

THE LATYMER SCHOOL

Founded 1624



HEADTEACHER
M E Garbett MA M.Ed NPQH

CHAIRMAN OF GOVERNORS
I L Pilsworth LLB

POLICY ON EQUAL OPPORTUNITIES

Governors Approved Amendments June 2011

June 2011

EQUAL OPPORTUNITIES POLICY

The Latymer School aims to ensure that the School provides opportunities for all without discrimination. In this way pupils should be enabled to meet the “Every Child Matters” outcomes framework, namely to:

- Be healthy
- Stay safe
- Enjoy and achieve
- Make a positive contribution
- Achieve economic wellbeing.

THE LATYMER SCHOOL AIMS to ensure that the School provides opportunities for all without discrimination.

POLICY STATEMENT:

Latymer School is committed to a policy of providing equal opportunities for girls and boys whereby all subjects are available to all pupils; and all pupils, students and staff are treated with the same consideration and attention. All staff will be encouraged through INSET training opportunities and the performance management process to develop their potential. In order to make this policy work in practice, the following procedures will be followed:

1. **PERSON RESPONSIBLE:** The Deputy Head (Pastoral) will have responsibility for Equal Opportunities and represent that interest to the Senior Management Team.
2. **OPTIONS:** Where option choices exist they will be equally available to all pupils.
3. **CAREERS:** In careers education, advice will be free of gender or racial stereotypes.
4. **CURRICULUM ISSUES:** Departments will aim to examine and monitor learning materials to detect gender or racial stereotypes and attempt to ensure that these are not reinforced.
5. **SCHOOL PLAN:** Equal opportunities will be included in Department Plans and in the Governors Annual Report.
6. **BEHAVIOUR:** Praise or blame for behaviour or work will not be linked to gender or race.
7. **HARASSMENT:** Sexual harassment of pupils or staff is unacceptable. This, like any sexist comment or behaviour, is always to be challenged. The Enfield Policy and Procedure for dealing with harassment at work will be included in the Staff Handbook.
8. **PUBLICITY:** Information and publicity regarding Equal Opportunities will be displayed in the staffroom and on a prominent noticeboard in the school for pupils to see.
9. **MEETINGS:** Equal opportunities will be an item on school meetings’ agenda as appropriate.
10. **ADMISSIONS:** The Admissions procedure provides for admission of the most able pupils students in the year group irrespective of gender, class, race or religious beliefs. All information gathered on a pupil is without bias and the intention is to ensure that no

able pupil is denied the opportunities presented by this school because of their means, gender, race or religious belief.

11. **DATA COLLECTION:** Accurate data on academic achievement in relation to gender will be collected at KS3, GCSE and A-level along with the destination of students.
12. **STAFF RECRUITMENT:** The member of staff with responsibility for Equal Opportunities is fully involved with selection of staff for interview. In all cases the person most suitable for the post will be appointed irrespective of their race or gender.
13. **STAFF DEVELOPMENT:** The role of women and ethnic minorities in the school will be monitored in respect of their representation at various levels.
14. **PARTICIPATION IN SCHOOL EVENTS/PUBLIC OCCASIONS/ASSEMBLIES:** As far as possible staff representing the school will reflect the heterogeneous make-up of the staff in respect of gender and race.
15. **PERFORMANCE MANAGEMENT:** The procedures for appraisal will aim to ensure and promote equal opportunities (see Performance Management Policy).

PROCEDURES:

All incidents of a 'sexist' or 'racist' nature (including remarks, abuse, harassment as well as items of a curriculum nature) should be reported.

If the offence is caused by a pupil the teacher should proceed as follows:

1. verbal abuse/sexist comments - explain the offensive nature to the pupil concerned - memo to Form Tutor if appropriate.
2. repeated offences - memo to Form Tutor - Head of Year.
3. sexual harassment of pupil by pupil - deal with if possible - notify Form Tutor if appropriate.

If the offence is caused by a teacher to a pupil, pupils should inform the Pastoral Deputy Head (or Head of Year if this is not appropriate).

If the offence is caused to a teacher by a teacher, the teacher offended should inform the Pastoral Deputy Head (or the Headteacher if this is not appropriate).

Equal Opportunities applies to staff in school as well as pupils, and staff should feel free to report to the Equal Opportunities co-ordinator any incident relating to:

- Harassment
- Sexist comments
- conditions of employment
- promotion opportunities etc.

that they feel constitutes an issue under this policy the Sexual Discrimination Act 1975, the Race Relations (Amendment) Act 2002, and all the 'Protected Characteristics identified in the Equalities Act 2010.

N.B. Any data is stored using ICT will be registered under the Data Protection Act.