. Monitored data is analysed to identify disparities for protected characteristics, and the possible causes.			x		School has been informed that Simon Cousins will help with this aspect	HT end of Summer term two
23. The results of equality monitoring and equality impact assessments inform: policies, INSET priorities, curriculum reviews and school development planning.			x		Following aspect 21 and 22 new development planning will take account	HT Autumn one 2016
24. The school systematically monitor, review and record the progress of pupils with Education, Health and Care Plans or Individual Education Plans (IEP)	x			SENCo file		
25. The School has embedded the duties of the Equality Act 2010 within its contract provisions and procurement processes	x			As per LA procurement guidance		
<b>Sense of belonging</b>						
26. There is a strong sense of children's rights and responsibilities in the school regarding equality, diversity, British Values & community cohesion	x			Pupil voice, website, teacher's planning		
27. The school has considered its role in serving the needs of any groups new to the community,	x			Works closely with High school and other community		

**EQUALITY, ACCESSIBILITY AND COHESION AUDIT FOR  
LONGTON LANE PRIMARY SCHOOL**

Audit Area and Questions	A ✓	B ✓	C ✓	Evidence	Tasks and priorities	By Whom and Date
and where appropriate has worked with others to meet these needs				groups		
28. The school works with parents of children with special educational needs as equal partners in their child's education.	x			SENCo information and SEN files for individuals		
<b>Teaching learning and curriculum</b>						
29. The curriculum is regularly assessed to ensure that it promotes British values, equality and cohesion for all protected characteristics	x			Annual review and details on website		
30. The school takes steps to increase the extent to which disabled pupils can participate in the curriculum.	x			Audit of accessibility plan	<i>Use information from the Curriculum Equality Audit (Appendix 2) to help demonstrate compliance</i>	
31. The school responds to individual needs at all levels through appropriate differentiation of the curriculum.	x			Whole school curriculum and teachers' planning.		
32. The school implements appropriate group and individual intervention programmes to address learning difficulties.	x			Provision map planning, teacher and LSA planning.		
33. Children who are considered to be new arrivals are welcomed and inducted into the school so that they settle quickly.	x			Clear induction system in place		
34. Funds devoted to the needs of children with EAL (English as an additional language) are monitored and evaluated for impact on the identified children	x			Currently NA but all EAL children have accessed services as relevant		
35. Governors are able to identify examples of reasonable adjustments made at the school	x			Buildings – ramps etc. Funding for additional support		
36. Governors are able to identify examples where British values, different cultures, religions and beliefs are respected and appreciated	x			Aware of curriculum as per website and the RE curriculum within school		
37. The governing body knows how the school tracks relative underachievement by race, disability and gender, and how successful this has been	x			Teaching, Learning and standards ctee minutes and discussions. Annual Raise online analysis		

**EQUALITY, ACCESSIBILITY AND COHESION AUDIT FOR  
LONGTON LANE PRIMARY SCHOOL**

Audit Area and Questions	A ✓	B ✓	C ✓	Evidence	Tasks and priorities	By Whom and Date
38. The school is confident that where possible excluded or self-excluded pupils are successfully re-integrated	x			Although note used recently reintegration interviews in place when needed.		
39. The systems in place to monitor hate incidents, hate crimes, discrimination, bullying or harassment, if used, have been successful				NA – never used to date		
40. Staff have monitored discipline and exclusion patterns to highlight particular groups and where relevant have discussed these with the governing body	x			Reflection logs are monitored by SLT. As appropriate individuals have been discussed with GB - none recently.		
<b>Equity and Extended Services</b>						
41. The school's Self Evaluation Process contains judgements on the contribution parents and other communities makes to pupils' learning and well being	x			See self-evaluation		
42. The governors know of the impact of: <ul style="list-style-type: none"> <li>• Partnership arrangements with other schools</li> <li>• International links</li> <li>• Use of shared facilities</li> <li>• Opportunities for intercultural activities</li> </ul>	x			GB minutes and discussions Self-evaluation		
43. The governors know how funds such as-Pupil Premium have benefited children.	x			GB minutes and discussions		
44. Governors used the criteria in the Strengthening Community section of the Head Teachers National Standards when appointing a new head teacher and/or refer to these in setting objectives in performance management	x			LA advised GB on recent appointment and ensured person spec was appropriate		

# Equality Impact Assessment Template for Schools

## Appendix 1

**Title of Policy, Decision, Practice or Programme:**

**Department:**

**Responsible Officer:**

**Date Completed:**

**Date Review Required:**

1. **Aims:** Please identify the main aims of the policy, decision or function?

2. **Impact upon different people with different protected characteristics:** It is essential that policies, decisions, practices and programmes advance equality of opportunity and foster good relations within the community, and do not leave the School vulnerable to discrimination claims.

For the purpose of this assessment, the following protected characteristics are to be given due regard when completing the assessment; age, gender, disability, race, gender reassignment, religion, sexual orientation, pregnancy and maternity, marriage and civil partnership. (Age, marriage and civil partnership do not apply to school provisions.)

The following seven principles, derived from the duties set out in the Equality Act 2010 should be considered when conducting the EIA.

**a. All learners are of equal value**

All learners and potential learners are of equal value and should benefit from the Schools policies, practices and programmes.

**b. Relevant differences should be recognised**

Treating people equally can mean treating them differently. Policies, practices and programmes must not discriminate, but may be differentiated to take account of differences of life-experience, outlook and background, and in the kinds of barrier and disadvantage which people face.

**c. Workforce development**

Policies and programmes should benefit all members of the workforce, for example in recruitment and promotion, and in continuing professional development.

**d. Positive attitudes and relationships should be fostered**

Policies and programmes should promote positive attitudes, good relations and positive interaction between all members of the community

**e. Society as a whole should benefit**

Policies and programmes should benefit society as a whole, both locally and nationally, by fostering greater cohesion, and greater participation in public life.

**f. Current inequalities and barriers should be addressed and reduced**

In addition to mitigating, avoiding or minimising possible negative impacts, policies and programmes should take opportunities to maximise positive impacts by addressing, reducing and removing inequalities and barriers that already exist.

## Equality Impact Assessment Template for Schools

### **g. Policy development should involve widespread consultation**

People affected by a policy or programme should be consulted and involved in the design of new policies, and the review of existing ones. Such consultation should be both direct and through representative organisations, and should be based on principles of transparency and accountability. Further, it should involve those who in the past have been excluded or disadvantaged, and who continue to face barriers. Examples of groups to consult with could be the School Council, Parents, Governors etc.

***Examples of possible impacts, please note this is not an exhaustive list:***

#### **General Issues Include**

- a. Accessibility – Parking, signage, buildings, toilets, lifts, information, opening times etc.
- b. Hate crime – racism, homophobia, transphobia, disablism, and religious bigotry.
- c. Translation and Interpretation arrangements – e.g. British Sign Language users, people who have a low level of literacy, speakers / readers of foreign languages.
- d. Elimination of harassment and discrimination – e.g. challenging inappropriate behaviour, less favourable treatment, and use of language linked to protected characteristics.
- e. Monitoring via consultation, complaints, satisfaction and service access or membership.
- f. Cohesion and good relations between different groups - locally and wider e.g. supporting a local charity and a charity abroad.

**Staffing Proposals:** It is essential that decisions on staffing issues do not leave the Schools vulnerable to equal pay or discrimination claims. The Schools policy is to ensure equality across all departments within its pay and grading process. This means that decisions must promote consistency in structure, job description / qualifications and pay grading.

#### **Children and Families, Carers and Lone Parents Issues Include**

- a. Flexibility in service delivery and employment for parents and people with caring responsibilities.
- b. Child friendly arrangements in service delivery and employment.
- c. Supporting children that are carers.

#### **Sexual Orientation Issues Include**

- a. Civil Partners – having the same rules, benefits or requirements as married couples.
- b. Discrimination by association – children who have same sex parents, carers or relatives.

#### **Disability Issues Include**

- a. Promote positive attitudes towards disabled people.
- b. Encourage participation by disabled people in public life.
- c. Meet the needs of disabled people, even if that means treating disabled people more favourably than non-disabled people.
- d. Providing a “local offer” detailing relevant services available for children with disabilities and / or Special Educational Needs.

***Please indicate in the table below how the needs of people who share different protected characteristics were identified, and taken into account in relation to the policy, decision or function.***

## Equality Impact Assessment Template for Schools

**'Issue' Column** for each Equality Group, consider the following issues and questions. Insert a new row for each new issue

**'How will this be taken into account?' Column** evidence of how each issue is taken into account.

**'Action' Column** for actions that address any issue that is relevant but you are unable to evidence how they are taken into account

Equality Group	Issue	How will this be taken into account?	Action	Date to be actioned by
General Issues				
Age				
Disability, SEN and Carers				
Gender (Sex)				
Human Rights				
Gender Reassignment				
Race (Ethnicity)				
Marriage and Civil Partnership				
Pregnancy and maternity				
Religion or Belief				
Sexual Orientation				
Community Cohesion				
Promoting Health				



**3. Publishing the results of the assessment:**

The Equality Impact Assessment must be used to inform key decisions on policy and practice. The equality implications must be visible to Governors (or the decision maker), when they make decisions, please attach the Equality Impact Assessment within the Decision documentation.

# Curriculum Equality Audit Template And Guidance

## Appendix 2

### Curriculum Equality Audit for Schools

Schools have a duty under equality legislation to eliminate unlawful discrimination, harassment and victimisation; advance equality of opportunity and foster good relations between different groups within the local community within the teaching and learning curriculum. Each teacher should carry out an equality and cohesion assessment of their curriculum, to ensure:

- There is equality of opportunity to access the curriculum through teaching and learning
- That they are inclusive in the language and representation used
- Promote inclusion and physical activity for disabled pupils
- Challenge stereotypes, such as gender segregation of subjects (design and technology, home economics, sciences etc)
- Promote British values, community cohesion and a positive image of a diverse community

This checklist prompts questions that can help teachers identify how they could build equalities into the curriculum. Teachers can simply consider the questions below before developing or reviewing their curriculum and lesson planning process. They can use the questions to think about ways quality and cohesion can be built into the teaching and learning programme.

*This is not an exhaustive list*

Enabling the learner to:	How is (or could) this taken into account	Actions	By Whom and Date
1. Appreciate of the needs of others, insight into the lives of people from different backgrounds.			
2. Respect different points of view, recognising and respecting different viewpoints.			
3. Experience and celebrate cultural diversity			
4. Recognise commonalities shared by people from			

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Enabling the learner to:	How is (or could) this taken into account	Actions	By Whom and Date
diverse and different backgrounds			
5. Appreciate culture in St.Helens.			
6. Recognise and challenge abuses, discrimination and injustice.			

Using the teaching programme to promote	How is (or could) this taken into account	Actions	
1. Accessible lessons: information, signage, class times, school trips, course work examples, etc			
2. The reporting of Hate Incidents; racism, disablism, homophobia, transphobia, religious bigotry			
3. The appropriate use of translation and interpretation.			
4. Positive images of a diverse community: locally, regionally, nationally and internationally.			
5. Can you promote opportunities for the interaction between groups that do not usually get to mix? For example, can you promote activity between pupils and their equivalents with one of our twin towns? (Chalon, France and			

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Using the teaching programme to promote	How is (or could) this taken into account	Actions	
Stuttgart, Germany)			
6. The challenging of gender, racial, religious, disablist, ageist and homophobic stereotypes i.e. improving attitudes and values by challenging myths and prejudices about what people from particular groups should or shouldn't or can and can't do. <i>(Faith schools can omit examples that deal with sexual orientation and gender reassignment)</i>			
7. An awareness of the support needs for children that are carers			
8. A positive image of Civil Partners – having the same rules, benefits or requirements as married couples			
9. A recognition that people can suffer discrimination by association – e.g. children who have same sex parents, carers or relatives			
10. Positive images and a positive attitudes towards disabled people			