



Equality, Diversity and Inclusion Policy

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1. INTRODUCTION

Hillview School for Girls has a strong belief in the value of our community and the benefits of collaboration and partnership to support every individual to achieve their pure potential. Inclusivity is one of the four core aims of the school and is at the heart of the Pure Potential belief. We believe that all members of our community are intrinsic to our community being successful. We believe that all members of our community have the right to engage across the full breadth of school life and do not consider that any child or adult should feel as though they cannot or should not make the most of the opportunities available to them.

Aims:

- To provide fair and enriching opportunities for all members of our community;
- To promote diversity within society and acceptance of all members of society;
- To celebrate our individuality;
- To educate and develop positive attitudes and celebrate the differences within society and what makes each of us unique;
- To help ensure that discrimination does not occur within our community;
- To ensure no one is disadvantaged because of their age; disability; gender reassignment; marriage and civil partnership; pregnancy and maternity; race; religion or belief; sex; sexual orientation;
- To respond rapidly and fairly where (in an extremely rare event) discrimination/ verbal or physical abuse are against a member of the Hillview community in relation to the protected characteristics;
- Set out the process that supports reporting in a way that does not further disadvantage;
- Set out commonly accepted terminology to avoid causing offence.

We consider equity when establishing all policies. In particular this policy should be read alongside:

National:

The Equality Act 2010

Equality and Human Rights Commission: Meeting the Equality Duty in Policy and Decision-Making England (and non-devolved public authorities in Scotland and Wales)

Hillview School for Girls:

Admission Policy

Attendance Policy

Behaviour Policy,

Child Protection Policy

Curriculum Policy

Educational Visits Policy

Fairness at Work
Policy Health &
Safety Policy Literacy
Policy
PSHEE Policy
Recruitment, Selection and DBS Policy
SEN Policy
Staff Absence Policy and
Procedure
T&L Policy

Equity

Hillview School for Girls is committed to equity to all members of the community. This includes members within the protected characteristics:

- age;
- disability;
- gender reassignment;
- marriage and civil partnership;
- pregnancy and maternity;
- race;
- religion or belief;
- sex;
- sexual orientation.

At Hillview we recognise not all students have an equal starting point to achieving their full potential , therefore we aim to take an equitable approach to enable all students to develop, achieve and increase their life chances.

2. RESPONSIBILITIES

The responsibilities of the Hillview Community are:

- to assist the school to meet its commitment to providing equity opportunities;
- to put equity opportunities into practice;
- to promote equity;
- to treat all members of the Hillview community and visitors with respect and not to behave in a way that could be offensive to others;
- to report incidents (either to yourself or directly witnessed) to ensure that the school can react promptly and proactively.

Employees can be held personally liable as well as, or instead of, the school for any unlawful discrimination. Employees who commit serious acts of harassment may be guilty of a criminal offence. Acts of discrimination, harassment, bullying or victimisation against employees, students or visitors are disciplinary offences and will be dealt with under the School's Disciplinary Policy. Conduct of this type will often be gross misconduct which can lead to dismissal without notice

The additional responsibilities of management are:

- to ensure that all members of the Hillview community for whom they are responsible have knowledge of and understand the EDI Policy;
- to take appropriate corrective action, when managers become aware of incidents which contravene this Policy;
- to ensure that there is a range of opportunities to discuss and celebrate diversity;
- to secure opportunities for students to learn about the history of discrimination and the movements to eradicate discrimination within our modern society.

3. LIABILITY

To avoid liability for the actions of employees the employer must be able to demonstrate that its employment policies and practices are known and applied fairly and effectively. It will be necessary to ensure that the EDI Policy has been adopted, that information and training on equity opportunities has been made available to all staff and that there are effective procedures for dealing with grievances and allegations of harassment.

4. MONITORING EQUITY

(a) We monitor equity every day as we strive to offer a community free from prejudice and discrimination. We consider equity when writing policies, establishing procedures and protocols, the establishment of the Curriculum, the generation of opportunities and the actions within a school community of 1500+ people. We always seek to improve and consider where we can be more inclusive within our approach.

(b) The Hillview curriculum supports diversity; opportunities to reflect on the past and the world in which we currently live can be found across a range of subjects. We consider annually how our curriculum can be adjusted to support greater learning, awareness and understanding beyond the standard curriculum. Our PDL curriculum monitors and responds to patterns in students' attitudes ensuring that we are able to maintain our inclusive society. This includes reducing unconscious bias, prejudice and reducing the use of inappropriate terminology. We actively support students to develop their opinions, develop a voice and consider how they can make a positive difference to lives now and in the future.

(c) We believe that our ongoing curriculum supports a breadth of knowledge and opportunities to explore society and the world beyond West Kent. We aim to keep abreast of national and international developments and ensure that students have the opportunity to explore and consider their views on events that occur. We will, where possible, incorporate these agendas into our formal and informal education. As the world evolves, we will respond and will not prioritise any one agenda above another, aiming to keep the widest version of equality diversity and inclusion for all at any one time.

APPENDIX 1

Equity for students

Hillview students can attend school and access all opportunities without fear of discrimination and abuse. We have the same high expectations of all our students and do not accept any suggestions that any student cannot be successful and achieve, at least, in line with their peers. A simple definition of equity is:

About giving all students a fair and unbiased way to reach their pure potential;

Ensuring equal access to provision, opportunities and life chances;

When considering any required support for the child, this is identified on an individual basis and on their specific needs. At times support may be given due to their protected characteristic, depending upon their needs. We do not place any higher emphasis on any one child, group or protected characteristic. All Hillview students are equal and are offered the appropriate support and provision for their individual needs and at each stage of their educational career;

We actively promote the celebration of our unique qualities and individuality. Through the PDL curriculum (see PSHEE curriculum) we promote and consider individuality, tolerance and celebration of the diverse community we live in. Our pastoral system further supports inclusion and British Values. We do not accept negative behaviours towards any students, particularly if these are due to prejudices relating to any of the protected characteristics.

APPENDIX 2

Equity for staff

1. Hillview School for Girls encourages equity in the workplace as it is good practice and makes business sense.
2. Create a working environment free of bullying, harassment, victimisation and unlawful discrimination, promoting dignity and respect for all, and where individual differences and the contributions of all staff are recognised and valued.

This commitment includes training managers and all other employees about their rights and responsibilities under the EDI policy. Responsibilities include staff conducting themselves to help the organisation provide equal opportunities in employment, and prevent bullying, harassment, victimisation and unlawful discrimination.

All staff should understand they, as well as their employer, can be held liable for acts of bullying, harassment, victimisation and unlawful discrimination, in the course of their employment, against fellow employees, customers, suppliers and the public

3. Take seriously complaints of bullying, harassment, victimisation and unlawful discrimination by fellow employees, customers, suppliers, visitors, the public and any others in the course of the organisation's work activities.

Such acts will be dealt with as misconduct under the organisation's grievance and/or disciplinary procedures, and appropriate action will be taken. Particularly serious complaints could amount to gross misconduct and lead to dismissal without notice.

Further, sexual harassment may amount to both an employment rights matter and a criminal matter, such as in sexual assault allegations. In addition, harassment under the Protection from Harassment Act 1997 – which is not limited to circumstances where harassment relates to a protected characteristic – is a criminal offence.

4. Make opportunities for training, development and progress available to all staff, who will be helped and encouraged to develop their full potential, so their talents and resources can be fully utilised to maximise the efficiency of the organisation.
5. Make decisions concerning staff being based on merit (apart from in any necessary and limited exemptions and exceptions allowed under the Equality Act).
6. Review employment practices and procedures when necessary to ensure fairness, and also update them and the policy to take account of changes in the law.
7. Monitor the make-up of the workforce regarding information such as age, sex, ethnic background, sexual orientation, religion or belief, and disability in encouraging equity, and in meeting the aims and commitments set out in the EDI policy.

Monitoring will also include assessing how the EDI policy, and any supporting action plan, are working in practice, reviewing them regularly, and considering and taking action to address any issues.

APPENDIX 3

Recruitment and selection

When recruiting staff, we do so in accordance with the school's "**Recruitment, Selection and DBS**" policy. We ensure that all stages of the selection process are fair and non-discriminatory.

Genuine Occupational Qualification

Selection on racial or gender grounds is allowed in certain jobs where there is a genuine occupational qualification. Accredited specialists in occupational medicine, as recognised by the professional standards set by the [Faculty of Occupational Medicine Occupational Health Service Standards for Accreditation, SEQOHS](#)

APPENDIX 4

Age (students)

Hillview School for Girls is open to students aged between 11-18. Typically, students will study within the year in line with the year of their birth. Education 'Out of Year' will be considered in special circumstances. Please refer to the Admissions Policy.

At times there will be opportunities open to specific age groups in line with their stages within the curriculum. This may be due to a range of reasons which could include (this is not a finite list):

- The courses that they are studying;
- Needs specific to their point in their educational career;
- The offer of differing opportunities to different age groups;
- Health & Safety;
- The ability to offer the opportunity to all students may not be feasible;
- Hillview will always aim to offer a range of "education stage appropriate" opportunities to all age groups.

Age (staff)

Hillview School for Girls employs staff from across the age range and they are selected for their skills and attributes as a person. Discrimination by age in the selection of successful candidates for a job is unacceptable. We support members of staff wanting to continue working beyond their retirement age and adopt the good practice that employment after this age should be reviewed on an annual basis.

APPENDIX 5

Discrimination

- Hillview actively seeks not to discriminate against any individual. We are proactive in building a positive and inclusive society where we can all achieve our Pure Potential and succeed. Where a case of discrimination is raised then Hillview will act promptly to investigate, resolve and, where found to be substantiated, ensure that no further occurrences occur.
- Discrimination involves treating an individual less favourably than another based on negative assumptions about a particular group of people. Discrimination on the basis of a Protected Characteristic is unlawful.

Direct discrimination refers to the treatment of an individual less favourably than another on the basis of race, sex, marital status, disability, religious belief, age, gender reassignment and sexual orientation and is nearly always intentional.

Indirect discrimination refers to when a requirement or condition is applied equally to everyone but many fewer people of a particular group are able to comply with it. Indirect discrimination is unlawful when it cannot be justified.

- Where discrimination is proved then this will be sanctioned formally:
Students – in line with the Behaviour Policy. In addition racial incidents are reported to Kent County Council
Staff – in line with the Disciplinary Policy

Harassment/Negative behaviours against individuals with the protected characteristics

- We are an inclusive community and do not accept negative behaviours or actions towards any members of the Hillview Community – staff, students or the wider Hillview Community. Harassment in relation to a Protected Characteristic is unacceptable. Any imposed conduct which is unwanted, unreciprocated or offensive to the person on the receiving end - whether physical, verbal or non-verbal - can be regarded as harassment.

Note: Harassment does not depend on the intention of the offender but rather the impact of that behaviour on others. There are no acceptable levels.

- If an individual is being harassed, they should make it clear to the offender that their behaviour is unacceptable and unwelcome.
- In the rare event that this occurs then we ask the victim of the behaviours (or a direct witness) to raise this immediately through:

Students: Mentor, Student Support Manager or the nearest available member of staff.

Staff: Line Manager, HR Manager or the nearest available Senior Leader. If they need to, employees may raise complaints relating to equal opportunity issues and harassment through the school's Fairness at Work Policy

A thorough investigation will then take place.

- The Headteacher, Governing Body and supervising staff are responsible for taking appropriate action to eliminate harassment and intimidation of which they are aware. Failure to do so will be considered a failure to fulfil all the responsibilities of the position. However, where it is appropriate, a person of a particular gender may be designated to deal with cases of sexual harassment.
- Where harassment/negative behaviours are proved then this will be sanctioned formally:

Students – in line with the Behaviour Policy. In addition racist incidents are reported to Kent County Council.

Staff – in line with the Disciplinary Policy.

Note:

Any incident of discrimination or negative behaviours against a protected characteristic will be recorded.

Note:

Care should be taken that members of one sex or a particular ethnic minority group are not disciplined or dismissed for performance or behaviour, which is overlooked or condoned in another sex or another racial group.

Note: The attention given to a complaint of discrimination or harassment may be considered by an Employment Tribunal as an indication of whether the legal duty is discharged.

Extremism

We are an inclusive society and do not accept extremism within our community. Any concerns surrounding an individual are reported to the PREVENT agenda.

Victimisation

This involves penalising someone who has made allegations or brought a claim about harassment or discrimination, through unwarranted disciplinary procedures, threats, less favourable treatment or any other means. It is unlawful.

Note:

Complaints of victimisation will receive thorough investigation at a senior level.

APPENDIX 6

Racial incidents

1. Hillview School for Girls is required by the Equality Act 2010 to eliminate unlawful racial discrimination, promote equality of opportunity and promote good race relations between people of different racial groups. We must record, investigate and respond to racial incidents.
2. Hillview School for Girls are recommended to adopt MacPherson's definition of a racist incident, as outlined in the enquiry into the death of the teenager Stephen Lawrence:

'A racist incident is any incident which is perceived to be racist by the victim or any other person.'
3. This is a victim-friendly definition used by the Home Office, which is nationally accepted by the DfE, the Police and the LA. It includes all groups, and is not confined to race or skin colour. It requires schools to demonstrate effective listening, supported by impartial investigation procedures that allow both the victim and the alleged perpetrator to be given a fair hearing.
4. A racist incident may be perpetrated against individuals because of their race, colour, nationality, culture, language or religion. Racial incidents may also include acts not targeted at an individual.

APPENDIX 7

The View @ East Street & ViewPoint

The View @ East Street is a satellite provision that provides Post-16 curriculum provision at level 1 and 2 and in addition to this, Year 10 and 11 supports for anxiety-based school refusers. Post 16 students are on roll at Hillview School for Girls, whereas students on the ViewPoint provision may be registered at local secondary schools in West Kent.

All aspects of this policy including all appendices will be followed and adhered to at The View @ East Street to ensure staff and students are able to be successful in the community and have a sense of belonging. Inclusivity is one of the four core aims of the Hillview and The View communities and is at the heart of the Pure Potential belief and the provision at the Centre.

We believe that all members of The View @ East Street community are intrinsic to our community being successful. We believe that all members of our community have the right to engage across the full breadth of Centre life and do not consider that any child or adult should feel as though they cannot or should not make the most of the opportunities available to them.

This provision is based in a 3-story building in Tonbridge. The premises that The View @ East Street is located in, is a Grade II Listed building. Whilst listed buildings are not exempt from the Disability Discrimination Act, 1995 (DDA), the DDA only requires reasonable adjustments. The View @ East Street will make every available reasonable adjustment to remove any substantial disadvantage within the scope of the building and lease arrangements. When deciding whether an adjustment is reasonable, we can consider amongst other things:

- how effective the change will be in assisting disabled people;
- whether it can actually be done;
- the cost; and
- the organisation's resources and size.

**Hillview School for Girls Trustees'
Equality Diversity and Inclusion Policy
(formerly Equal Opportunities)**

Main compiler: Mrs Hilary Burkett (Headteacher)
Mrs Amanda Dennett (HR Manager)

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Ofsted guidance
ACAS
The Essential Guide to the Public Sector Equality Duty (Equality & Human Rights Commission)

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