



Parkside GGI Academy  
'Nurturing. Developing, Inspiring'

# 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

## Contents:

EQUALITY POLICY STATEMENT .....	4
PART I- SINGLE EQUALITY SCHEME.....	4
1. Aims of the Single Equality Scheme.....	5
2. Purpose of the Equality Scheme.....	5
3. Planning to Eliminate Discrimination and Promote Equality of Opportunity .....	5
4. Roles and Responsibilities for Implementing the Single Equality Scheme .....	6
The Governing Body will: .....	6
The Head teacher (or Senior Leader responsible for Equalities) will:.....	6
All Staff: teaching and non-teaching and Other Adults involved with our Academy will: .....	7
Pupils will:.....	7
5. Academy Aims Statements.....	7
Staffing and Employment .....	7
Pupils' Attainment and Progress.....	8
Curriculum Development and Delivery .....	8
Pupil Welfare and Pastoral Care .....	8
The Quality of Provision – Curriculum and Other Activities .....	9
Behaviour and Attendance.....	10
Partnership with Pupils, Parents, Carers and the Wider Community .....	11
Leadership and Management .....	11
Linguistic Diversity.....	12
Gender Equality .....	12
Admissions and Exclusions .....	12
PART 2.....	14
1. Our Academy Profile.....	14
2. Disability Equality Duties .....	15
3. Racial Equality Duty and Community Cohesion .....	16
4. Gender Equality Duties .....	17
5. Religion and Belief Equality Duties .....	18
6. Sexual Orientation Equality Duties .....	19
7. Pregnancy and Maternity Equality Duties .....	20
8. Publication of the Single Equality Scheme.....	21
9. Complaints .....	21
Part 3 – Equality Objectives/Action Plan .....	22
Appendix A – Key Legislation	
Appendix B – Process Chart for the Development and Review of Equality Scheme, Objectives and Action Plan	
Appendix C – Equality Impact Assessments (EqIAs) - Guidance	
Appendix D – Example Objectives and Action Plan	

## EQUALITY POLICY STATEMENT

At PARKSIDE GGI ACADEMY, we are committed to ensuring equality of education and opportunity for all pupils, staff, parents and carers receiving services from our academy, 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 academy feel proud of their identity and are able to participate fully in academy life.

We have taken an organisational approach and have ensured that all equality strands are woven into the everyday working of our academy, 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 PARKSIDE GGI ACADEMY 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 academy 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 academy community.

The SES sets out how pupils with the following protected characteristics (previously known as equality strands) will be protected in our academy 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 academy 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 academy's commitment to equality which permeates all academy policies and practices
- To ensure that everyone who belongs to, or comes into contact with, our academy 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 academy'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 academy 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 academy.

The Objectives and action plan replace the academy'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 academy curriculum;
- improving the environment of the academy 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 academy website/on request. It will be made available in different formats and in different languages on request to the academy office.

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

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

- ensure that our academy 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 academy's equality objectives;
- establish that the action plans arising from the Scheme are part of our Academy Development Plan;
- support the Head teacher in implementing any actions necessary;
- ensure that people are not discriminated against when applying for jobs at our academy on grounds of race, gender, disability, faith/religion, age, gender reassignment etc.
- take all reasonable steps to ensure that our academy environment gives access to people with disabilities, and also strive to make academy communications as inclusive as possible for parents, carers and pupils;
- welcome all applications to join our academy, whatever a child's socio-economic background, race, gender, disability, faith/religion etc;
- ensure that no child is discriminated against whilst in our academy 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 academy 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 academy 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 Academy will:***

- accept that this is a whole academy 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 academy 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 academy'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 academy promotes understanding and supports pupils who are experiencing discrimination.

## **5. Academy Aims Statements**

### ***Staffing and Employment***

PARKSIDE GGI ACADEMYX Academy complies fully with legislation which protects our staff (including teachers, teaching assistants, supervisors, student teachers) and other adults working in our academy, 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 academy 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***

PARKSIDE GGI ACADEMY expects the highest possible standards. Staff have high expectations of all pupils and continually challenge them to reach higher standards.

The academy 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 academy, 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, non-teaching and ancillary staff;
- expect all staff and volunteers working in the academy 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 Academy 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.
- expect 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 academy;
- 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 pregnant or who have recently given birth
  - 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. academy 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***

PARKSIDE GGI ACADEMY 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 academy. Details of these expected standards are set out in the Whole Academy Behaviour Policy.

Through our academy 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 academy community through our actions and responses. In order to ensure that the Whole Academy 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 academy 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 academy 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 academy 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 academy on a regular basis;
- expect full-time attendance of Traveller and Gypsy pupils whilst they are on the roll of the academy.

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

PARKSIDE GGI ACADEMY have established good links with our local and wider community. We welcome them into our academy. From them, we learn about quality issues outside academy and can establish mechanisms for addressing them within academy.

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 academy 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 academy's information;
- parents are fully involved in the academy-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 academy's premises, grounds and facilities are equally available and accessible for use by all groups within the community.

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

PARKSIDE GGI ACADEMY 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/LA
- will take steps to encourage people from under-represented groups to apply for positions at all levels in the academy and ensure recruitment and selection processes are monitored;
- ensure that everyone associated with the academy is informed of the contents of this policy. All staff and visitors must support the ethos of the academy, 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 academy 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 academy 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***

PARKSIDE GGI ACADEMY 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 academy's Whole Academy 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

# PARKSIDE GGI ACADEMY – Single Equality Scheme Objectives

## 1. Our Academy Profile

### Example academy profile:

XXXX Academy is a Church of England Voluntary Controlled Academy. The number on roll is currently xxx pupils. The roll of the academy is likely to increase with the development of a nearby housing estate. The percentage of pupils taking free academy meals (FSM) is 5%, well below the national average of 17.3% (June 2010 DfE stats).

12.5% of our pupils have special educational needs. There is a ratio of 5 boys to 1 girl.

20% of our pupils enter the academy from private nurseries or other settings other than the home. The remainder enter academy direct from home at reception age. As a result, attainment and maturity is wide-ranging. In order to address this inequality, we have worked closely with pre-academy settings building in regular visits by members of our staff. In the term prior to starting academy in September, all children who had applied to the academy for a place were offered visits to the academy for four afternoons and one full day. This allowed them to settle into the academy environment and allowed the EYFS staff to get to know the pupils and to make initial assessments of the pupils and form relationships prior to the start of the new academy year.

Our catchment area takes in the villages of New Thurton, High Blighton and Long Snitton and several other small rural villages, hamlets and isolated farms. There are few amenities available locally. The immediate area is relatively prosperous and is a commuter area for professional families travelling to Boxton. There are a small number of ethnic minority pupils. 14 of our pupils come from outside our official catchment area. They are attracted to our academy because of its reputation and its extended academy facilities. We have a breakfast club which operates from 8.00 a.m. each morning and an after-academy club which operates to 6.30 each evening. Over an average week, over 30% of the pupils use both the breakfast club and the after-academy club. More than 20% of our children come from one-parent families.

We have a number of vulnerable groups including those with special educational, learning and medical needs.

We are a Voluntary Controlled Academy with a strong Christian ethos which develops the whole child.

We have never had problems attracting staff and currently have a full teaching staff complement. Among our non-teaching staff, we currently have one colleague who is off on long term sick but is due back at the beginning of the new academic year. During this period, other staff are covering the post. The Head teacher has been on maternity leave and during this time the Assistant Head teacher has been acting Head teacher.

The LA deals with admissions to the academy. When we are made aware of pupils who are joining the academy 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 academy building are made in readiness for the pupil starting academy. The academy has fully ramped access and is level throughout the building enabling access to any wheelchair users. Our reception area is accessible to disabled people and we have had a hearing link fitted for those with impaired hearing. We have one disabled toilet which also contains an adjustable changing bed for use by those pupils who need personal care whilst at academy.

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.

A similar statement can be included for Secondary Academics. Data about employees will need to be published where a academy has employees more than 150 staff. Broadly speaking, academics must ensure that individuals are not able to be identified through the publication of data.

**Note: It is not necessary to provide actual figures in relation to pupils from ethnic minority or other groups of pupils in relation to pupils or staff with protected characteristics since this would result in such groups being more easily identified. Academics are not required to collect any statistical data which they do not already collect routinely. Data available on RAISE online can be used as a source of information in the initial stages of writing your Equality Profile.**

## 2. Disability Equality Duties

PARKSIDE GGI ACADEMY '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.

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

- increasing the extent to which disabled pupils can participate in the academy curriculum;
- increasing the inclusion of positive images of disabled people across the curriculum;
- improving the environment of the academy 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 academy, to disabled pupils, staff, parents, carers and other academy users.

### **In relation to your academy, set out:**

- **Your academy's Accessibility Plan (any plans to improve the physical layout of the building and the grounds and disabled access to the curriculum).**
- **How you have involved disabled people in the development of the Single Equality Scheme.**
- **How you plan to increase access to education for disabled learners as detailed above.**
- **How you plan to improve equal opportunities for disabled employees**

**Can you include an example of how you have adjusted your approach or your physical environment in order to remove a barrier to inclusion for disabled pupils, staff or other users of the academy premises?**

### 3. Racial Equality Duty and Community Cohesion

PARKSIDE GGI ACADEMY 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 academy 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 academy 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 academy staff and other adults working within the academy, pupils and their families as well as our partners and the wider community fully understand the principles of good race relations.

**In relation to your academy, set out:**

- **Any race equality action priorities for 2012 – 2015;**
- **How you intend to involve the ethnic community in setting priorities and meeting any identified objectives in the Single Equality Scheme;**
- **Details of any consultation process you will use in order to establish what the priorities of the academy ethnic community are either currently or ideas for the future.**



## 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.

**In relation to your academy, set out:**

- **How you gather gender monitoring information**
- **Your targets for pupil achievement by gender**
- **Addressing gender stereotyping in subject choices, careers advice and work-related learning**
- **The results of the Single Status equal pay scheme for your academy in relation to gender**
- **How issues around gender violence and domestic violence are tackled within the academy and how the needs of victims are assessed and met**
- **How you provide classroom based lessons on gender issues such as sexual bullying and sexual exploitation**
- **How you respond to information children receive from the internet, films, TV and other media where women are portrayed in a derogatory manner**

## 5. Religion and Belief Equality Duties

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

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

Our academy 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.

### **In relation to your academy, set out:**

- **A list of functions, policies and procedures that have been or will be Equality Impact Assessed in terms of promoting equality with regards to religion, belief or non-belief**

**Note: Academics with a religious character (faith academies) have certain exceptions to the religion or belief provisions which allow them to discriminate because of religion or belief in relation to admissions and in access to any benefit, facility or service.**

**The content of the academy curriculum has never been caught by discrimination law, and the Equality Act now states explicitly that it is excluded. However the way in which a academy provides education – the delivery of the curriculum – is explicitly included.**

**Academics are free to celebrate religions festivals and could not be claimed to be discriminating against children of other faiths if, for example, they put on a nativity play at Christmas or hold a celebration to mark other religious festivals such as Diwali or Eid.**

**There is a general exception which allows all academies to have acts of worship or other forms of collective religious observance. This means the daily act of collective worship, which for maintained academies is mandatory and should be of a broadly Christian nature, is not covered by the religion or belief provisions. This exception means that academies will not be acting unlawfully if they do not provide an equivalent act of worship for other faiths.**

## 6. Sexual Orientation Equality Duties

PARKSIDE GGI ACADEMY is committed to combatting discrimination faced by lesbians, gay men, bisexual people and 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 academy 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 academy and will assess the impacts of our policies, functions and 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.

**In relation to your academy, set out:**

- **How you propose to include realistic images of lesbian, gay, bisexual or transgender people and the contributions they have made to different aspects of the curriculum**
- **How homophobic bullying, language and stereotypes will be challenged within the academy**
- **What resources (websites, DVD's, activities) you will use to raise staff and pupil awareness of their rights and responsibilities and the rights of others**

## 7. Pregnancy and Maternity Equality Duties

PARKSIDE GGI ACADEMY recognise that the Equality Act 2010 now specifically includes the need to protect female students who are pregnant or who have recently given birth from discriminatory practices.

This academy will ensure that no student will be excluded purely on grounds of pregnancy and that up to 18 calendar weeks authorised absence period immediately before and after the birth may be given in order to ensure that the student is reintegrated into education as quickly as possible.

Female staff are already covered under existing employment legislation.

Such a student is protected from discrimination because:

- she is or has been pregnant;
- she has given birth and unfavourable treatment occurs within a period of 26 weeks beginning on the day she gave birth;
- she is breastfeeding and unfavourable treatment occurs within the period of 26 weeks beginning on the day she gave birth;
- a female student is protected even when the baby is stillborn, so long as she was pregnant for at least 24 weeks before she gave birth;
- both direct and indirect discrimination related to pregnancy and maternity relate to the person being disadvantaged and treated unfavourably.

### **In relation to your academy, set out:**

- **How you intend to ensure that students are reintegrated into education as quickly as possible following the birth of the child**
- **What alternative suitable education provision would be available and accessible to students? Such suitable education must meet the needs of the pupil and should take account of their age, ability, aptitude and individual needs including any special educational needs they may have.**
- **How you intend to make use of LA re-integration officers.**

**Note: academys already have a duty of care to their pupils and are not expected to have to alter their existing policies because of this new legal provision, providing they are not excluding pregnant pupils or requiring them to study at home or in alternative provision when they wish to remain in academy, and are letting them return to education when they have had their babies.**

## 8. Publication of the Single Equality Scheme

PARKSIDE GGI ACADEMY Single Equality Scheme is published as a separate document and is available on request.

**In relation to your academy, set out:**

- **How and when you are going to publish your Scheme**
- **You should offer the document 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 Academy 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 Academy'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 – 2014 - 2018

Equality Objectives/Action Plan for \_\_\_\_\_ :

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

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 Academics.

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 academy
- 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 academies are best meeting the needs of all their pupils. Prior to April 2011 maintained academies 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 Academies**

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 academies 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 academies on establishing fitness and ability to teach (as required by the Health Standards (England) Regulations 2003). In the meantime, academies 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. Academies 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 academies 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 academy 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 academies 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. Academies will be advised of when this is the case.

## Publication of the Scheme

Details of the academy 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.

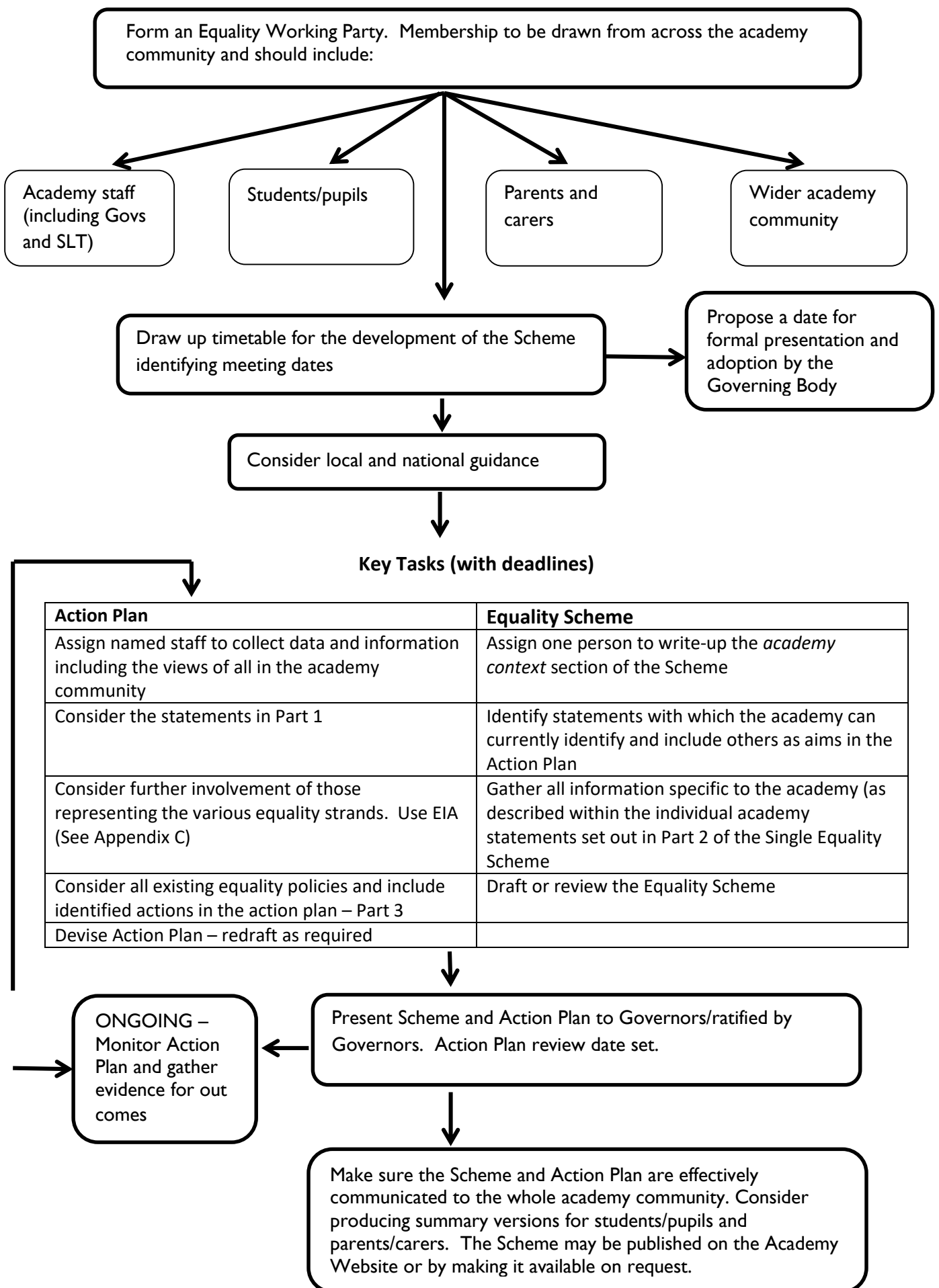
Academies must plan for:

- Increasing access for disabled children and young people to the academy curriculum
- Improving access to the physical environment of academies; 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 academies 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 academy 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 academy 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 academy community and trying to ensure they are not disadvantaged by it.

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

## Why should we undertake equality impact assessments?

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

In reality this means taking into account of the needs of your academy community in the development and review of any academy 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 academy population to be met. Your academy 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 academy policies or practices which are likely to affect children or people within your academy 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 academy 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 academy 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 academy 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 academy.

### **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.	<b>Identify the aims of the policy/procedure/service/function and how it is implemented.</b>		
	<b>Key Questions</b>	<b>Answers/Notes</b>	<b>Actions required</b>
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 Academy's values, priorities and aims as identified in Part A of our Single Equality Scheme.
- Accurate knowledge of the academy 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 academy, girls, boys, SEN, staff etc.	Action	Who's responsible?	Dates from and to:	Indicator of Achievement
All aims of duty	All	To increase pupil, staff and governor awareness of legal and human rights and the responsibilities that underpin society	For pupils to understand they have rights, how they can exercise their rights and understand how rights link to responsibilities	All pupils and staff	To increase awareness of the Academy Single Equality Scheme across all groups within academy and how it affects each individual	Senior Leadership Team, staff and Governors	March 2012 – December 2012	Pupils, staff and Governors are aware of the academy's objectives and action plan (age appropriate)
All aims of duty	All	To equality impact assess all policies procedures and practices with particular emphasis on the attainment levels of pupils and students from vulnerable groups	To enable the academy to address the needs of diverse and vulnerable groups at risk of disadvantage and set priorities accordingly	Whole academy	Undertake Equality Impact Assessments on those policies, procedures and practices which remain outstanding	SLT	June 2012 - on-going	All policies, procedures and practices equality impact assessed and action points identified and recorded
All aims of duty	All	All staff receive CPD on the academy's arrangements to promote equality in the context of their job role (e.g. mid-day supervisory – positive ethos and preventing/managing incidents. Teachers – curriculum and teaching and learning strategies)	Academy staff are able to identify the specific actions and behaviours needed to promote equality in the context of their job role and the impact of this assessed as part of the overall review of policies, procedures & practices in academy	Whole academy	Identify either in-academy or external training providers who will assist with different or alternative strategies.  Identify any gaps using gap analysis tools	SLT	September 2012 - on-going	Evaluations of CPD indicate an increase in staff confidence and competence.  Observations of teaching and learning include strategies to promote equality and narrow the gap outcomes
All aims of duty	All	To increase participation of disabled pupils in Gifted and Talented programmes and ensure representation on the programmes full reflect the academy population in terms of race and gender	Disabled pupils participation and self-esteem is improved with participation and recognition on such programmes	SEN pupils	Recognise and represent the talents of disabled pupils in Gifted and Talented programmes	SLT/G& T Lead	September 2012 – on-going	Analysis of the Gifted and Talented register indicates it is changing to reflect the academy's diversity
All aims of duty	All	Improve displays and other images in the academy to reflect and promote diversity in terms of the equality groups	For pupils to have positive visual images throughout their education which show and promote diversity	All staff, pupils and visitors	Ensure that displays in classrooms and corridors promote diversity in terms of race, gender and ethnicity  Ensure curriculum promotes role models and heroes that young people can identify with, which reflects the	All staff	April 2012 – on-going	More diversity reflected in academy displays across all year groups. Increase in pupils' participation,



**APPENDIX D**

Link to Public Sector Equality Duty	Protected Characteristic/ Equality Group	Aim	Objective	Target Group (s): e.g. whole academy, girls, boys, SEN, staff etc.	Action	Who's responsible?	Dates from and to:	Indicator of Achievement
					academy's diversity in terms of the equality groups.			confidence and achievement levels
All aims of duty	All	To increase the participation of pupils/students from minority, marginalised or vulnerable backgrounds in academy life	Increase the diversity of pupils/students involved in the decision-making of the academy	Minority, marginalised and vulnerable pupils/students	Identify which groups are under-represented in the Academy Council and/or pupil voice processes within the academy.  Set up group of pupils/students to develop actions which better involve the target group.	Senior Leadership Team/Head of Pastoral Care	March 2012 – July 2013	Academy Council/pupil voice has representation from pupils who are within the protected characteristics
Eliminate unlawful discrimination, harassment and victimisation  Equality of opportunity	All	To ensure that SLT and the Governors are clear about their responsibilities in the recruitment and selection of staff	Recruitment procedures ensure equality for candidates and that the recruiting panel recruit the best person to the role  Staff reporting improved sense of inclusion	Applicants and all academy 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 Sub-Committee	June 2012 – December 2012	Feedback from candidates on the process indicates fairness.  Academy staff reflect diversity
Eliminate unlawful discrimination, harassment and victimisation	Race/ Religion or Belief/ Disability	To ensure the content of academy meals and the eating environment meets the need of all race and faith groups and those with specific health needs	Increased take-up of academy meals	All those with specific race, faith, cultural and health needs	Establish a academy food group including representation from diverse groups  Introduce food culture days with different menus	Academy Caterers/cook-in-charge	September 2012 – July 2013	Increased take-up of academy meals – variety in types of academy meals served to reflect differing cultures
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	Pupils/students feel safer as they are assured that incidents will be dealt with promptly and fairly  Increased staff confidence  Accurate reporting rates	Whole academy 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/Anti-bullying Lead	September 2012 – December 2012	Staff attend anti-bullying training
Eliminate unlawful discrimination, harassment and victimisation	Sexual orientation	To ensure LGBT pupils are accepted and homophobia is challenged	Reporting rates of LGBT bullying decrease	Whole academy and specifically LGBT pupils/students	Utilise ..... resource in PSHE  Celebrate lesbian, gay, bisexual and transgender (LGBT) History Month (February)	PSHE Co-ordinator	April 2012 – on-going	Resources successfully used and students within LGBT group feel safer

**APPENDIX D**

Link to Public Sector Equality Duty	Protected Characteristic/ Equality Group	Aim	Objective	Target Group (s): e.g. whole academy, girls, boys, SEN, staff etc.	Action	Who's responsible?	Dates from and to:	Indicator of Achievement
Fostering and improving good relations								
Advance equality of opportunity	Gender	To ensure that girls are equally involved in physical activity	Improved participation of girls in targeted sports activities	Girls	Monitor attendance of girls at out-of-academy hours sports clubs  Survey girls and understand barriers to participation	Head of PE/ Sports Co-ordinator/PE teacher	September 2012 - on-going	Increase in number of girls taking part in competitive sports
Advance equality of opportunity	Disability/All	To increase social and emotional skills for pupils/students with behavioural, emotional and social difficulties (BESD)	Improved ability by pupils/students to handle difficult situations and a reduction in classroom disruption	Pupils/students with BESD	Train staff to deliver small group work sessions to support targeted pupils/students in developing social and emotional skills Introduce nurture groups for the most vulnerable	SEAL co-ordinator	September 2012 – July 2013	Improved classroom behaviour. Reduced challenging behaviour and reduction in need to physically restrain
Advance equality of opportunity	Disability	To better understand the needs of disabled parents/carers within our academy community	Improved access and communication with disabled parents/carers	Disabled parents/carers	Gather and record information relating to disabled parents	SLT/Assistant Head teacher	September 2012 – December 2012	Information obtained and identified disabled parents included on participation group for SES
Advance equality of opportunity	Gender	To promote opportunities for boys and girls to learn more about career opportunities which challenge gender stereotyping	Positive changes in options around work experience opportunities and diplomas	Year 10	Provide activities that allow pupils/students to explore gender stereotyping in careers  To ensure that diplomas meet the needs of boys and girls	Careers Co-ordinator	January 2013 – July 2013	Pupils feel more confident about choosing options which are not stereotypical  Rise in alternative work placements
Advance equality of opportunity	Other	To improve the attainment of pupils eligible for free academy meals	Improved attainment	Children eligible for free academy meals	Collate and analyse data relating to attainment by target group  Inter-academy working to identify proven strategies to improve attainment of this group	SLT	May 2012 – December 2012	Improved attainment levels of pupils eligible for free academy meals
Advance equality of opportunity	Race	To improve the attainment of Gypsy, Roma Traveller (GRT) pupils	Improved attendance and attainment by this group	Gypsy, Roma Traveller children	Collate and analyse data relating to attainment and attendance by target group  Inter-academy work to identify strategies to improve attainment of this group  Engagement with parents of GRT pupils to encourage improved attendance	SLT	September 2012 - on-going	Improved attendance and attainment year on year of pupils regularly attending the academy.  Improved relationships with parents of GRT pupils

**APPENDIX D**

Link to Public Sector Equality Duty	Protected Characteristic/ Equality Group	Aim	Objective	Target Group (s): e.g. whole academy, girls, boys, SEN, staff etc.	Action	Who's responsible?	Dates from and to:	Indicator of Achievement
Fostering good relations	Age	To improve understanding and to challenge stereotyping between young and older people	Increased positive attitudes towards each other	All year groups	Set up creative arts project. Invite in older members of the community to assist with project work	Class teachers	September 2012 – on-going	Improve relationships with older members of the community
Fostering good relations	All	To promote good relations between people from different backgrounds	Improved understanding of Cumbria and the diversity within it.  Increased positive attitudes towards disabled people	Years 7 and 8	Set up academy linking with another academy in a different part of North West England with differing population make-up  Make use of disability images pack  Invite in representatives from disability equality groups to meet with children	SLT/PSHE co-ordinator	June 2012 – June 2014	Contact made with academy in Manchester  Disability Images resources pack received and training for staff and other adults undertaken

**Date Action Agreed:**

**Date Agreed for Review:**