

## **Earlscliffe (Sussex Summer Schools Ltd)**

### **RACE RELATIONS**

#### **Pupils**

##### **1. Commitment to equal opportunities**

1.1 The School operates an equal opportunities policy. We are committed to ensuring that within the framework of the law the School is free from unlawful discrimination on grounds of race, ethnic or national origin, marital status, sexual orientation, age or disability. This policy focuses on the issue of race relations.

1.2 The School aims to ensure that all our pupils achieve their full potential and all decisions are taken without reference to irrelevant or discriminatory criteria.

##### **2. Implementing equality of opportunity**

2.1 Admission decisions will be made on the basis of fair and objective criteria. The School's selection procedures are reviewed from time to time to ensure that they are appropriate for achieving our objectives and for avoiding unlawful discrimination.

2.2 In accordance with recommended practice the ethnic and religious composition of all pupils and applicants will be monitored, anonymised where possible.

2.3 Appropriate training will be provided to enable staff to implement and uphold our commitment to equality of opportunity. The School aims not to discriminate against a person either directly or indirectly.

2.4 Consideration will be given to developing action programmes to promote equality of opportunity.

2.5 The School aims not to discriminate on the grounds of race, ethnic or national origin, religion or belief in affording terms of education and providing benefits, facilities and services for pupils.

2.6 Where possible, the School will aim to allow pupils to observe prayer times and specific religious events.

##### **3. Pupils' responsibilities**

All pupils should familiarise themselves with this policy. Any breach of this policy or any action by a pupil which might amount to unlawful discrimination on the grounds of race, ethnic or national origin, religion or belief may result in disciplinary action being taken against the pupil.

## **Employees**

### **1. Commitment to equal opportunities**

- 1.1 The School is an equal opportunity employer. We are committed to ensuring that within the framework of the law the School's workplaces are free from unlawful discrimination on grounds of race, ethnic or national origin, marital status, age or disability. This policy focuses on the issue of race relations.
- 1.2 The School aims to ensure that our staff achieve their full potential and all employment decisions are taken without reference to irrelevant or discriminatory criteria.

### **2. What is discrimination?**

It is unlawful to discriminate against a person, directly or indirectly, in the field of employment.

- 2.1 Direct discrimination occurs when someone is put at a disadvantage on discriminatory grounds in relation to his/her employment. Direct discrimination may occur even when unintentional.
- 2.2 Indirect discrimination occurs when someone's employment is subject to an unjustified provision, criterion or practice which puts individuals of the same race, ethnic or national origin, religion or belief, at a particular disadvantage, although on its face, the provision, criterion or practice is neutral.
- 2.3 Victimisation occurs where an individual is put at a disadvantage on the grounds that he/she has made a claim to the discrimination legislature, given evidence or information in connection with a claim, done anything under or by reference to the discrimination legislation or made an allegation which would amount to unlawful discrimination.

### **3. Implementing equality of opportunity**

- 3.1 Recruitment and employment decisions will be made on the basis of fair and objective criteria. The School's selection procedures are reviewed from time to time to ensure that they are appropriate for achieving our objectives and for avoiding unlawful discrimination.
- 3.2 Person and job specifications will be limited to those requirements which are necessary for the effective performance of the job. Interviews will be conducted on an objective basis against specific selection criteria which will be consistently applied to all applicants.
- 3.3 In accordance with recommended practice the ethnic and religious composition of our staff and applicants for jobs will be monitored, anonymised where possible, at all levels.

- 3.4 Appropriate training will be provided to enable staff to implement and uphold our commitment to equality of opportunity. The School aims not to discriminate against a person either directly or indirectly when providing staff with training and opportunities for promotion. Employees will be selected with reference to objective selection criteria.
- 3.5 Working patterns will be reviewed so as to enable us to offer flexible working to staff.
- 3.6 The School aims not to discriminate on the grounds of race, ethnic or national origin, in affording terms of employment and providing benefits, facilities and services for employees.
- 3.7 Where possible, the School will aim to allow employees to observe prayer times and specific religious events.
- 3.8 The School acknowledges that it is unlawful to victimise individuals who have made allegations or complaints of racial discrimination or provided information about such discrimination, for example by disciplining or dismissing them as a direct result of their complaints or the fact that they have provided information.

#### **4. Employees' responsibilities**

- 4.1 All employees must familiarise themselves with this policy. Any breach of this policy or any action by an employee which might amount to unlawful discrimination on the grounds of race, ethnic or national origin, religion or belief may result in disciplinary action (up to and including dismissal) being taken against the employee.  
As an example, a discriminatory practice might include:
- (a) Discrimination in the course of employment against fellow employees or job applicants, for example in selection decisions for recruitment, promotion, transfer and training.
  - (b) Inducing or attempting to induce other employees, unions or management or practice unlawful discrimination.
  - (c) Victimising individuals who have made allegations or complaints of racial discrimination or provided information about such discrimination.
- 4.2 All staff have a right of equality of opportunity and a duty to implement this policy. Breach of the equal opportunity policy is potentially a serious disciplinary matter. Anyone who believes that he or she may have been disadvantaged on discriminatory grounds is entitled to raise the matter through the School's grievance procedure.
- 4.3 In order to effect this policy, the School will ensure that all those undertaking recruitment and selection are trained in equal opportunities issues.