



**CLEATOR MOOR NURSERY SCHOOL**

**EQUALITY POLICY &  
SINGLE EQUALITY SCHEME**

**2015 – 2019**

Approved by<sup>1</sup>: \_\_\_\_\_

Date: \_\_\_\_\_

Review Date<sup>2</sup>: \_\_\_\_\_

<sup>1</sup> The Governing Body are free to delegate approval of this document to a Committee of the Governing Body, an individual Governor or the Head Teacher

<sup>2</sup> This document and the Equality Objectives should be reviewed every 4 years and information demonstrating how we are meeting the aims of the public sector equality duty should be published annually.

## REVIEW SHEET

The information in the table below details earlier versions of this document with a brief description of each review and how to distinguish amendments made since the previous version date (if any).

Version Number	Version Description	Date of Revision
Version 1	Original	June 2012
Version 3	Reformatted only	February 2014
Version 4	Reviewed and updated	September 2015

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## EQUALITY POLICY STATEMENT

At Cleator Moor Nursery School, we are committed to ensuring equality of education and opportunity for all pupils, staff, parents and carers receiving services from our school, irrespective of race, gender, disability, faith or religion or socio-economic background. We aim to develop a culture of inclusion and diversity in which all those connected to our school feel proud of their identity and are able to participate fully in school life.

We have taken an organisational approach and have ensured that all equality strands are woven into the everyday working of our school, particularly in relation to formulating policy and practice around both delivery of our service and employment but also in relation to other functions such as setting budgets, making public appointments and funding.

The achievement of pupils will be monitored by race, gender and disability and we will use this data to support pupils, raise standards and ensure inclusive teaching. We will tackle discrimination by the positive promotion of equality, challenging bullying and stereotypes and creating an environment which champions respect for all. At Cleator Moor Nursery School we believe that diversity is a strength, which should be respected and celebrated by all those who learn, teach and visit here.

The Single Equality Scheme (SES) to which this Policy Statement relates also highlights how our school has worked with and listened to the staff, pupils, parents and carers to inform development of objectives and action plans and the need and commitment required to ensure the Scheme is a success. This is underpinned by a commitment to promoting positive relationships and understanding between all groups within our school community.

The SES sets out how pupils with the following protected characteristics (previously known as equality strands) will be protected in our school from harassment and discrimination:-

- Disability
- Gender
- Race
- Religion and belief
- Sexual orientation
- Gender reassignment
- Pregnancy and maternity

This Scheme extends, however, to cover all aspects of vulnerability, including those associated with socio-economic factors (e.g. pupils from low income families), Children Looked After and those with Child Protection plans.

As well as delivering high quality services to our pupils, the school is also committed to being a good employer and as such the Scheme outlines how we meet our varied duties in terms of recruitment and employment practices. We are also committed to be fully inclusive of all community users, including parents and carers. As such, the Scheme therefore also sets out how we will work to overcome any discrimination related to the other protected characteristics:-

- Age
- Being married or in a civil partnership

This Policy Statement and Single Equality Scheme will be reviewed every three years and is reported on to the Governing Body annually.

Signed: \_\_\_\_\_ (Head teacher) Date: \_\_\_\_\_

Signed: \_\_\_\_\_ (Chair of Govs) Date: \_\_\_\_\_

## **PART 1- SINGLE EQUALITY SCHEME**

### **1. Aims of the Single Equality Scheme**

- To articulate this school's commitment to equality which permeates all school policies and practices
- To ensure that everyone who belongs to, or comes into contact with, our school community is valued and respected
- To promote equality of opportunity and eliminate unlawful discrimination, harassment or victimisation
- To comply with statutory duties under equalities legislation in one document

### **2. Purpose of the Equality Scheme**

This Equality Scheme is our school's response to the specific and general duties in the current equality legislation, which has been brought together under the Equality Act 2010 (see Appendix A). It is an attempt to capture how we are systematically establishing and implementing good practice in equality and diversity

This Equality Scheme sets out how we will:

- develop and review the Scheme and Action Plan (See Appendix B)
- eliminate discrimination
- eliminate harassment or victimisation related to any aspect of social identity or diversity;
- promote equality of opportunity;
- promote positive attitudes to all aspects of social identity and diversity;
- encourage participation by disabled people and people representing different aspects of social identity in public life;
- take steps to take account of difference even where that involves treating some people more favourably than others;
- take proportionate action to address the disadvantage faced by particular group of pupils.

### **3. Planning to Eliminate Discrimination and Promote Equality of Opportunity**

This Scheme is underpinned by the core belief that all children and young people belong to their local community and share the same rights to membership of that community and a quality education. An Action Plan linked to our objectives accompanies this Equality Scheme which identifies what we will be doing over the coming year and beyond to make our school more accessible to the whole community, irrespective of background or need. (See Part 3).

It encompasses our duties to promote positive outcomes in relation to race, gender and disability, but also identifies actions to address other social identities. It encompasses our anticipatory duties to plan ahead for the reasonable adjustments (reasonable and proportionate steps to overcome barriers that may impede some pupils) we need to make to be best placed to help disabled pupils who come or may come to our school.

The Objectives and action plan replace the school's Disability Accessibility Plan (previously required under the planning duties in the Disability Discrimination Act) as it sets out how we will increase access to education for disabled pupils, alongside other protected groups, in the three areas required:

- increasing the extent to which disabled pupils can participate in the school curriculum;
- improving the environment of the school to increase the extent to which disabled pupils can take advantage of education and associated services;
- improving the delivery to disabled pupils of information which is provided in writing for pupils who are not disabled.

The action plan is reviewed annually and progress towards the equality objectives within it is reported on regularly to the Governing Body. Equality objectives have been identified through consultation with key stakeholders including pupils, parents, Governors, staff and others in the community.

This action plan is understood and implemented by all staff and is available on the school website/on request. It will be made available in different formats and in different languages on request to the school office.

#### **4. Roles and Responsibilities for Implementing the Single Equality Scheme**

##### ***The Governing Body will:***

- ensure that our school complies with all relevant equalities legislation;
- recommend all governors receive up-to-date training in all equalities duties;
- designate a governor with specific responsibility for the Single Equality Scheme;
- draw up, publish and implement our school's equality objectives;
- establish that the action plans arising from the Scheme are part of our School Development Plan;
- support the Head teacher in implementing any actions necessary;
- ensure that people are not discriminated against when applying for jobs at our school on grounds of race, gender, disability, faith/religion, age, gender reassignment etc.
- take all reasonable steps to ensure that our school environment gives access to people with disabilities, and also strive to make school communications as inclusive as possible for parents, carers and pupils;
- welcome all applications to join our school, whatever a child's socio-economic background, race, gender, disability, faith/religion etc;
- ensure that no child is discriminated against whilst in our school on account of their race, gender, disability, faith/religion etc;
- inform and consult with parents about the Scheme;
- evaluate and review the Scheme every three years;
- evaluate the objectives and action plan yearly.

##### ***The Head teacher (or Senior Leader responsible for Equalities) will:***

- ensure that staff and parents are informed about the Single Equality Scheme;
- ensure that staff understand the broad legal definition of disability;
- ensure that the Scheme is implemented effectively;
- manage any day to day issues arising from the Scheme whether for pupils, for our school as an employer or for our local community;
- ensure staff have access to training which helps to implement the Scheme;
- monitor the Scheme and report to the Governing Body at least annually, on the effectiveness of the Scheme, Objectives and Action Plan;
- ensure that the SLT are kept up to date with any development affecting the Scheme/action plan arising from the Scheme;
- provide appropriate support and monitoring for all pupils and specific and targeted pupils to whom the Scheme has direct relevance, with the assistance from relevant agencies;
- ensure that all appointments panels give due regard to this plan, so that no one is discriminated against when it comes to employment or training opportunities;
- promote the principle of equal opportunity when developing the curriculum, and promote respect for other people and equal opportunities to participate in all aspects of school life;
- treat all incidents of unfair treatment and any incidents of bullying or discrimination, including racist incidents, with due seriousness;
- report any incidents of racism in accordance with the Equality Act and LA guidance;

- deal with complaints of discrimination and harassment speedily and according to LA and national guidelines and notify complainants of the outcome and actions taken;
- in the event of expectations not being met, ensure action is taken in accordance with the status of those involved e.g. pupil, member of staff, volunteer etc..

**All Staff: teaching and non-teaching and Other Adults involved with our School will:**

- accept that this is a whole school issue and support the Single Equality Scheme;
- be aware of the Single Equality Scheme and how it relates to them;
- keep themselves up-to-date with relevant legislation and attend school organised training and information events;
- make known any queries or training requirements;
- ensure that all pupils are treated fairly, equally and with respect, and will maintain awareness of our school's Equality Scheme and its Equality Objectives;
- strive to provide material that gives positive images based on race, gender and disability, and challenges stereotypical images;
- ensure that pupils from all groups are included in all activities and have full access to the curriculum;
- promote equality and diversity through teaching and through relations with pupils, staff, parents, and the wider community;
- know how to deal with incidents of concern, and how to identify and challenge bias and stereotyping;
- know procedures for reporting incidents of racism, harassment or other forms of discrimination.

**Pupils will:**

- be involved in the development of the Scheme and will understand how it relates to them, appropriate to age and ability;
- be expected to act in accordance with any relevant part of the Scheme;
- experience a curriculum and environment which is respectful of diversity and difference and prepares them well for life in a diverse society;
- understand the importance of reporting discriminatory bullying and racially motivated incidents;
- ensure the peer support programme within our school promotes understanding and supports pupils who are experiencing discrimination.

## 5. School Aims Statements

### **Staffing and Employment**

Cleator Moor Nursery School complies fully with legislation which protects our staff (including teachers, teaching assistants, supervisors, student teachers) and other adults working in our school, from discrimination based on the protected characteristics. To do this we will:

- ensure that our staff are trained to help them understand their equality duties and/or the differing needs of protected groups within our school community and have mechanisms in place to identify areas for development;
- 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;
- monitor recruitment and retention;
- invest in continued professional development opportunities for all staff;
- make efforts to ensure that the diversity of our workforce reflects that of our local community and wider society;
- not enquire about the health of an applicant until a job offer has been made or require job applicants to complete a generic 'all encompassing' health questionnaire as part of the

application procedure unless the questions are specifically related to an intrinsic function of the work – for example ensuring that applicants for a PE teaching post have the physical capability to carry out the duties;

- ensure the safety and well-being of our staff and take seriously and act on incidents of harassment and discrimination recognising that our staff may be either victims or perpetrators.

### ***Pupils' Attainment and Progress***

Cleator Moor Nursery School expects the highest possible standards. Staff have high expectations of all pupils and continually challenge them to reach higher standards.

The school recognises and values all forms of achievement. We will monitor and analyse pupil performance by ethnicity, gender, disability and special educational need and social background. Any disparities which are identified will be addressed through targeted curriculum planning, teaching and support.

### ***Curriculum Development and Delivery***

We aim to provide all our pupils with the opportunity to succeed, and to reach the highest level of personal achievement. To do this, we will:

- use contextual data to improve the ways in which we provide support to individuals and groups of pupils;
- monitor achievement data by ethnicity, gender and disability and action any gaps;
- encourage pupils to become independent and assist them in taking responsibility for the management of their own learning and behaviour;
- take account of the achievement of all pupils when planning for future learning and setting challenging targets;
- ensure equality of access for all pupils and prepare them for life in a diverse society;
- use materials that reflect the diversity of the school, population and local community in terms of race, gender and disability, without stereotyping;
- promote attitudes and values that will challenge racist and other discriminatory behaviour or prejudice;
- provide opportunities for pupils to appreciate their own culture and celebrate the diversity of other cultures;
- promote activities that celebrate our common experience as well as those that recognise diversity generally and foster understanding and respect for the culture and faith of all our pupils and their families;
- use self-assessment as a teaching-learning strategy, and we will provide all pupils with opportunities to take responsibility for their own learning through regular reflection and feedback on their progress;
- seek to involve all parents and carers in supporting their child's education;
- encourage classroom and staffroom discussion of equality issues which reflect on social stereotypes, expectations and their impact on learning;

### ***Pupil Welfare and Pastoral Care***

We aim to promote the health, safety and welfare of all the children and staff providing a caring and supportive pastoral system that takes account of their needs. To do this we will:

- develop and continually review a Health, Safety and Welfare Policy document;
- ensure that the details of this Scheme are shared with all staff both teaching and non-teaching staff;



- expect all staff and volunteers working in the school to foster a positive atmosphere of mutual respect and trust among boys and girls from all ethnic groups and range of abilities;
- challenge stereotypes and foster pupils' critical awareness and concepts of fairness, enabling them to detect bias and challenge inequalities;
- take account of religious, cultural and ethnic differences, special educational needs, disability and the experiences and needs of all pupils, throughout our pastoral support;
- provide appropriate support for pupils learning English as an additional language and encourage pupils to use their home and community languages to enhance their learning;
- give appropriate support (using external agencies where required) to victims of harassment and bullying. The perpetrators are dealt with in line with the Whole School Behaviour Policy and are provided with relevant support to consider and modify their behaviour;
- ensure that guidance and support for pupils is delivered in a way that does not discriminate against pupils with the unseen (visual, hearing, mobility, cognitive and prone to seizure) impairments;
- ensure that pupils who are pregnant or have recently had a baby are supported and have access to education;
- ensure that appropriate and discreet facilities are available for those pupils who require personal or intimate care in order to protect their dignity and foster respect for their individual needs;
- ensure that staff are empowered to raise any concerns with the Senior Management Team relating to their health, safety and welfare by promoting well-being strategies among staff as a whole and in their respective groups.
- Nursery expects work experience providers to demonstrate their commitment to equality, including disability, gender, race, faith/religion, gender reassignment etc. equality

### ***The Quality of Provision – Curriculum and Other Activities***

We aim to provide an appropriate curriculum for pupils of all backgrounds. To do this we will:

- monitor and evaluate its effectiveness through target setting and attainment analysis;
- ensure that all pupils participate in the mainstream curriculum of the school;
- develop and continuously monitor a curriculum which builds on pupils' starting points and is differentiated appropriately to ensure the inclusion of:
  - boys and girls
  - pupils learning English as an additional language
  - pupils from minority ethnic groups, including Gypsies and Travellers
  - pupils who are gifted and talented
  - pupils who are undergoing gender reassignment
  - pupils with special educational needs
  - pupils with a disability
  - pupils who are looked after by the Local Authority
  - pupils who at a risk of disaffection and exclusion
  - lesbian, gay or questioning young people
  - pupils who are the subject of child protection plans
- ensure that each area of the curriculum is planned to incorporate the principles of equality and to promote positive attitudes to diversity. All subjects contribute to the spiritual, moral, social and cultural development of all pupils;
- deliver a curriculum which reflects and values diversity. It encourages pupils to explore bias and to challenge prejudice and stereotypes;
- ensure extra-curricular activities and special events e.g. school performances, cater for the interests and capabilities of all pupils and take account of parental preferences related to religion and culture;

- ensure educational visits and excursions take account of the capabilities of all pupils including both physical and cognitive disabilities and cultural differences;
- make use of web-based technologies (web sites and the VLE) to support a high quality learning and teaching experience. This is delivered to all of our pupils irrespective of disability (e.g. visual, hearing, mobility, cognitive and prone to seizure impairments).

### ***Behaviour and Attendance***

Cleator Moor Nursery School expects high standards of behaviour from all pupils as appropriate for their developmental level, all staff and others who are working or connected with the school. Details of these expected standards are set out in the Whole School Behaviour Policy.

Through our school ethos and curriculum, we want our pupils to understand better the diversity that exists in society. We want to provide opportunities for them to explore the subtleties and complexities in order to prevent and respond to incidents and situations. We will address the experience, understanding and needs of the victim, the perpetrator, bystanders and the wider school community through our actions and responses. In order to ensure that the Whole School Behaviour Policy and associated policies are equitable, we:

- have procedures for disciplining pupils and managing behaviour that are fair and applied equally to all. All staff are expected to operate consistent systems of rewards and sanctions;
- recognise that cultural background and disability may affect behaviour. Our schools takes this into account when dealing with incidents of unacceptable behaviour;
- recognise that hate incidents or prejudice-based bullying behaviour is driven by negative assumptions, stereotypes or misinformation. These are then directed against an individual or group, based on difference (real or perceived), and linked to, for example, racism, homophobia, negative views of disabled people or sexism. We will take action to prevent, challenge and eliminate any such behaviour;
- have clear procedures in place so that all forms of bullying and harassment, including racism and harassment related to disability, sexism and homophobia, are dealt with promptly, firmly and consistently and are in line with relevant Cumbria LA policies such as those for anti-bullying and dealing with racist incidents. All forms of harassment are recorded, monitored and dealt with in line with relevant school policies;
- ensure that all staff are trained to deal effectively with bullying, racist incidents, racial harassment and prejudice and are offered support in handling such matters;
- encourage staff to explore their own views and attitudes to difference and to monitor their practice in relation to this Scheme. Adults in school take care to lead through example, demonstrating high expectations of all pupils;
- will take steps to ensure that pupils, staff and parents are aware of policies and procedures for dealing with harassment. They know that any language or behaviour, which is racist, sexist, homophobic or potentially damaging to any minority group, is always unacceptable;
- provide information and advice on attendance and exclusion to parents/carers in accessible formats such as relevant community languages and large print;
- have strategies in place to reintegrate long-term non-attenders and excluded pupils, which address the needs of all pupils;
- ensure that families are aware of their rights and responsibilities in relation to pupil attendance and absence and that cases are always followed up in a way that takes account of cultural issues or matters relating to a child's disability;
- make provision for leave of absence for religious observance, for staff as well as pupils;
- monitor attendance by gender, ethnicity and special educational need. Background is also considered. Action is taken in order to address any disparities between different groups of pupils;

- will fully support children with long-term medical needs who may have an erratic attendance because they are in and out of hospital or not well enough to attend school on a regular basis;
- expect full-time attendance of Traveller and Gypsy pupils whilst they are on the roll of the school.

### ***Partnership with Pupils, Parents, Carers and the Wider Community***

Cleator Moor Nursery School have established good links with our local and wider community. We welcome them into our school. From them, we learn about quality issues outside school and can establish mechanisms for addressing them within school.

Participation is based on information gained about representation of different groups. We aim to do this as fully as possible whilst recognising issues of sensitivity in relation to the different protected characteristics. We take particular steps to ensure disabled children and young people, parents and carers are involved as is their entitlement. To do this we will:

- involve stakeholders including pupils, staff, parents/carers and other users of the school in relation to all equalities duties;
- take into account the preferred means of communication for those with whom we are consulting e.g. translated materials or interpretation facilities for disabled people or those for whom English is an additional language or are newly arrived in this Country;
- include representation from the widest range of relevant groups that we can reasonably achieve;
- monitor parental involvement and have strategies to raise participation of under-represented groups of parents and sections of the community. Information and meetings for parents are made accessible for all;
- progress reports to parents/carers are clearly written and free from jargon to encourage parents to participate in their child's education. Where necessary, information is available in languages and formats other than English. Parents with a disability or with learning difficulties will be able to access school's information;
- parents are fully involved in the school-based response for their child with special educational needs, understand the purpose of any intervention or programme of action and are told about the parent partnership service when SEN is identified;
- encourage participation of under-represented groups in areas of employment e.g. through work experience placements;
- ensure that any informal events which we may hold are designed to include the whole community and at times may target minority or marginalised groups;
- work in partnership with parents and the community to address specific incidents and to develop positive attitudes to difference;
- ensure that the school's premises, grounds and facilities are equally available and accessible for use by all groups within the community.

### ***Leadership and Management***

Cleator Moor Nursery School have a clear admissions policy and procedures which are in line with those issued by Cumbria LA. Our aim is to ensure that our admission process is fair and equitable to all pupils. We will also ensure that our employment practices reflect equality and diversity. To do this we will:

- not discriminate against a disabled pupil in the arrangements we make for determining admission;
- admit pupils with already identified special educational needs. Pupils with statements of special educational needs will always be admitted unless, through the statutory assessment process, it is demonstrated that the pupil's inclusion would be incompatible with the efficient education of other children;

- gather comprehensive information about pupils' ethnicity, first language, religion, physical needs, diet etc. either via the admissions form or at the admissions interview;
- adhere to recruitment and selection procedures which are fair, equitable and in line with statutory duties of the Governing Body;
- will take steps to encourage people from under-represented groups to apply for positions at all levels in the school and ensure recruitment and selection processes are monitored;
- ensure that everyone associated with the school is informed of the contents of this policy. All staff and visitors must support the ethos of the school, promoting equality and challenging bias and stereotyping wherever they observe it;
- ensure that staff training continually highlights equality issues. Equality is incorporated into the induction programme for new staff;
- recognise and value the skills of all staff, including non-teaching and part-time staff. All staff are given status and support and are encouraged to share their knowledge.
- ensure that staff handbooks and regular professional development activities are available for all staff members to support their practice in relation to this policy;
- ensure that resources and displays in our school reflect the experience and backgrounds of pupils, promote diversity and challenge stereotypes. They are reviewed regularly to ensure that they reflect the inclusive ethos of the school e.g. the inclusion of images relating to minority ethnic and Gypsy and Traveller children; displays to be positioned at eye level, etc.

### ***Linguistic Diversity***

We recognise and celebrate the linguistic diversity in British society. We look for opportunities to enrich the curricular experience of all our pupils by:

- highlighting how English has borrowed from other languages;
- raising awareness of the similarities and differences between English and other languages;
- reflecting the multilingual nature of wider society in our resources and displays;
- acknowledging the differences in syntax with non-spoken forms of English e.g. British Sign Language.

### ***Gender Equality***

Cleator Moor Nursery School is committed to combating sex discrimination and sexism and promoting the equality of women and men. We welcome the requirements of the Gender Equality duty and this section sets out our commitment to meeting the duty. We will give due regard to the need to:

- eliminate unlawful discrimination and harassment on the grounds of sex, including domestic violence, sexual violence, bullying and exploitation;
- promote equality of opportunity between women and men in all of our functions;
- recognise that society has stereotypes for both women and men, and both women and men can lose opportunities because of these stereotypes;
- be aware that staff with caring and domestic responsibilities may need to work part-time or flexible working hours;
- work in partnership with other agencies to eliminate sexual harassment, domestic violence and other hate crimes;
- ensure the rights, under the Gender Recognition Act 2003, of transgender people (who have Gender Recognition Certificates).

### ***Admissions and Exclusions***

Our admissions arrangements are fair and transparent, and do not discriminate on race, gender, disability or socio-economic factors.

Exclusions will always be based on the school's Whole School Behaviour Policy. We will closely monitor exclusions to avoid any potential adverse impact and ensure any discrepancies are identified and action taken to eliminate these. In addition, we will:

- monitor exclusions by gender, ethnicity and special educational need. Background is also considered. Action is taken in order to address any disparities between different groups of pupils;
- take all reasonable steps to prevent the exclusion of a pupil for a reason related to any disability they may have;

## PART 2

# Cleator Moor Nursery School – Single Equality Scheme Objectives

## 1. Our School Profile

Cleator Moor Nursery School is a maintained community School. The number of pupils on roll varies termly from between approx. 55 to 90 depending on the term.

Approximately 60% of our pupils who enter nursery have previously attended another early years setting. The remainder enter school direct from home. As a result, attainment and maturity is wide-ranging. In order to address this inequality, we have worked closely with pre-school settings building in regular visits by members of our staff. In the term prior to starting school, all children who had applied to the school for a place are offered visits to the school. Keyworkers carry out home visits and an induction process allows them to settle into the school environment and the EYFS staff to get to know the pupils and to make initial assessments of the pupils and form relationships with them and their parents.

We do not have a specific catchment area as we are a nursery school, however the majority of our children come to us from the small market town of Cleator Moor or the small neighbouring village of Cleator. This is an established West Cumbrian community in an area where there has been high unemployment since the closure of local mines and heavy industry. Both Cleator Moor wards are in the bottom 17% with regard to the Indices of Multiple Deprivation. There has been little movement of population over the generations and family ties are strong. Historically nearly all pupils are of white British heritage. There are a small number of ethnic minority pupils. We have a number of vulnerable groups including those with educational, learning and medical needs. We get a small amount of additional funding from the LA to enable us to be a resourced provision for up to 2 fte children who have SENDs.

We have an excellent reputation in the locality as a nursery school judged Outstanding by Ofsted over many years, therefore parents are often attracted to this and value the facilities we have to offer. This includes provision for the targeted 2s who meet the eligibility criteria. The provision for 3 & 4 year-olds is for 15 hours per week, but we also offer a Lunch Club and Educare provision each afternoon until 3:45pm which is very popular. Over an average year, over 60% of the pupils use Lunch Club and/ or Educare facilities. More than 45% of our children come from one-parent families.

We have never had problems attracting staff and currently have a full staff complement.

The LA deals with admissions to the school. When we are made aware of pupils who are joining the school with disabilities, we make arrangements to meet both the pupil and the parents and involve professionals from the Local Authority and the Health Authority in order to ensure that any adjustments required to the school building are made in readiness for the pupil starting school. The school has ramped access and is level throughout the building enabling access to any wheelchair users. We have a hearing link fitted to part of the school. We have two disabled toilets and an adjustable changing bed for use by those pupils who need personal care whilst at school.

1% of our pupils have English as an additional language.

Information for parents and others is provided in written and verbal form. All information is offered in alternative formats on request.

Recruitment procedures are based on those provided by the LA with all advertising being processed through the County HR and Advertising Team.

## 2. Disability Equality Duties

Cleator Moor Nursery School's commitment to disabled pupils, their families and staff's equality has four objectives:

We will promote equality for disabled people by:

- removing barriers to accessibility, particularly in relation to education, employment and access to services, information and buildings;
- encouraging good practice by our partners through our advisory capacity;
- ensuring we take their needs into account when procuring goods and services from our providers;
- promoting positive images of disabled people;
- challenging patronising or discriminating attitudes;
- making the environment as safe as possible for and challenging antisocial or bullying behaviour against, or harassment of, disabled pupils, staff and families.
- Children with disabilities/special needs/learning difficulties....
  - will have complete access to all the facilities and resources available in the school
  - are integrated with non-disabled pupils
  - are educated alongside non-disabled pupils
  - will receive additional support to ensure that their needs and aspirations are met in full
  - will be given appropriate help and support to ensure that they fulfil their potential
  - will be provided with an education appropriate to their age, aptitude and ability
  - will have access to the same broad, balanced and relevant curriculum as other children
  - will be provided with the opportunity to meet, interact and learn alongside other children of their own age
  - will be involved in decisions being made about their care and education
- Detailed records will be kept of the academic progress being made by disabled pupils
- Throughout the curriculum, staff will use every opportunity to explore how people can challenge stereotypes about disabilities
- Staff will take part in regular training about disabilities/special needs/learning difficulties
- Staff will work in partnership with parents and primary carers to ensure that disabled children benefit fully from their time spent in school
- Resources will be targeted and utilised effectively and efficiently to ensure that disabled pupils fulfil their potential
- The school is committed to early identification of pupils with emotional and behavioural difficulties before such difficulties lead to underachievement, disaffection and exclusion
- The school is committed to early intervention, target-setting and regular monitoring of disabled pupils
- Newsletters, Parents Meetings, Governors' Meetings and the School Prospectus will be used to highlight ways in which the school has enhanced the opportunities of disabled pupils

We plan to increase access to education for disabled pupils by:

- increasing the extent to which disabled pupils can participate in the school curriculum;
- increasing the inclusion of positive images of disabled people across the curriculum;
- improving the environment of the school to increase the extent to which disabled pupils can take advantage of education and associated services;
- improving the delivery of information to disabled pupils, to the standard of which is provided in writing for pupils who are not disabled;

We welcome the requirements of the Disability Equality duty and this section sets out our commitment to meeting the duty. Our Scheme shows how we promote disability equality across all areas of the school, to disabled pupils, staff, parents, carers and other school users.

### 3. Racial Equality Duty and Community Cohesion

Cleator Moor Nursery School recognises that Black, Asian and Minority Ethnic (BAME) people experience discrimination on the basis of colour, race, nationality, religion and ethnic origin. Racial harassment and violence is one of the most serious consequences of racism, damaging people emotionally and physically and limiting life choices and opportunities.

The school will take all necessary measures to prevent and tackle racial harassment and assist BAME people to live in freedom from harassment and to feel safe as they enjoy and achieve throughout their education.

In order to comply with this duty, we will:

- keep accurate records of all ethnic and faith groups, their backgrounds and needs and how we respond to them;
- encourage dialogue between different racial groups on the appropriateness of our educational provision;
- prevent racial discrimination, and to promote equality of opportunity and good relations between members of different racial, cultural and religious groups;
- encourage pupils and their families of all ethnic groups to participate fully in all aspects of school life;
- use our support for the voluntary and community sector to promote good race relations;
- counter myths and misinformation that may undermine good community relations;
- ensure the school staff and other adults working within the school, pupils and their families as well as our partners and the wider community fully understand the principles of good race relations;
- Pupils will have opportunities to study issues relating to intolerance, prejudice, discrimination and racism;
- Pupils will be taught about significant events with relevance to modern society;
- The curriculum will reflect the ethnic, cultural and religious diversity of the school, and of society locally, regionally and nationally;
- Resources of every kind will reflect the ethnic, cultural and religious diversity of society locally, regionally and nationally;
- Resources will portray members of all ethnic and cultural groups in ways which are positive and stereotypes are not reinforced;
- Daily acts of collective worship will be used to promote race equality;
- Accurate information will be kept about the ethnic origin, first language and religious affiliation of all pupils;
- All our curriculum and extra-curricular activities will be available to all pupils regardless of their background;
- Achievement, attendance and exclusions will be monitored by ethnicity;
- Languages other than English will be valued and promoted;
- All pupils will be given opportunities to meet their religious needs, especially at the time of important festivals;
- All pupils will be allowed to dress and worship in ways which do not conflict with the cultural or religious conventions of the home (whilst taking due regard to the school's own uniform & health and safety policies);
- Every attempt will be made to meet the dietary needs of all pupils;
- Members of all ethnic and cultural groups will be welcomed and valued;
- Members of all ethnic and cultural groups will be encouraged to play an active role in school life;
- To promote race equality and provide positive role models, greater use will be made of visits and visitors;
- As far as is possible, staffing will reflect the ethnic and cultural diversity of society locally, regionally and nationally.



## 4. Gender Equality Duties

In accordance with our Single Equality Scheme, we welcome the requirements of the Gender Equality duty and this section sets out our commitment to meeting the duty. We will give due regard to the need to:

- Eliminate unlawful discrimination and harassment on the grounds of sex, including domestic violence, sexual violence, bullying and exploitation
- Promote equality of opportunity between women and men in all of our functions
- Pupils will be listed alphabetically or by date of birth registers will not separate boys from girls
- Boys and girls will wear the same colours for their uniforms
- Boys and girls will have equal access to all lessons and all sporting activities
- Boys and girls will be encouraged to line up together
- We expect boys and girls to do equally well at everything the school provides
- We expect boys and girls to behave equally well in all circumstances
- We expect boys and girls to perform equally well in all subjects
- Boys and girls will be encouraged to make equal use of all the resources and facilities in the school
- Staff will ensure that boys do not dominate such resources as the playground, the climbing apparatus, the construction toys or the computers, and that girls do not dominate such things as the home corner and the dressing-up clothes
- Every effort will be made to ensure that boys and girls receive the same attention from staff
- Resources will show girls, boys, women and men engaged in non-stereotypical roles and activities
- Children will be given classroom activities which encourage competitive and collaborative skills in more or less equal measure
- Boys and girls will be expected to complete exactly the same extra-curricular jobs around the school such as carrying books and light furniture and tidying and washing up
- Boys and girls will be expected to work together in a constructive and positive manner
- Every effort will be made to ensure new resources show girls, boys, men and women involved in a diverse range of activities thereby challenging stereotyped ideas about what males and females can and should do
- Stories and poems which challenge gender stereotypes will be read in class
- Across the curriculum, staff will use whatever opportunities arise to explore how boys, girls, men and women have challenged, or can challenge, ideas about gender stereotypes
- Children will be discouraged from using sexist language, and commended when they challenge such language
- Children, parents, primary carers and staff will be reminded of the negative effects of sexist attitudes and language
- We expect exactly the same standards of tidiness and politeness from boys as from girls
- Newsletters, Parents Meetings, Governors Meetings, Annual Governors' AGM & the School Brochure will be used to describe ways in which the school has contributed to gender equality
- All staff will be eligible to apply for job-sharing, career breaks and maternity or paternity leave.

## 5. Religion and Belief Equality Duties

Cleator Moor Nursery School recognises that people can face discrimination because of attitudes in society towards the faith communities to which they belong. Faith-based hate crime has been on the increase in recent years, developing a character that is distinct from race hate crime.

The school also recognises that a person's religious (or similar) beliefs may mean that they have different needs, demands and expectations, which require flexibility.

The school is committed to eliminating illegal discrimination and exclusion on the basis of religion or belief.

Our school recognises the need to consider the duties which require us to assess the impacts of our policies, functions and procedures have on promoting equality for people based on their religion, belief or non-belief.

- All children will have equal access to all lessons and sporting activities
- All children are expected to do as well as they can at everything the school provides
- All children are expected to behave as well as they can in all circumstances
- All children are expected to perform to their potential in all subjects and activities
- All children will be encouraged to make equal use of all the resources and facilities in the school
- Resources will show people of all ages and religions engaged in non-stereotypical roles and activities
- Resources will reflect the full variety of families and homes that exist in society today
- Resources will reflect people subscribing to a variety of religions and beliefs
- All children will be expected to work together in a constructive and positive manner
- Every effort will be made to ensure that new resources show people of all ages, religions and backgrounds/ circumstances involved in a diverse range of activities, thereby challenging stereotyped ideas about what people can and should do
- Stories and poems which challenge stereotypes will be read in class
- Children will be discouraged from using ageist and homophobic language and language that makes fun of people because of their religion or beliefs, and they will be commended when they challenge such language
- Children will be discouraged from using offensive language of any kind and they will be commended when they challenge such language
- Children, parents, primary carers and staff will be reminded of the negative effects of stereotyping based on age, sexuality, religion or belief
- Newsletters, Parents Meetings, Governors' Meetings and the School Prospectus will be used to explain how the school has contributed to equality objectives in respect of age, sexuality, religion or belief
- Children, irrespective of their age, sexuality, religion or belief:
  - will have access to all the facilities and resources available in the school
  - will always work and play with other children
  - will, if necessary, receive additional support to ensure that their needs and aspirations are met in full
  - will, if necessary, be given extra help and support to ensure that they fulfil their potential
  - will have access to the same broad, balanced and relevant curriculum/range of activities as other children
  - will be involved in decisions being made about their care and education
  - will be protected from name-calling and bullying
  - will have opportunities to learn how people have challenged, or can challenge, discrimination and stereotypes based on age, sexuality, religion and belief
- Staff will take part in training that combats discrimination
- Staff will work in partnership with parents and primary carers to ensure that children, irrespective of age, sexuality, religion or belief, benefit fully from their time spent in school
- Resources will be targeted and utilised effectively and efficiently to ensure that children fulfil their potential no matter their age, sexuality, religion or belief
- The whole curriculum will be used to value and celebrate diversity whether that diversity is based on age, sexuality, religion or belief
- Children will have opportunities to learn about the harmful effects of prejudice, ageism, homophobia and stereotyping
- Resources will reflect the religious diversity of society locally, regionally and nationally
- Resources will portray people of all ages, religions and beliefs in ways which are positive and non-stereotypical
- Daily acts of collective worship will be used to promote equality of opportunity irrespective of age, sexuality, religion or belief
- People will be welcomed and valued no matter their age, sexuality, religion or belief
- People of all backgrounds will be encouraged to play an active role in school life, perhaps as governors or as volunteers around the school or as people who speak to children about their backgrounds
- As far as is possible, staffing will reflect the diversity of society locally, regionally and nationally
- All incidents of bullying and harassment, including bullying and harassment based on age, sexuality, religion and belief, will be dealt with in an effective and consistent manner

## 6. Sexual Orientation Equality Duties

Cleator Moor Nursery School is committed to combatting discrimination faced by lesbians, gay men, bisexual people & transgender (LGBT). We aim to ensure equality of opportunity for LGBT people across services and employment.

We will respect the rights of individuals to be open about their sexual orientation, tackle homophobia, challenge stereotyping and improve knowledge about LGBT communities, both internally and to the community as a whole.

Our school recognises the need to protect pupils from unlawful discrimination and harassment on grounds of sexual orientation as required by the Equality Act 2010. We are committed to taking a proactive approach to preventing all forms of homophobia within the school and will assess the impacts of our policies, functions & procedures on promoting sexual orientation equality as part of the Equality Impact Assessment process.

We will deal with complaints of discrimination and harassment speedily and according to LA and national guidelines and notify complainants of the outcome and actions taken.

- All children will have equal access to all lessons and sporting activities
- All children are expected to do as well as they can at everything the school provides
- All children are expected to behave as well as they can in all circumstances
- All children are expected to perform to their potential in all subjects and activities
- All children will be encouraged to make equal use of all the resources and facilities in the school
- Resources will show people of all ages and religions engaged in non-stereotypical roles and activities
- Resources will reflect the full variety of families and homes that exist in society today
- Resources will reflect people subscribing to a variety of religions and beliefs
- All children will be expected to work together in a constructive and positive manner
- Every effort will be made to ensure that new resources show people of all ages, religions and backgrounds/ circumstances involved in a diverse range of activities, thereby challenging stereotyped ideas about what people can and should do
- Stories and poems which challenge stereotypes will be read in class
- Children will be discouraged from using ageist and homophobic language and language that makes fun of people because of their religion or beliefs, and they will be commended when they challenge such language
- Children will be discouraged from using offensive language of any kind & they will be commended when they challenge such language
- Children, parents, primary carers & staff will be reminded of the negative effects of stereotyping based on age, sexuality, religion or belief
- Newsletters, Parents Meetings, Governors' Meetings and the School Prospectus will be used to explain how the school has contributed to equality objectives in respect of age, sexuality, religion or belief
- Children, irrespective of their age, sexuality, religion or belief:
  - will have access to all the facilities and resources available in the school
  - will always work and play with other children
  - will, if necessary, receive additional support to ensure that their needs and aspirations are met in full
  - will, if necessary, be given extra help and support to ensure that they fulfil their potential
  - will have access to the same broad, balanced and relevant curriculum/range of activities as other children
  - will be involved in decisions being made about their care and education
  - will be protected from name-calling and bullying
  - will have opportunities to learn how people have challenged, or can challenge, discrimination and stereotypes based on age, sexuality, religion and belief
- Staff will take part in training that combats discrimination
- Staff will work in partnership with parents and primary carers to ensure that children, irrespective of age, sexuality, religion or belief, benefit fully from their time spent in school
- Resources will be targeted and utilised effectively and efficiently to ensure that children fulfil their potential no matter their age, sexuality, religion or belief
- The whole curriculum will be used to value and celebrate diversity whether that diversity is based on age, sexuality, religion or belief
- Children will have opportunities to learn about the harmful effects of prejudice, ageism, homophobia and stereotyping
- Resources will reflect the religious diversity of society locally, regionally and nationally
- Resources will portray people of all ages, religions and beliefs in ways which are positive and non-stereotypical
- Daily acts of collective worship will be used to promote equality of opportunity irrespective of age, sexuality, religion or belief
- People will be welcomed and valued no matter their age, sexuality, religion or belief
- People of all backgrounds will be encouraged to play an active role in school life, perhaps as governors or as volunteers around the school or as people who speak to children about their backgrounds
- As far as is possible, staffing will reflect the diversity of society locally, regionally and nationally
- All incidents of bullying and harassment, including bullying and harassment based on age, sexuality, religion and belief, will be dealt with in an effective and consistent manner

## 7. Community Cohesion

- Every member of the school community feels a sense of belonging and is valued
- The diversity of people's different backgrounds and circumstances are appreciated and positively valued
- This is an inclusive school which provides similar life opportunities for all pupils, regardless of their background
- Positive relationships are developed between people from different backgrounds within the school, its local community, and the national and global communities
- Pupil voice throughout the school will develop the skills of participation and responsible action
- This school is committed to preparing its pupils to live in, and contribute to, a diverse and multi-cultural society
- Our community is less culturally diverse than others in the country, therefore challenging perceptions and stereotypes is regarded with high importance
- Promoting high standards of behaviour in the school and developing a sense of personal responsibility in our pupils is regarded as a key contributor to community cohesion
- Through extended services and other activities, the school will enable parents to share positive experiences with their children
- Our partnership of schools will improve procedures for the transition of pupils between phases, ensuring that previous achievements (whether social, emotional, physical or academic) are recognised and built upon
- The school is committed to curriculum projects to develop links between the schools in our partnership and other schools in the same phase
- Pupils will be encouraged to develop a sense of responsibility for the welfare of their community

The School supports Spiritual, Moral, Social and Cultural development well through wide and varied opportunities within the curriculum.

Activities, resources and opportunities both in and out of school enable them to share their feelings and talk about similarities, differences, cultures and beliefs.

Staff help children to have positive attitudes and experience and recognise these attributes in others. The School does this in a number of ways including-:

- Provide role play areas with a variety of resources reflecting diversity.
- Fiction and non-fiction books, photos, posters and displays.
- Celebrating special events in their lives (birthday, new baby) as well as celebrating cultural differences and special events of others (Chinese New Year, Christmas, Diwali).
- Children visit different parts of the community and School invites a range of people into school to talk about the different aspects of their lives and the work they do (Firefighter, Vicar, Nurse, Police).
- Children are made aware of the people less fortunate than themselves within our school community, over the last couple of years we have raised money for the Stroke Association following a staff member's illness and Cystic Fibrosis in memory of one of our Dads and West Cumbria Society for the Blind as one of our recent pupil's parents were both visually impaired.
- Staff encourage the children and their families to be involved in raising money or supporting the people less fortunate than themselves. Over recent months the School has been involved in a variety of good causes locally, nationally and internationally (Cash for Kids, Children in Need, Samaritans Purse, Children in Tanzania).
- We gained Healthy School Status in 2006 and gained reaccreditation in 2011 which looked at and considered how we support children's spiritual, moral, social and cultural development.
- Our previous five Ofsted inspections have also recognised our practice as outstanding in this area.

## 8. Publication of the Single Equality Scheme

Cleator Moor Nursery School Single Equality Scheme is published as a separate document and is available on request or can be viewed on the School website. It can also be offered in other formats/languages on request.

## 9. Complaints

If a member of the public feels that they have suffered harassment or being treated unfairly by the School because of their sex, colour, race, nationality, ethnic group, regional or national origin, age, marital status, disability, political or religious belief, sexual orientation or class they should report this without fail through the School's Complaints Procedure.

Complaints by staff will be dealt with under the Grievance Procedure, as appropriate.

We take all external and internal complaints seriously and will not tolerate any form of discriminatory behaviours. Complaints about staff will be investigated using the appropriate procedures.

Monitoring complaints is also an alternative method of gathering information to establish whether we are meeting our equality duties. We will report regularly to the Governing Body on complaints made and action taken.

## Part 3 – Equality Objectives/Action Plan – 2015 - 2019

### Equality Objectives/Action Plan for :

Link to Public Sector Equality Duty	Protected Characteristic/ Equality Group	Aim	Objective	Target Group (s): e.g. whole school, girls, boys, SEN, staff etc.	Action	Who's responsible?	Dates from and to:	Indicator of Achievement
Advance equality of opportunity	Other	To improve the attainment of children eligible for free targeted 2s Early learning provision	To continue to improve the attainment of children who are eligible for our targeted 2s Early Learning provision which we opened in September 2014	Children eligible for free 2s provision	Inter-school working to identify proven strategies to improve attainment of this group  Collate and analyse data relating to attainment of this target group	Headteacher/ Teacher and STAs in 2s provision	September 2016	Improved attainment levels of pupils eligible for free 2s provision.
Advance equality of opportunity	All	To increase staff and governor awareness even further of the SEND Code of Practice Sept 2014, ensuring they are all clear about their roles and responsibilities in supporting pupils with SEND	To fully embed the changes to the SEND Code of Practice Sept 2014 following our implementation over the last 12 months and gaining an even greater understanding, ensuring pupils with SEND will have their needs fully met	SEND pupils	The Headteacher and SENCO will keep abreast of any relevant CPD/ training and ensure this is cascaded to governors and staff.  Ensure pupils with SEND have their progress closely monitored and tracked and this data is collected and analysed.	Headteacher/ Teacher and governors	September 2015-16	Improved attainment levels of pupils with SEND by ensuring they have received the correct support and are prepared for their next phase of education.
Advance equality of opportunity	All	To improve the attainment of pupils from low income and other disadvantaged families who are eligible for Early Years Pupil Premium (EYPP)	To fully embed the procedures and practice related to the recently introduced EYPP in April 2015. Ensure all staff, governors and parents are made aware of how this additional funding is spent and the impact it is having on these eligible pupils	EYPP children	The extra funding will be used in a variety of ways including increased staff ratios, targeted interventions for smaller groups of pupils including nurture group work and 1:1 support.  Additional resources and/ or staff training to meet specific needs.  EYPP children will have their progress closely monitored and tracked and this data will be collected and analysed.	Headteacher/ Teacher and governors	September 2015-16	Improved attainment levels of pupils eligible for EYPP and any gaps between this group of pupils has narrowed between them and the more advantaged pupils.
All aims of duty	All	To increase pupil, staff and governor awareness of legal and human rights and the responsibilities that	For pupils to understand they have rights, how they can exercise their	All pupils and staff	To increase awareness of the School Single Equality Scheme across all groups within school and how it affects each individual	Senior Leadership Team, staff and Governors	September 2015 - 2019	Pupils, staff and Governors are aware of the school's objectives and action

Eliminate unlawful discrimination, harassment and victimisation Equality of opportunity	All	underpin society	rights and understand how rights link to responsibilities	Applicants and all school staff including volunteers	Undertake Equality Impact Assessments on Policies/ Procedures relating to recruitment and staffing and ensure alignment with LA/national guidance  Improved data collection and monitoring of equality information relating to staff	Senior Leadership Team and Governors on Staffing Working Party	September 2015 - 2019	Feedback from candidates on the process indicates fairness.  School staff reflect diversity
Eliminate unlawful discrimination, harassment and victimisation	Sexual Orientation/ Race/Gender identity/ Disability/ Religion or belief	To prevent and respond to all hate incidents and prejudiced based bullying	Recruitment procedures ensure equality for candidates and that the recruiting panel recruit the best person to the role  Staff reporting improved sense of inclusion  Pupils feel safer as they are assured that incidents will be dealt with promptly and fairly  Increased staff confidence  Accurate reporting rates	Whole school and specifically vulnerable and equality groups pupils/students or those from a faith background	To review and update existing policies and procedures relating to bullying using the Equality Impact Assessment method  Access staff training  Ensure continuing professional development for staff to develop skills in identifying and challenging homophobia and transphobia.  Promotion of hate incident recording to pupils/students.	SLT	September 2015 - 2019	Staff attend anti-bullying training

Date Action Agreed:

Date Agreed for Review:

## Key Legislation

### Equality Act 2010

On 1 October 2010, the Equality Act 2010 replaced all existing equality legislation such as the Race Relations Act, Disability Discrimination Act and Sex Discrimination Act. It has consolidated this legislation and also provides changes particular to Schools.

The Act protects staff, pupils and others from discrimination and harassment based on ‘protected characteristics’:

- Disability
- Gender
- Race
- Age (staff only)
- Religion and belief
- Sexual orientation
- Gender reassignment
- Marriage and Civil Partnership
- Pregnancy and maternity

This relates to:

- Prospective pupils
- Pupils at the school
- In some limited circumstances, former pupils

### **Public Sector Equality Duties**

Public sector equality duties are legal requirements on public bodies to have ‘due regard’ to the need to eliminate discrimination, advance equality of opportunity and promote good relations between people with different protected characteristics when they are exercising their public functions.

The purpose of the Equality Duties are not to be process driven and bureaucratic but rather an outcome based method of ensuring that schools are best meeting the needs of all their pupils. Prior to April 2011 maintained schools and Academies were bound by the three public sector equality duties to promote disability, race and gender equality.

The Equality Act 2010 introduces a *single* equality duty on public bodies. The single equality duty came into effect in April 2011 and has three main elements. In carrying out their functions, public bodies will be required to have due regard to the need to:

- Eliminate conduct that is prohibited by the Act,
- Advance equality of opportunity between people who share a protected characteristic and people who do not share it,
- Foster good relations across all characteristics – between people who share a protected characteristic and people who do not share it.

### **New Protection in Schools**

Protection against discrimination is now extended to pupils who are pregnant or have recently given birth, or who are undergoing gender reassignment.



## Health Related Questions for Job Applicants

It is now unlawful for employers to ask health-related questions of applicants before a job offer, unless the questions are specifically related to an intrinsic function of the work. This means that schools should no longer, as a matter of course, require job applicants to complete a generic health questionnaire as part of the application procedure. DfE are considering the implications of this in relation to existing guidance for schools on establishing fitness and ability to teach (as required by the Health Standards (England) Regulations 2003). In the meantime, schools are advised to review their existing practices to ensure they are complying with both the Health Standards Regulations and Section 60 of the Equality Act 2010. Schools may decide to ask necessary health questions after job offer. In any case, they should ensure that any health-related questions are targeted, necessary and relevant to the job applied for.

## Positive Action

New Positive Action provisions will allow schools to target measures that are designed to alleviate disadvantages experienced by, or to meet the particular needs of, pupils with particular protected characteristics. Such measures will need to be a proportionate way of achieving the relevant aim. Previously a school providing – for example – special catch-up classes for Roma children or a project to engage specifically with alienated Asian boys might have been discriminating unlawfully by excluding children who didn't belong to those groups.

## Victimisation

It is now unlawful to victimise a child for anything done in relation to the Act by their parent or sibling.

## Auxiliary Aids

The Act extends the reasonable adjustment duty to require schools to provide auxiliary aids and services to disabled pupils. At the time of writing, the relevant provisions of the Act relating to this area had not come into force. Schools will be advised of when this is the case.

## Publication of the Scheme

Details of the school Scheme and the objectives must be published by 6 April 2012.

## Accessibility Planning

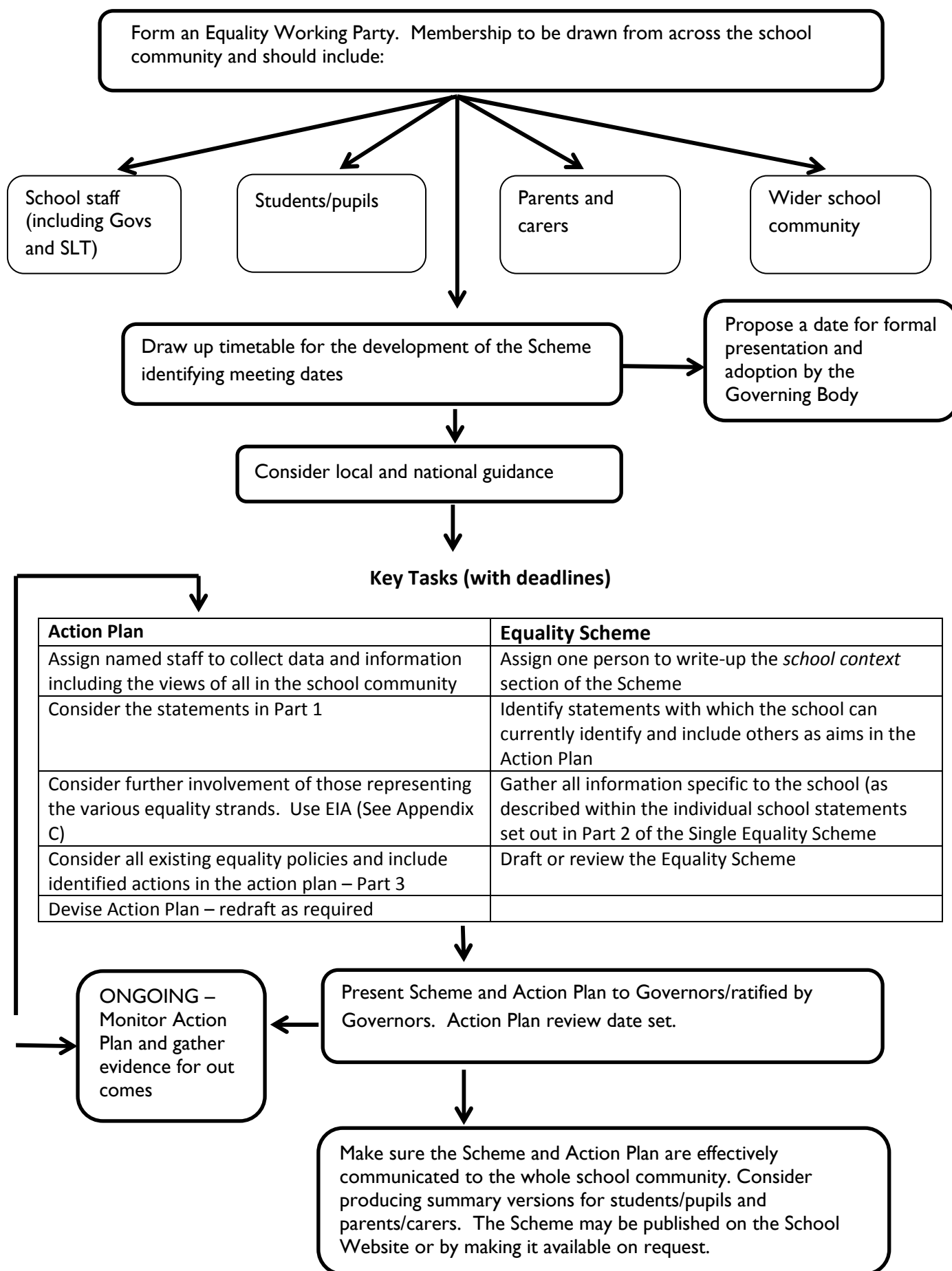
Accessibility planning is a statutory duty and can be incorporated into the Single Equality Scheme. Your Accessibility Plan can, if you wish, be provided as an Appendix to the Single Equality Scheme.

Schools must plan for:

- Increasing access for disabled children and young people to the school curriculum
- Improving access to the physical environment of schools; and
- Improving the delivery of written information to disabled children and young people

The first plans were required to be in place by April 2003. Therefore as schools come to review their accessibility plans they should consider building these actions into their Equality Scheme.

Process Chart for the Development and Review of Equality Scheme, Objectives and Action Plan



## Equality Impact Assessments (EqIAs) - Guidance

### *Some Frequently Asked Questions*

#### **What is an equality impact assessment (EqIAs)?**

To enable children or people within your school community to be treated fairly and equitably sometimes you have to treat them differently. In order to identify how best to do this you have to think ahead and predict how to best serve the needs of the different groups within your school community. This is what equality impact assessment is all about.

Undertaking EqIAs is similar to undertaking health and safety risk assessments. It involves predicting and assessing what the implications of a policy or practice will be on a wide range of children or people with different and varied needs within your school community and trying to ensure they are not disadvantaged by it.

Your school community covers any person who is likely to use your school. This means pupils, parents, carers, staff, governors, volunteers and also visitors to your school. It also covers anticipating the needs of possible future members of your school community.

#### **What is meant by 'impact'?**

Two possible impacts are considered as part of the process:

##### **A negative or adverse impact**

This is an impact which could disadvantage one or more groups within your school community. The disadvantage which is highlighted may be greater on one group than it is on another group.

For example:

- An open evening for pupils and parents and carers which is held in rooms that are only accessible by stairs will prohibit anyone with a mobility issue from attending the meeting.

In some cases the disadvantage may be unavoidable – such as the reorganisation of a service to save money. EqIAs provide the opportunity to explore the disadvantage on different groups, question if the disadvantage is fair considering the circumstances and either find solutions or alternatives, or justify the decision in an open, transparent and informative way.

##### **A positive impact**

This is an impact that could be advantageous for one or more groups. This positive impact may be greater for one group than it is on another group.

For example:

- A targeted training programme aimed at developing women to be able to apply for leadership positions in secondary schools would have a positive impact on women but would not, however, necessarily disadvantage men.
- An intervention programme aimed at raising the attainment level of underachieving boys in English would have a positive impact on boys, but it would not necessarily disadvantage girls.

Identifying positive impact is a good way of promoting equality and to share good practice for example, between departments or year groups and schools.

## Why should we undertake equality impact assessments?

Undertaking EqIAs is a legal requirement for schools under current race, disability and gender legislation. The purpose of the legislation is to improve the efficiency and effectiveness of public sector bodies, including schools, by anticipating the needs of service users and removing potentially anti-discriminatory practices. In the case of schools service users would include pupils, staff, parents, carers, governors, volunteers and visitors – anybody within your school community.

In reality this means taking into account of the needs of your school community in the development and review of any school policies and practices which are likely to affect them.

Undertaking EqIAs should not be a tick-box exercise. They should be considered a useful tool for mainstreaming equality into all our work. Services will improve through making improvements in the way policies are formulated and services delivered. This will enable barriers to be tackled and the needs of a diverse school population to be met. Your school community will also be aware that you are considering their needs at the planning stages.

## What should be equality impact assessed?

You need to assess school policies or practices which are likely to affect children or people within your school community.

Written policies may be easy to identify but EqIAs also apply to practices and customary ways of doing things, even if they are not written down (e.g. arrangements for parent consultation events, arrangements for pupil extra-curricular activities).

In accordance with legislative requirements, an EqIA must be carried out on all policies and practices whether they are existing, being changed or are being proposed.

It is also important to remember that this includes proposals to changes in organisation structures, budget proposals and capital projects.

For example:

- **Impact on workforce of organisational change**

All staff should be treated fairly and equitably through any proposed change to the workforce. You may need to consider whether any groups of staff will be adversely affected by the proposed change. It is also important to be aware of the outcome of any change on the workforce profile. You may need to address any identified under-representation in the workforce profile as part of any future recruitment activity.

Ensure the EqIA process includes the recruitment, selection and appointment procedures for staff.

- **Impact on service provision**

If there is likely to be an impact on the way a service is provided as a result of any organisational change, you then need to ensure your EqIA considers the proposed changes in relation to how your school community will be affected and whether any negative impact can be justified.

## What equality strands/groups should be covered by EqIAs?

Some groups may experience disadvantage, whether intentional or not as a result of characteristics specific to that group. These characteristics are known as equality strands. It is common practice to identify the characteristics into nine groups:

- Disability
- Gender
- Race
- Religion and/or belief
- Age (in relation to staff recruitment /selection)
- Sexual orientation
- Gender reassignment
- Pregnancy and maternity
- Marriage and Civil Partnership

### **Who is responsible for carrying out equality impact assessments?**

The person(s) who holds responsibility for the policy is ultimately responsible for ensuring an EqIA is undertaken. The EqIA may be done in conjunction with or by a person who knows that particular area of work.

It may be helpful to have a team of people who can help with the process. Try to get a mix of staff at different levels to get different perspectives. Ensure that they have enough knowledge of the area being assessed to make valid judgements.

To ensure ownership at the most senior level all EqIAs should be signed off by a member of the senior management team and a member of the governing body.

### **When should Policies/Procedures be equality impact assessed?**

All existing policies and practices should be reviewed on a three year rolling programme. It can be done in conjunction with the three year cycle of your own equality scheme.

By undertaking a policy mapping exercise you can prioritise which policies and practices have a higher priority for EqIAs based on their likely proportionate impact.

To make sure that decision makers are provided full and clear information about policy or service implications, all new or proposed policies or practices should have an EqIA before they are implemented.

### **What happens as a result of an EqIA?**

If any potential adverse impact is identified then policies and practices may have to be made amended as a result. If any adverse impact could amount to unlawful discrimination the policy or practice must be changed unless there is an objective, lawful reason to justify this.

The results of EqIAs can be used to set equality objectives leading to improvement in services and practices. These should be placed within your equality action plan(s), for example ensuring relevant school policies can be made available in alternative formats, as required.

### **Do I have to do a separate EqIA for every similar policy?**

No – in fact it makes sense to review all similar policies together as part of an overall review. What you are looking for is how those different policies, as well as the way the policy is delivered in practice, are affecting different groups within your school community. If you think it would be more manageable to review a large policy or policy framework on its own then you can complete a separate EqIA – whatever makes the process manageable and meaningful for your school.

### **Do I need to do an EqIA on an adopted policy?**

No - you don't need to repeat an EqIA on an adopted policy which has already been assessed as long as any amendments you have made would not result in a different impact. If there are any doubts as to whether the policy has been assessed then the best route is to do your own EqIA.

**Where can I obtain further information?**

Further guidance about undertaking equality impact assessments can be found at the Commission for Equality and Human rights website: [www.equalityhumanrights.com](http://www.equalityhumanrights.com) or the DCSF website: [www.dcsf.gov.uk/des/](http://www.dcsf.gov.uk/des/)

## Equality Impact Assessment – Name of Policy/Procedure:

1.	Identify the aims of the policy/procedure/service/function and how it is implemented.	Answers/Notes	Actions required
	<i>Key Questions</i>		
1.1	Is this an existing or new Policy/Procedure?		
1.2	Who defines or defined the Policy/Procedure?		
1.3	What is the objective or purpose of the Policy/Procedure?		
1.4	<p>In relation to the Protected Characteristics (Equalities Groups) is there anything in the Policy/Procedure or how the Service is delivered that could discriminate or disadvantage any of these groups?</p> <ul style="list-style-type: none"> <li>• Disability</li> <li>• Gender</li> <li>• Race</li> <li>• Religion and/or belief</li> <li>• Age (in relation to staff recruitment /selection)</li> <li>• Sexual orientation</li> <li>• Gender reassignment</li> <li>• Pregnancy and maternity</li> <li>• Marriage and Civil Partnership</li> </ul>		
2.	<b>Assessment of Impact</b>		
2.1	Have you identified any differential impact and does this adversely affect any of the Protected Characteristics (Equalities Groups)?		
NEXT STEPS/ACTIONS:			

# Single Equality Scheme – Objectives and Action Plan

## Action Planning Principles

- Identification of objectives and subsequent action planning is undertaken in accordance with the School's values, priorities and aims as identified in Part A of our Single Equality Scheme.
- Accurate knowledge of the school enables us to plan in a way that is **relevant and proportionate**.
- **Participation** of an appropriately selected working group is reflected in wider representation built into action plans.
- Through the Equality Impact Assessment process, consideration is given to the **anticipation** of equality issues not presently evidenced but for which there is a potential.
- Action plans are seen as the starting point for action but not followed slavishly where monitoring and further Impact Assessments reveal alternative opportunities or needs.
- Managing the process in a planned yet responsive way.
- Action plans are checked against the objectives and the Impact Assessment that informed their selection.
- SMARTER target thinking means plans are **Specific, Measurable, Achievable, Relevant, Timed, Evaluated and Reviewed**.
- The golden rule for action planning is to **be SMARTER and get started**.

## The Process:

- Action planning is done in response to identified priorities arising from the analysis of all the information, including the Overview of Outcomes and the Equality Impact Assessments we have undertaken.
- We plan for action over 1 and 3 years so that it is possible to implement change and development in a responsive yet systematic way.
- Action plans are reviewed annually and in the third year we undertake a review of the impact of our actions over three years.
- Initially, many of our actions have been in relation to ensuring that we establish our Single Equality Scheme effectively and embed the process of Equality Impact Assessments more widely throughout our thinking and initial planning.



Part 3 – Objectives and Action Plan – Example

Link to Public Sector Equality Duty	Protected Characteristic/ Equality Group	Aim	Objective	Target Group (s): e.g. whole school, girls, boys, SEN, staff etc.	Action	Who's responsible?	Dates from and to:	Indicator of Achievement

Date Action Agreed:

Date Agreed for Review: