



# **The Complete Works Policies**

## **Equality, Inclusion and Diversity Policy**

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## Contents

<b>1. Aims</b>	<b>3</b>
<b>2. Policy Links</b>	<b>3</b>
<b>3. Definition</b>	<b>3</b>
<b>4. Our Objectives</b>	<b>3</b>
<b>5. Bullying including Transphobic Bullying</b>	<b>4</b>
<b>6. Admissions</b>	<b>4</b>
<b>7. Religious Belief</b>	<b>5</b>
<b>8. Responsibility</b>	<b>5</b>
<b>9. Transgender Inclusion</b>	<b>7</b>
<b>10. Staff Training</b>	<b>7</b>
<b>11. Parents and carers</b>	<b>8</b>
<b>12. Recruitment and Selection</b>	<b>9</b>
<b>13. Concerns and Complaints</b>	<b>10</b>
<b>14. Monitoring and Review</b>	<b>10</b>
<b>Appendix 1</b>	<b>11</b>

## **1. Aims**

The aim of the policy is to ensure that at The Complete Works (TCW), no student, staff member or parent is discriminated against either directly or indirectly on the grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy or maternity, race, religion or belief, sex or sexual orientation.

The policy will be implemented in accordance with the appropriate statutory requirements and full account will be taken of all available guidance and in particular any relevant Codes of Practice. TCW will constantly strive to create a productive environment, representative of and responsive to different cultures and groups, where everyone has an equal chance to succeed.

The terms equality, inclusion and diversity are at the heart of this policy. The very nature of our school means that every one of our students and staff are unique and their own person. 'Equality' means ensuring everyone has the same opportunities to fulfil their potential free from discrimination. 'Inclusion' means ensuring everyone feels comfortable to be themselves at work and feels the worth of their contribution. 'Diversity' means the celebration of individual differences amongst the workforce. We will actively support diversity and inclusion and ensure that all our students, staff and parents are valued and treated with dignity and respect. We want to encourage everyone in our school to reach their potential.

## **2. Policy Links**

This policy supports/complements the following policies:

- Behaviour Policy
- SEN Policy
- Safer Recruitment
- Anti-Bullying Policy

## **3. Definition**

Throughout this policy, harassment, discrimination and bullying includes all of our Trans, non-binary and gender exploring staff and students.

## **4. Our Objectives**

TCW is committed to promoting and developing inclusion & equality of opportunity in all its functions. We will:

- Provide fair and enriching opportunities for all members of our community
- Promote diversity within society and acceptance of all members of society
- Communicate our commitment to equality and diversity to all members of its community
- Celebrate our individuality and diversity
- Educate and develop positive attitudes and celebrate the differences within society and what makes each of us unique.
- Cover equality issues in the curriculum as part of our focus on our students' spiritual, moral, social and cultural (SMSC) development
- Include and value the contribution of all families to our understanding of equality and diversity
- Provide and promote positive information about the diversity of UK society
- Help ensure that discrimination does not occur within our community

- Ensure no one is disadvantaged because of their age; disability; gender reassignment; marriage and civil partnership; pregnancy and maternity; race; religion or belief; sex; sexual orientation.
- Respond rapidly and fairly where discrimination, bullying, harassment or verbal or physical abuse are against a member of TCW in relation to the protected characteristics.
- Provide positive non-stereotyping information about different groups of people regardless of age, disability, gender, gender identity, marriage or civil partnership, pregnancy, race and nationality, religion or belief or sexual orientation.
- Plan systematically to improve our understanding and promotion of diversity;
- Actively challenge discrimination, disadvantage, bullying, harassment or abuse.

Specifically for our students, we will:

- Provide a secure environment in which all our children can flourish and achieve all five outcomes of 'Every Child Matters' (be healthy, stay safe, enjoy and achieve, make a positive contribution, and enjoy economic well-being);
- Provide a learning environment where all individuals see themselves reflected and feel a sense of belonging;
- Prepare children for life in a diverse society in which children are able to see their place in the local, regional, national and international community.

To achieve these aims we will:

- Publish and share school policies to the whole School community
- Collect and analyse data (such as admissions data, application data, examination results and bullying, harassment and discrimination incident data) to monitor any potential disadvantage amongst staff and students
- Help to overcome any potential barriers to learning by providing for pupils' diverse needs and learning styles including any learning support needs and/or disabilities a pupil may have
- Ensure the wider school curriculum promotes and celebrates equality and diversity
- Operate a clear zero tolerance policy towards abusive or discriminatory behaviour towards staff or students
- Work in partnership with families and the wider community to establish, promote and disseminate inclusive practice and help tackle discrimination
- Recognise the contribution of all students, staff, parents and other partners and which is supportive, fair, just and free from discrimination
- Continue to develop preventative measures to deal with discrimination including promoting human rights and equality, trans rights and rights of those within the LGBTQ+ community through the PSHE Curriculum
- Ensure that the wider school curriculum makes explicit and implicit provision to promote and celebrate diversity
- Have high expectations of behaviour which demonstrates respect to others.

## **5. Bullying including Transphobic Bullying**

We take all experiences of bullying and hurtful behaviour resulting from bullying such as racism seriously. We invite all our students in particular to talk to us about bullying, where it happens, who is doing it, and what it involves. Please see our Anti-Bullying policy for further information.

## **6. Admissions**

TCW treats every application for admission in a fair and equal way in accordance with this policy and the School's Admissions Policy. TCW accepts applications from any protected characteristic. We will

be unable to offer a place to a student if we cannot adequately cater for and/or meet their needs, even after reasonable adjustments have been considered.

#### Educational Services

- TCW affords students access to educational provision for what they have been referred for and agreed irrespective of any protected characteristic subject to the School's obligations under the Equality Act 2010 and considerations of safety and welfare.
- TCW will not discriminate against a pupil on the grounds of any protected characteristic by excluding them or subjecting them to any other detriment.
- TCW will seek to educate pupils in a multicultural, anti-racist/homophobic/LGBT+phobic environment using the curriculum, assemblies, PSHE programme to promote understanding and appreciation of other faiths, races and cultures.
- TCW recognises that discrimination may be, for example, direct, indirect or arising from disability whether or not it was intentional. Harassment and bullying in all its forms is unacceptable and will be dealt with in accordance with the Anti-bullying and Behaviour Policies.

#### The Complete Works will:

- Treat all members of TCW community with respect and dignity and seek to provide a positive working and learning environment free from discrimination
- Endeavour to meet the needs of all children and ensure that there is no unlawful discrimination on the grounds of any of the protected characteristics listed above
- Ensure those pupils with a statement of special educational needs (or Education Health and Care Plan) receive necessary educational and welfare support
- Challenge inappropriate discriminatory behaviour by pupils, staff and parents
- Foster a culture which promotes openness and encourages pupils to come forward if they have experienced discrimination.
- Ensure that all staff are aware of their responsibilities promote equality of opportunity and are given appropriate training and support
- Work with parents and external agencies where appropriate to combat and prevent discrimination in School
- Ensure that it reviews, monitors and evaluates the effectiveness of inclusive practices.

### **7. Religious Belief**

TCW is inclusive and welcomes and respects the rights and freedoms of individuals from other religions and faiths (or no religion or faith).

#### Reasonable Adjustments

- TCW has an ongoing duty to make reasonable adjustments for pupils with a disability to ensure they do not suffer a substantial disadvantage in comparison to non-disabled pupils.
- TCW will inform and consult with parents about what reasonable adjustments, if any, TCW is able to make for their disabled child. TCW will carefully consider any proposals for auxiliary aids and services in light of a pupil's disability and work with referrers to gain access to these.
- TCW has a duty to make reasonable adjustments for staff or pupils who request to be known as gender neutral, gender fluid, are undergoing gender reassignment or are transgender.

### **8. Responsibility**

The Senior Leadership Team Responsibilities:

- Ensuring that the school complies with equality legislation;
- Meeting requirements to publish equality schemes;
- Scrutinising the recording and reporting procedures at least annually;
- Following the approved admissions policy, which is fair and equitable in its treatment of all groups;
- Monitoring attendance and take appropriate action where necessary;
- Applying equal opportunities in staff recruitment and professional development
- Providing information in appropriate, accessible formats;
- Being involved in dealing with serious breaches of the policy.
- Implementing the policy and its strategies and procedures;
- Being proactive in recruiting high-quality applicants from under-represented groups.
- Ensuring that all staff receives appropriate and relevant continuous professional development;
- Actively challenging and taking appropriate action in any cases of discriminatory practice;
- Dealing with any reported incidents of harassment or bullying, including transphobic harassment or bullying in line with LA guidance;
- Ensuring that all visitors and contractors are aware of, and comply with, the school's equality and diversity policy;
- Producing a report on progress for the trustees annually.

#### All Staff Responsibilities:

- Being vigilant in all areas of the school for any type of harassment and bullying;
- Dealing effectively with all incidents from overt name-calling to the more subtle forms of victimisation caused by perceived differences;
- Identifying and challenging bias and stereotyping within the curriculum and in the school's culture;
- Promoting equality and good relations and not discriminate on grounds of race, gender, religion, age and sexual orientation;
- Promoting an inclusive curriculum and whole school ethos which reflects our diverse society;
- Keeping up to date with equality legislation, development and issues by attending relevant training and accessing information from appropriate sources.
- Reporting any incidents using the school's MyConcern reporting system and monitoring these accordingly.
- Specific actions
- Staff
- Staff will treat each other and all students with respect.
- Staff will examine the ideas and images in books and other resources and will challenge negative images and give all students positive images.
- Policies on display in the school will reflect its multi-racial population.
- Attendance at in-service training courses on equal opportunities will be encouraged.
- Staff will make every effort to understand the origins and nature of racism and sexism and to recognise their own prejudice where it exists.
- The school values the fact that many students are bilingual and will encourage the teaching and/or use of community languages.
- Positive links will be developed with the homes of students and communities from which our students come
- Preventing and dealing with discriminatory behaviour, abuse, bullying and intimidation is the responsibility of all staff.
- Appointment and promotion of staff will be made and monitored in accordance with the school's Recruitment policy.

- Infringement of the policy will be seen as a disciplinary issue and will be dealt with according to the staff disciplinary procedures as specified in the staff handbook.
- Students
- All students are valued for themselves and can expect to have their culture and language treated positively and with respect.
- Students will be given the opportunity in the classroom to discuss and to identify and understand racism, sexism and other forms of prejudice.
- If students feel they have been racially abused or bullied they should report the matter immediately to any member of staff
- All students can expect to be listened to and have their complaints investigated. If a student feels that their complaint has not been properly dealt with they may take the matter to the Headteacher.
- Students who have suffered racist or sexist behaviour, abuse, bullying or intimidation will be supported by the school. Anyone who has committed such offences will be dealt with in accordance to our Behaviour Policy
- All students should treat each other and staff with respect.

#### Parents/Carers and Visitors or Contract Staff:

- Parents/Carers are very important to the school and in particular they have much to contribute to our equal opportunities policies; their views are welcome and valued at all times. We ask that all Parents/Carers fully support the school's Equal Opportunities policy.
- The school will discuss with parents/carers any incidents of racist or sexist abuse or bullying in which their child has been involved.
- If parents/carers are aware of incidents of racism, sexism or bullying then they should contact the school.
- Any visitors or contract staff visiting or working at the school who become aware of any incidents of racism or sexism should report them to the Headteacher or one of the senior staff. They should also abide by the code of conduct established by the school in relation to equal opportunities and racial equality.

### **9. Transgender Inclusion**

This policy provides guidance on how to ensure trans members of the community feel equally welcomed, represented and safe. We are committed to supporting our staff and students and this practice can be used to inform support provided to trans children and young people.

A whole school approach prevents harmful bullying and harassment of trans pupils, students and staff in the school community will be prevented or minimised and all students will feel prepared for life in the modern world.

We ensure to communicate our commitment to supporting trans inclusion to parents and carers in all communication to our parents, via email, newsletter or student report. Our language is positive and inclusive. As part of our work to promote our school value of respect we are...'; or: 'As part of our ongoing commitment to improving equality and preventing trans bullying we are...'

We signpost from our website where parents and carers can find more information about trans and non-binary identities.

- The Complete Works acknowledge there are a diversity of views about trans inclusion and will listen respectfully to concerns

- The Complete Works complies with local authority guidance and the Equality Act to prevent and respond to all forms of bullying, including trans and homophobic bullying and prejudice and to ensure all children and young people feel safe to learn
- The Complete Works are preparing children and young people for life in modern Britain where they are going to meet and work alongside a range of people
- The Complete Works are constantly developing its equality practice across all protected groups and efforts are being made to ensure all groups feel safe, represented and included.
- Language
- Staff need to be aware of how they address students, e.g. the language of 'ladies' and 'gents' may reinforce certain stereotypical ideas of femaleness or maleness. Addressing the group as 'Students' offers inclusivity. Equally asking for two strong boys to move a piece of classroom furniture implies that girls cannot be physically strong.
- Avoid excluding those who do not identify as male or female (for example, non-binary), as well as not making assumptions about someone's gender identity based on their gender expression. Staff use gender-neutral language that reflects their community such as, teachers, staff, Hub staff, learners, Year 8, folks, partner, all genders etc. and use it when appropriate.
- The Complete Works does not deny sex and gender as important parts of our identity, we use binary language to talk about sexism, sexual harassment and sex specific life experiences. Where someone's gender is known then we would use mum, Father, him or they when referring to someone specific.
- All staff, pupils and students should use the name, pronoun and honorific (Ms/Mr/Mx) requested. It is usual for it to take time to adjust to a new name and or pronoun, particularly when you have known the pupils or students for a long period of time, however an effort should be made to get it right and if mistakes are made to thank someone for pointing this out and do better next time.
- All staff are asked to include their pronouns on their email signatures and to address themselves using pronouns at meetings. The Complete Works use this as a way of modelling open discussion about pronouns and to normalise the understanding that a person's pronouns and gender identity may not be obvious from their appearance.
- Statement on good practice in working with trans children and young people in our school
- Disclosures of trans identity will be shared with the Education Support Officer and/or the Onsite Leader to ensure appropriate decisions are made to support the child or young person
- We will take our lead from children and young people and involve them in making decisions that will affect them
- We will involve family members, with the agreement of the trans pupil or student, in making decisions about their child
- We will respect and use the student's new name, pronouns and title (and apologise for any mistakes made)
- We will update our records. The Education Coordinator will be responsible for this and communicating changes made
- The Complete Works toilet facilities are gender neutral and we recognise that trans people (as defined under gender reassignment in the Equality Act) can use facilities of their self-identified gender
- We will support all students to wear appropriate clothes in line with their gender identity
- We will support trans students to access medical appointments if required
- We will take confidentiality seriously and not 'out' a trans child or young person without their permission



- We will provide additional support to a trans child or young person and or their parents, carers and siblings by referring them to The Proud Trust and other local services as appropriate
- We will use the curriculum and other opportunities to challenge gender stereotyping, sexism, homophobia, biphobia and transphobia and will represent diversity as part of our wider equality work
- We will identify, record and challenge all prejudiced incidents and bullying including those which are sexist, homophobic, biphobic and transphobic.

#### **10. Staff Training**

All staff will be provided with annual training to develop trans awareness and confidence. Staff will be given information in regards to the correct terminology and vocabulary e.g. correct use of pronouns and names, and in challenging gender stereotypes, sexism and transphobia. Staff working with individual trans and gender exploring children and young people will need additional, specialist training to provide pastoral support. This may be meeting with our Head of Safeguarding and Wellbeing or our School Counsellors.

#### **11. Parents and carers**

We aim to build positive relationships with our parents and carers. We use a range of professionals and support to break down any barriers to enable open and transparent conversations about equality practice. All parents and carers should feel that their child and family is represented within the setting.

#### **12. Recruitment and Selection**

TCW recognises that discrimination is unacceptable and although equality of opportunity has been a long standing feature of our employment practices and procedure, we have made the decision to include this in our policy. Breaches of the policy will lead to disciplinary proceedings and, if appropriate, disciplinary action up to and including dismissal.

In order to ensure equal and fair opportunities for applicants we will:

- Adopt a consistent, non-discriminatory approach to the advertising of vacancies.
- Ensure that promotion and advancement will be made on merit and all decisions relating to this will be made within the overall framework and principles of this policy.
- Job descriptions will be revised to ensure that they are in line with this policy. Job requirements will be reflected accurately in any personnel specifications.
- Ensure that applicants who apply for jobs with us will receive fair treatment and will be considered solely on their ability to do the job.
- Establish that all interview questions will be related to the requirements of the job and will not be of a discriminatory nature.
- Have at least 2 members of staff on each interview panel.
- Make sure that selection decisions will not be influenced by any perceived prejudices of other staff.

The recruitment and selection process is crucially important to any equality, inclusion and diversity policy.

- We will endeavour through appropriate training to ensure that employees making selection and recruitment decisions will not discriminate, whether consciously or unconsciously, in making these decisions.

- We will not confine our recruitment to areas or media sources which provide only, or mainly, applicants of a particular group. Capitalising on what is unique about individuals and drawing on their different perspectives and experiences will add value to our school. By accessing, recruiting and developing talent from the widest possible talent pool we can generate greater creativity within our school.
- All employees involved in the recruitment process will periodically review their selection criteria to ensure that they are related to the job requirements and do not unlawfully discriminate.

Please see the Safer Recruitment Policy for further information.

### **13. Concerns and Complaints**

TCW will seek to provide a supportive environment for those who make claims of discrimination and/or harassment.

- Any pupil who believes that they have been discriminated against or have been subject to discriminatory conduct should talk to their teacher, counsellor or DSL.
- Any pupil who harasses another pupil on the grounds of any protected characteristic will be subject to TCW's disciplinary measures in accordance with the Behaviour Policy.
- If parents feel this policy has been breached they should raise their concern or complaint through the TCW's Complaints Policy which is available on TCW website or can be available upon request.

### **14. Monitoring and Review**

- This policy is monitored on an ongoing basis to evaluate its effectiveness and ensure appropriate steps can be taken to eliminate unlawful discrimination.
- This policy is reviewed on an annual basis to ensure the aims of the policy are carried out in accordance with TCW's equality obligations.

*If you have any suggestions or comments regarding this policy, please email [suggestions@tcw.org.uk](mailto:suggestions@tcw.org.uk)*

## **Appendix 1**

The legal and local framework for this policy is:

- Race Relations Act 1976 (as amended in 2000)
- Race Relations Act (Statutory Duties) Order 2001;
- Disability Discrimination Act 1995 (as amended in 2005)
- Children Act 2004
- Equality Act 2010
- Education and Inspections Act 2006
- Duty to Promote Community Cohesion, Education and Inspections Act 2006
- Sex Discrimination Act 1975;
- Race Relations Act 1976;
- Disability Discrimination 1995;
- Sex Discrimination Act (Public Authorities) (Statutory Duties) Order 2006;
- Employment Equality (Religion and Belief) Regulations 2003;
- Employment Equality (Sexual Orientation) Regulations 2003;
- Employment Equality (Age) Regulations 2006.

For further guidance cross refer to the Equality and Human Rights Commission (URHC).