

Date of policy: January 2016
Date of Review: January 2019
Agreed by Governing Body March 2016



Warden House Primary School Gender Equality Policy

The aim of this policy is to ensure that Warden House Primary School promotes equality and eliminates sexual discrimination and harassment. It is our duty to give due regard, proportionality and relevance to the need to eliminate unlawful discrimination and harassment on the grounds of sex and promote equality of opportunity between women and men, including boys and girls. It applies to all members of the school community and, in conjunction with all the school's equality policies and procedures, is central in meeting our school aims.

The policy clarifies the role that the school has in demonstrating gender equality and fairness in all aspects of its work. This includes:

- policy making;
- the treatment of pupils;
- treating men and women employees equitably through our employment practices such as recruitment, training, promotion and flexible working.

We recognise that men, women, boys and girls are not starting from an equal footing and identical treatment will not always be appropriate to tackle gender inequality. It is important that all have the very best opportunities regardless of gender.

We acknowledge that we also have an obligation to eliminate discrimination and harassment towards current and potential trans-sexual staff and service users. We also have a duty to eliminate unlawful discrimination and harassment on the grounds of sexual orientation and religious belief.

Gender Equality Scheme (GES)

Our Gender Equality Scheme, published in the Equality Scheme Action Plan, identifies when and by whom all our practice and policies will be reviewed and assessed for GE issues. Areas for development will be prioritised in an ongoing programme of evaluation and improvement. All policies will be reviewed by the Governing Body at least once within a five year cycle and, at specific times in the year, all our work will be reviewed by identified personnel.

Our scheme will be drawn up in consultation with employees, service users, unions and other stakeholders. We will also take into account any information already known about GE issues through monitoring of current policies and practices. Consideration will also be given to the need to assess and address the causes of any gender pay gap and to set appropriate objectives.

The GES will be implemented within three years of its publication and reviewed at least every three years.

Responsibility for the Policy

Responsibility for promoting and managing equality and diversity within the school rests with the Governing Body. The Principal is responsible for day to day management issues. All members of the school community will have responsibility for following policy and promoting GE. The school will also work in partnership with others, for example, the Local Authority and its HR Department for personnel related issues.

Any intentional infringement of the policy is treated as a serious matter. Action may be taken by the school against any member of staff, using the most appropriate procedures, where there is sufficient evidence to support it. Such action may include the use of conciliation, mediation, competency or disciplinary procedures.

Individuals who believe that they have been unfairly discriminated against under the terms of the Policy may direct a complaint to the Principal in line with the school's complaints policy.

The policy will apply to all staff and pupils. Parents, visitors, contractors and any other persons connected to the school are expected to comply with the GE policy.

Practice Guidelines

The following sections detail the steps the school adopts to develop and implement fair policies in relation to staff and pupils. This complies with its commitment to promote and manage equality and diversity.

Employment

Recruitment and Selection

Good practice is pursued in the area of staff recruitment and selection to ensure equality of opportunity for all applicants. Job vacancies are advertised in line with appropriate Policies and legislation relating to gender equality to ensure either direct or indirect discrimination takes place with respect to gender equality.

In the event of a complaint of discrimination from either internal or external applicants for vacancies, the Governor or Principal leading the selection is expected to detail the criteria on which the selection decision was founded and demonstrate that the successful applicant was the one who most closely met the criteria.

Training, Development, Promotion and Career Progression

It is the policy of the school to provide appropriate training and development for all its employees in line with the school's developmental needs and the performance management of its employees.

The needs of the job, individual ability and performance are the only appropriate criteria considered in an employee's annual Performance Management cycle. In addition, those responsible for undertaking PM interviews ensure that no employee has any reason to believe that unlawful discrimination has been an element in any decision. Similarly those on part-time, temporary and fixed term contracts receive equal consideration, subject to appropriate opportunities arising.

Probation

Where probationary requirements are applicable to an appointment, their implementation, including orientation, training, monitoring, guidance and recommendation for permanent appointment is managed fairly and without discrimination.

Grievance

The school ensures that any grievance relating to discrimination is treated seriously and promptly. Staff who believe that they have been discriminated against can pursue the matter by raising a complaint, in accordance with the grievance procedure applicable to their post.

Discipline

Failure to comply with or conform to the Gender Equality Policy is treated as a serious disciplinary matter.

Dismissal and Redundancies

School employees who have been delegated responsibility for identifying members of staff for dismissal on the grounds of redundancy do not unlawfully discriminate.

Pupils

Selection and Admission of Pupils

The school's admissions policy does not use gender as a criterion for admission.

Pupil progress

The school states in its mission statement a range of opportunities and ambitions for all its pupils and the community. The school will use every opportunity to ensure its practice is not discriminatory and then review that it has not been discriminatory by scrutinising the outcomes that the school achieves (e.g.: performance in KS2 SATs) for differences that may be significantly impacting on pupils because of their gender. Any actions will be identified in the Gender Equality Scheme.

Discipline and behaviour

In respect of their conduct, staff and pupils are expected to behave courteously, and not to engage in behaviour that is, or is likely to be, prejudicial to the good order or to the reputation of the school and its rules. Analysis of incidents and any patterns that might be related to gender will be identified and included in the GES. All staff are responsible for ensuring that incidents of sexist behaviour are dealt with, recorded and referred to the relevant member of SMT. A log of any gender related incidents is maintained by the Principal and held in his office, all staff have an obligation to report any incidents relating to gender equality.

Monitoring the Policy

The school monitors information relating to:

- all groups of pupils
- attainment, achievements and progress
- incidents relating to pupils in school
- all activities that relate to staff recruitment and selection, and to career development and opportunities for promotion
- all engagements with the school by members of the community
- pupil participation, exclusions, rewards, sanctions, bullying and sexist behaviour, admissions and attendance etc.
- the content of the curriculum
- Pupils' personal and social development and pastoral care, taking into account the outcomes of the Every Child Matters agenda.
- Staff recruitment, training and promotion

The Principal reports on the results of this assessment and monitoring on an ongoing basis in the Head teacher's reports and by presentations to the Governing Body. The Policy, along with any associated codes of practice and procedures, will be subject to regular review to ensure that the school's commitment to promoting and managing equality and diversity.

Flow Chart of Complaint / Concern

