

Equal Opportunities Policy

December 2016



Skills Funding
Agency

Publication no.	1.2
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Date created	December 2016
Date Reviewed	December 2016
Next Plan Review	December 2017

NGTC Equal Opportunities Policy

NGTC is committed to equal opportunities in all its working practices. NGTC is an equal opportunities employer and is committed to treating all its employees and job applicants equally. It is also committed to promoting equal opportunities in its treatment of and educational provision for students.

Employment

NGTC recognises that discrimination against a member of staff or a job applicant on the grounds of race, religion, colour, sex, age, national origin, disability or sexual orientation is legally and morally wrong. It is therefore the policy of NGTC to employ, train and promote employees on the basis of their abilities and qualifications alone.

Members of staff have an obligation to co-operate with NGTC to ensure that this policy is effective in ensuring equal opportunities and preventing discrimination. Action under NGTC's disciplinary procedure will be taken against any employee who is found to have committed an act of improper discrimination. Serious breaches of the equal opportunities policy will be regarded as gross misconduct and could render the employee liable to summary dismissal.

Members of staff must not harass or intimidate other employees or students on the grounds of race, religion, colour, sex, age, national origin, disability or sexual orientation. Such behaviour will be treated as gross misconduct under NGTC's disciplinary procedure.

Members of staff should draw the attention of one of the Management team to suspected discriminatory acts or practices. Members of staff must not victimise or retaliate against another member of staff who has made allegations or complaints of discrimination, or provided information about such complaints. Such behaviour will be treated as gross misconduct.

All allegations of discrimination will be dealt with seriously, confidentially and speedily. NGTC will not ignore or treat lightly grievances or complaints from members of a particular sex or racial group.

Recruitment and Advertising

The recruitment process must result in the selection of the most suitable person for the job in respect of qualifications and experience. Advertisements for jobs will encourage applications from all suitably qualified and experienced people. Advertisements will avoid prescribing any unnecessary requirements, which would exclude a higher proportion of a particular gender or racial group and avoid any requirements as to marital status or age.

(See Advertising policy)

Selection Methods

The selection process for all jobs will be consistent and fair, based solely on the job requirements and the individual's ability and suitability to do the job in question. Questions and exercises on matters which may be unfamiliar to racial minority applicants or to those of a particular sex will not be included in the selection procedure if they are not related to the requirements of the job.

All applications will be treated in the same way, and all those involved in the selection procedure will be clearly informed of the selection criteria and of the need for their consistent application. If it is necessary to ask whether personal circumstances will affect the performance of the job, this will be done objectively, without detailed questions based on assumptions about race, religion, sex, age, health, national origin, disability, sexual orientation, marital status, children or domestic obligations.

Terms of employment, benefits, facilities and services

All terms of employment, benefits, facilities and services will be reviewed from time to time in order to ensure that there is no unlawful discrimination on the grounds of race, gender or marriage or any discrimination based on disability or sexual orientation.

Monitoring Equal Opportunities

NGTC will regularly monitor the effects of selection decisions and personnel practices and procedures in order to assess whether equal opportunity is being achieved. It will also review from time to time the selection criteria and personnel procedures to ensure that they do not include requirements or conditions which constitute or may lead to unlawful indirect discrimination.

Promoting Equal Opportunities in NGTC

All members of staff will ensure that they are familiar with NGTC's Equal Opportunities Policy in order to promote equal opportunities and avoid discrimination in the areas for which they are responsible.

Disability

Subject to the physical constraints of our buildings, we welcome applications for employment, or for NGTC places, or as a service provider, from people who have a disability within the meaning of the *Disability Discrimination Act 1995* (as amended). Every application will be processed and considered fairly. NGTC also abides by the *Special Educational Needs and Disability Code of Practice (0-25 years) 2014*. We will make reasonable adjustments to our systems and procedures in order to accommodate disabilities of which we have been made aware for our students and staff.

At the pre-appointment stage a health questionnaire will be issued, after the conditional Offer of Employment has been made. If a health-related issue arises at that stage, NGTC reserves the right to involve occupational health services or an independent doctor's assessment of fitness to perform the role. NGTC will endeavour to accommodate medical issues through reasonable adjustments. If you do not declare anything and something health-related arises that should have been declared, NGTC reserves the right to evoke disciplinary procedures and consider dismissal.

(See NGTC Recruitment, selection and disclosure policy and procedure)

Complaints

Any person who believes he or she has received less favourable treatment on any of the grounds referred to in this policy should make a formal complaint -

- An employee should complain in accordance with the relevant Grievance Procedure.
- A student, parent, legal guardian or education guardian should make a formal complaint in writing to a member of staff in the first place, usually the relevant personal tutor or to any other adult member of the staff who is in a position to report the complaint.

Enforcement

We will treat seriously and urgently investigate every complaint. Disciplinary action will be taken against any member of NGTC community who is found to have acted in contravention of this policy. Senior Management team and pastoral staff play an active role in monitoring the implementation of NGTC's policy on equal opportunities.

Teaching and Learning

NGTC is proud of the harmonious and inclusive nature of the teaching and learning in the organisation. In the way that we teach and through what we teach, we can begin to develop a positive anti-discriminatory education. We promote tolerance and respect for each other, paying particular regard to the protected characteristics set out in the Equality Act 2010. We will do this by -

- Having similar expectations for all students regardless of their sex, race, disability, religion or belief, gender reassignment, pregnancy or maternity.
- We also welcome applications from pupils with special needs and disabilities, and refer parents to our policy covering Special Educational Needs and Disability (SEND).
- Grouping students so that they are encouraged to work co-operatively regardless of their sex, race, national origin, disability or sexual orientation.
- Using appropriate teaching philosophy, strategies and techniques to reflect, support and develop the diversity of learners and their backgrounds.
- Recognising the necessity for staff and students of different religious backgrounds to be absent from NGTC for certain religious holidays (as reflected in the Staff Handbook's list of important dates) and giving help where necessary when students need to catch up as a result of such holidays.
- Allowing in our teaching and setting of work for the physical demands upon students who need to observe fasts in NGTC time or attend religious services more regularly than usual in the evening.
- Providing for the needs of Jewish students needing to observe Shabbat, particularly in the winter months.
- Providing to Muslim students information on space available at different times of the day for prayers.
- Providing extracurricular activities which appeal to students of different races, national origins and sexes and which promote interaction between them.
- Providing a comprehensive support programme for students from overseas under the supervision of an overseas tutor, with the aim of promoting the educational, social and physical well-being of these students and their integration into the life of NGTC as a whole.
- Providing adequate additional language support for speakers of English as a second language.

Harassment in all its forms is unlawful and unacceptable. Our behaviour and anti-bullying policies contain clear procedures on dealing with unlawful discrimination. Staff Inset will address these issues regularly.

A successful equal opportunities policy requires strong and positive support from parents and guardians, and full acceptance of NGTC's ethos of tolerance and respect.