

DIVERSITY, EQUALITY AND INCLUSION POLICY

To realise – in mind, body and spirit – the full potential of every member of the St Edmund's Family, through Catholic values, learning, service and leadership.

Avita Pro Fide

St Edmund's is committed to ensuring the welfare and protection of children in its care and this commitment is a fundamental part of the role of every person employed by St Edmund's. St Edmund's College and Prep School (the 'College / we') is an equal opportunities employer. All members of our community, whatever their function, status or ability, should be held in equal esteem.

In order to promote an environment within which the College can call upon the widest possible range of knowledge, skill and experience, as well as ensuring compliance with relevant legislation and codes of practice, it is our policy not to discriminate against anyone.

We are committed to promoting equal opportunities in employment and creating a workplace culture in which diversity and inclusion are valued and everyone is treated with dignity and respect. As part of our zero-tolerance approach to discrimination in any form, all employees and job applicants will receive equal treatment regardless of age, disability, gender reassignment, marital or civil partner status, pregnancy or maternity, race, colour, nationality, ethnic or national origin, religion or belief, sex or sexual orientation (**Protected Characteristics**). We are also committed to providing equitable treatment to all those we deal with as an organisation, including students, contractors, visitors and suppliers

This policy is for guidance only and applies to all employees, officers, consultants, contractors, volunteers, interns, casual workers and agency workers. It does not form part of any contract of employment or other contract to provide services, and we may amend it at any time. This policy applies to all aspects of employment with the College, including recruitment, pay and conditions, training, appraisals, promotion, conduct at work, disciplinary and grievance procedures and termination of employment.

1 Discrimination

You must not unlawfully discriminate against or harass other people, including current and former staff, job applicants, , students, parents, suppliers, contactors and visitors. This applies within and outside the College (when dealing with students, their families/carers, suppliers or other College-related contacts or when wearing a college uniform). And on college related trips or events, including social events.

The following forms of discrimination are prohibited under this policy and are unlawful:

Direct Discrimination: treating someone less favourably because of a Protected Characteristic. Direct discrimination can include associative discrimination, where a person is treated less favourably because of their association with an individual with a Protected Characteristic, and perception discrimination, where a person is treated less favourably because of the mistaken belief that they possess a Protected Characteristic

Indirect Discrimination: a provision, criterion or practice that applies to everyone but adversely affects people with a particular Protected Characteristic more than others and is not

justified. For example, requiring a job to be done full-time rather than part-time would adversely affect women because they generally have greater childcare commitments than men. Such a requirement would be discriminatory unless it can be justified.

Harassment: this includes sexual harassment and other unwanted conduct related to a Protected Characteristic, which has the purpose or effect of violating someone's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for them. Harassment is dealt with further in the College's Dignity at Work Policy and Prevention of Sexual Harassment policy.

Victimisation: retaliation against someone who has complained or has supported someone else's complaint about discrimination or harassment. This includes where someone mistakenly believes that the person victimised has done so.

Disability Discrimination: this includes direct and indirect discrimination, any unjustified less favourable treatment because of the effects of a disability, and failure to make reasonable adjustments to alleviate disadvantages caused by a disability.

2 Recruitment and Selection

The staffing process is governed by the College's Safer Recruitment and Selection Policy. It is designed to achieve the best match between, on the one hand, the individual's knowledge and skills, experience and character and, on the other hand, the requirements of the vacant post.

Recruitment, promotion, and other selection exercises such as redundancy selection will be conducted on the basis of merit, against objective criteria that avoid discrimination. When recruiting or promoting, we will aim to take steps to improve the diversity of our workforce and provide equality of opportunity. Shortlisting and interviewing should be done by more than one person where possible.

Vacancies should generally be advertised to a diverse section of the labour market. Advertisements should avoid stereotyping or using wording that may discourage particular groups from applying.

Job applicants should not be asked questions which might suggest an intention to discriminate on grounds of a Protected Characteristic. For example, applicants should not be asked whether they are pregnant or planning to have children.

Job applicants should not be asked about health or disability before a job offer is made, except in the very limited circumstances allowed by law: for example, to check that the applicant could perform an intrinsic part of the job (taking account of any reasonable adjustments), or to see if any adjustments might be needed at interview because of a disability. Where necessary, job offers can be made conditional on a satisfactory medical check.

We are required by law to ensure that all employees are entitled to work in the UK. Assumptions about immigration status should not be made based on appearance or apparent nationality. All prospective employees, regardless of nationality, must be able to produce original documents (such as a passport) before employment starts, to satisfy current immigration legislation. The list of acceptable documents is available from the HR Department or UK Visas and Immigration.

To ensure that this policy is operating effectively, and to identify groups that may be underrepresented or disadvantaged in the College, we monitor applicants' sex, sexual orientation, marital or civil partner status, pregnancy or maternity, gender reassignment, race, colour, nationality, ethnic or national origin, religion or belief, disability and age as part of the recruitment procedure. Provision of this information is voluntary and it will not adversely affect an individual's chances of recruitment or any other decision related to their employment. The information is removed from applications before shortlisting, and kept in an anonymised format solely for the purposes stated in this policy and in accordance with data protection legislation. Analysing this data helps us take appropriate steps to avoid discrimination and improve equality, diversity and inclusion.

3 Disabilities

If you are disabled or become disabled, we encourage you to tell us about your condition so that we can consider what reasonable adjustments or support may be appropriate. We will make such adjustments to work arrangements or premises as are reasonable to enable a disabled staff member to carry out his or her duties. This will include, but is not limited to, consideration of the provision of specialist equipment, role redesign, retraining and flexible hours.

Where, during the course of their employment, a disabled member of staff recognises their need for a reasonable adjustment to be made to work arrangements or College premises, he or she should discuss this requirement with the HR Director. The expertise of the disabled staff member concerning their own disability will be recognised, although the College reserves the right to request independent medical opinion where appropriate.

Once an adjustment has been made, its operation may need to be reviewed at agreed intervals, to assess its continuing effectiveness.

Applicants are encouraged to inform the College about a disability early on in the recruitment process, in order that reasonable adjustments or appropriate support may be considered. A disability will not justify the non-recruitment of an applicant. Such reasonable adjustments to the recruitment procedure shall be made as are required to ensure that applicants are not disadvantaged because of their disability. For example, where written tests are used, alternative arrangements will be made for visually impaired applicants.

Before an applicant is judged, because of a reason related to their disability, to have failed to meet the requirements of a job description and person specification, or to have been less suitable than other applicants, full consideration will be given to whether reasonable adjustments can be made which will counteract this disadvantage.

4 Part-Time and Fixed-Term Work

Part-time and fixed-term employees should be treated the same as comparable full-time or permanent employees and enjoy no less favourable terms and conditions (on a pro-rata basis where appropriate), unless different treatment is justified.

Salaries for part time teaching staff are currently calculated based on the percentage of a full-time teacher's working week. We work in a fortnightly 'cycle' of 7 teaching periods per day (70 periods per cycle).

A full-time teacher is generally allocated 20% non-contact time, which equals 14 teaching periods per cycle. They would therefore be timetabled for 56 contact periods (including period 7s). Although not always the case, this would usually be broken down into 48 periods 1-6 and 8 period 7s per cycle (24 teaching periods and 4 period 7s per week).

The College must calculate salaries consistently. It may happen, therefore, that if a teacher cannot work additional periods in order to bring their timetable to the correct percentage to match their salary, the College may reduce the salary accordingly.

5 Training and Development

Structured training and development (INSET) at all levels within the College is essential to the efficient and effective delivery of high-quality education and operation of our support services and the development of the individual.

The College aims to ensure that all employees have the knowledge, skills and experience to satisfactorily meet the required standards of job performance.

Training needs will be identified through the College's Appraisal system. You will be given appropriate access to training to enable you to progress within the College and all promotion decisions will be made on the basis of merit.

6 Equal Opportunities for Students

The College, as a caring, Catholic community, aims to develop the talents of every child to achieve their potential and will ensure that no one receives less favourable treatment on prohibited grounds.

Adequate support will be provided for students who have special educational needs, including those whose first language is not English.

Teaching must promote fundamental British values and not discriminate against pupils on the basis of the protected characteristics. Advice about how to avoid discriminating unlawfully is available from the website of the Equality and Human Rights Commission.

All staff, including teachers, are expected to respect the rights of others and to respect those with different beliefs. Expressing a view in an unprofessional way that involves singling out students on grounds of sexuality, or presenting extreme views without balance on a topic, would be considered inappropriate. Any member of staff found to be discriminating in any way against a student or failing to follow College procedures, shall be subject to the College Disciplinary Policy.,

The College will ensure that boarders will not experience inappropriate discrimination because of differences arising out of gender, pregnancy or maternity, disability, race, religion or belief, cultural background, linguistic background, special educational need/s, sexual orientation, gender reassignment or academic or sporting ability. These factors must be taken into account in the care of all boarders, so that care is sensitive to different needs.

The College's plan in relation to PSHE (personal, social health and economic education) encourages respect for other people, with particular regard to the protected characteristics, in order to promote respect and a culture of tolerance and diversity among students. Students must be encouraged to respect other people, even if they choose to follow a lifestyle that one would not choose to follow oneself.

7. Monitoring

We will monitor the effectiveness of our policies and procedures in meeting our diversity, equity and inclusion objectives and to identify areas in which further resources or support are required to achieve equality of experience.

We will also monitor the treatment and outcomes of any complaints of discrimination, harassment or victimisation we receive to ensure that they are properly investigated and resolved, those who report or act as witnesses are not victimised, repeat offenders are dealt with appropriately, cultural clashes are identified and resolved and workforce training is targeted where needed.

Relevant outcomes of this monitoring are reported to the Governors on a regular basis.

Breaches of this Policy

The College takes a strict approach to breaches of this policy, which will be dealt with under our Disciplinary Procedure. Serious cases of deliberate discrimination may amount to gross misconduct resulting in dismissal.

If you believe that you have suffered harassment, bullying or discrimination, or witnessed it happening to someone else in the College, you can raise the matter through our Grievance Procedure. Complaints will be treated in confidence and investigated as appropriate.

There must be no victimisation or retaliation against staff who complain about or report discrimination. If you believe you have been victimised for making a complaint or report of discrimination or have witnessed it happening to someone else in the workplace, you should raise this through the College Grievance Procedure.

We encourage the reporting of all types of potential discrimination, as this assists us in ensuring that diversity, equity and inclusion principles are adhered to throughout the College. However, making a false allegation deliberately and in bad faith, or that you know to be untrue, will be treated as misconduct and dealt with under the College Disciplinary Procedure.

Owner of policy:	HR Director		
Reviewed by:	HR Director		
Frequency of review:	Every 3 Years		
Policy last reviewed:	Lent	2026	
Next review date:	Lent	2029	
Sub-Committee reviewed at:	Finance Sub-Committee		