



Managing Diversity Policy

May 2002

The Policy

This policy goes hand in hand with our Equal opportunities policy

Hanson School is committed to valuing and promoting Diversity in all areas of recruitment, employment, training and promotion. Hanson School will work towards an environment that is based on meritocracy and inclusiveness, where all employees can develop their full potential, irrespective of their race, gender, marital status, age, disability, religion or sexual orientation. This policy applies to all employees of Hanson School

What is Managing Diversity?

'Managing Diversity' is a more effective way of dealing with equal opportunities issues. It emphasises the business and personal benefits that accrue from valuing the differences between people, rather than just complying with the law.

Why is it important?

- It is essential that we attract and retain the most talented people; skills and ability are not, for example, the preserve of one particular ethnic group or one gender; by recognising this we can widen our recruitment pool and maximise the potential of our existing employees.

- We are committed to providing an excellent education to our students and we believe that this can be better achieved by a workforce that values and reflects the diversity of our society.

We want our students to grow up to value and celebrate diversity and respect everyone as an individual so as to promote community cohesion and create well rounded citizens.

- It has been established that employee's motivation and commitment increase if people feel valued and perceive that they are being treated fairly. Evidence from a range of sources also indicates that diversity results in more creativity and higher productivity.

- Finally, but not least, there are a number of laws that set out how employers and individuals should act. The most important ones are: Equal Pay Act 1970; Sex Discrimination Act 1975; Race Relations Act 1976, the Disability Discrimination Act 1995 and the Employment Equality, (Age) Regulations 2006.

Employer's Responsibility

- To comply with the letter and spirit of this policy.

- To value diversity in society and in our workforce as a means of broadening staffs talent base, achieving the highest levels of performance, and enabling all employees to reach their full potential.

- To identify the various behaviours and barriers that discrimination can take, and understand the negative effect these can have in the school.

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- To make all staff aware of the Policy
- To dispel the myth that only certain types of people are suitable for certain types of jobs or training.
- To monitor the application of the Managing Diversity Policy, and work towards eliminating any discriminatory practices which may be limiting the schools ability to achieve its' objectives, thereby maintaining our reputation as a fair and responsible employer.
- To take appropriate action when employees are in breach of the Policy or where the outcome of behaviour/practises might lead to a breach in the Policy

Employee Responsibility

- To comply with the letter and spirit of this policy.
- To be aware of the various behaviours and barriers that discrimination can take, and understand the negative impact these can have.
- To be sensitive to the potential impact of your own behaviour on colleagues and students.
- To co-operate with management in the elimination of any discriminatory practices which may be identified

Recruitment and Selection

Every effort should be made to attract applications from all sections of society and to ensure fair treatment throughout the recruitment process. This will include:

- Checking that job and candidate specifications are relevant and non-discriminatory.
- Ensuring that the wording and images used in job adverts reflect and appeal to all sections of society.
- Short-listing only those people whose skills and qualifications most closely match the candidate specification.
- Asking fair and consistent questions at interview.
- Keeping records of the recruitment and selection process, including interviews.
- Monitoring recruitment and selection to ensure equality of opportunity throughout the process and, if necessary, taking steps to eliminate any discriminatory practices.
- At least one member of the Panel should receive Safer Recruitment Training.

Interviewing Technique

When interviewing job applicants, employees should ask fair and consistent questions which focus on job and performance issues rather than the candidate's private life. It is unlawful to ask candidates about their family commitments or medical history unless they are clearly relevant to the job and are asked of all candidates.

Promotion and Career Development

When making decisions on promotions and career development, managers should focus on employee as individuals, with particular talents and experiences, rather than

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make assumptions based on their age, race, gender, sexual orientation, marital status or disability.

Flexible working, such as job-sharing, can also assist the School to retain the skills of valued employees who wish to continue their careers but who may have, for example, caring responsibilities outside of work.

Training

The role of training is to improve performance in the job, to develop skills, and to prepare individuals for other roles and responsibilities. As with promotion and career development, managers should focus on the development needs of individuals. For example, priority should not be given to training a man in preference to a woman, and it should not be assumed that family commitments of either men or women will limit their career ambitions. All training materials should be checked to ensure that the language and images used in them reflect the diversity of our employees and customers. Every effort will be made to accommodate the specific needs of disabled employees. A range of training options, such as open learning, computer-based training and regional seminars, will be offered to ensure that all employees have equal access to training irrespective of location or hours of work.

Grievance and Discipline

If any employee believes that they have been unfairly discriminated against they should make a complaint using the Schools Grievance Procedure. Likewise, if any employee is found to have breached the Schools Managing Diversity Policy they may be subject to disciplinary action under the Schools Disciplinary Procedure, which in serious cases may result in dismissal.

Monitoring

Human Resources will maintain records of the age, race, gender, marital status, and disability of job applicants and existing employees. However, it is the responsibility of managers to apply the Managing Diversity Policy. Any patterns of under representation (for example, where one gender or race appears to have a consistently reduced chance of promotion) should be fully investigated in conjunction with Human Resources, and any discriminatory practices identified and eliminated.

Dignity at Work

Hanson School aims to create a working environment that releases the full potential of employees and encourages their creativity and productivity. Unwanted behaviour in the form of bullying or harassment affects the dignity of everyone subjected to it. All employees have the right to be treated with consideration and respect at work. It is the Schools firm intention to create a climate free from bullying and harassment, and in which all employees feel confident to raise concerns of this kind and have them dealt with quickly, sensitively and effectively.

Who is Responsible?

Accountability for the Managing Diversity Policy lies with the Headteacher. However, responsibility for implementing the Managing Diversity Policy lies with the management of the various departments within Hanson School. Advice, guidance and support are available from Human Resources. Ultimately, a successful Managing Diversity Policy requires the genuine commitment of all employees.

How will the Policy be implemented?

The Managing Diversity Policy provides a framework and creates a minimum standard for all employees within Hanson School. The policy will be reviewed on a yearly basis.

Policy Written February 2009

Endorsed by Senior Staff
Governors

Policy implemented March 2009

To be updated Annually

Last Updated July 2009

Signed by Chair of Governors:
Date: