



DIOCESE OF CHICHESTER
ACADEMY TRUST

Equality, Diversity & Inclusion Policy

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DCAT Non-statutory Policy	
DCAT Model Optional Policy	
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Introduction

Our **vision** for our Trust is we exist to:

Help every child achieve their God-given potential

Our **aims** are clear. We aim to be a Trust in which:

Developing the whole child means pupils achieve and maximise their potential

Continued development of staff is valued and improves education for young people

All schools are improving and perform above national expectations

The distinct Christian identity of each academy develops and is celebrated

Our work as a Trust is underpinned by shared **values**. They are taken from the Church of England's vision for Education and guide the work of Trust Centre team. They are:

Aspiration

I can do all things through Christ who strengthens me
(Philippians 4 vs 13).

Wisdom

Listen to advice and accept discipline, and at the end you will be counted among the wise
(Proverbs 19 vs 20)

Respect

So in everything do to others what you would have them do to you
(Matthew 7 vs 12)

Our vision of helping every child achieve their God-given potential is aligned with the Church of England's vision for education and is underpinned by the Bible verse from John: *I have come that they may have life, and have it to the full.*

1. Policy Aims

The Diocese of Chichester Academy Trust [the Trust] is committed to creating a culture in which:

- Equality, diversity, and inclusion are actively promoted for the benefit of all staff, whether temporary, part-time, or full-time, and prospective employees.
- Equality, fairness, and respect are provided for all in our employment.
- Equality, diversity and inclusion are embedded in all Trust policies and procedures.
- Discrimination and harassment against staff and also the wider school community (pupils, governors and parents) are prohibited and prevented.
- Unlawful discrimination in all aspects of employment is eliminated, this includes the areas of recruitment, promotion, opportunities for training, pay and benefits, discipline, and selection for redundancy.
- Diversity and inclusion are embedded throughout the employment lifecycle. This includes recruitment practices, pay and benefits, terms and conditions of employment, dismissal, redundancy, leave for parents, requests for flexible working, decision making within formal procedures including but not limited to grievances, conduct, performance, attendance,

absence, selection for employment, promotion, training or other developmental opportunities.

The Trust believes that a culture of equality, diversity, and inclusion not only benefits but supports wellbeing and enables people to work better because they can be themselves in the workplace and feel that they belong.

The Trust is committed to promoting a working environment based on dignity, trust, and respect, and one that is free from all kinds of discrimination.

2. Purpose

This policy is intended as a statement of our aims, commitments, and responsibilities in relation to equal opportunities in employment. These have been integrated into HR policies which provide the detail of operational practices and procedures. This policy complements our Bullying and Harassment (including Sexual Harassment) policy.

3. Scope

The Trust recognises that the experiences and needs of all staff and workers are unique and will respect and value the diversity of its employees, workers, suppliers, third-party contractors, parents, and the public.

This policy is intended to complement the Trusts Equality Objectives which cover our broader commitments in relation to our employees, pupils and the communities we serve and to meet the Public Sector Equality Duty.

This policy does not form part of the contract of employment and the Trust reserve the right to amend or withdraw it at any time.

4. Equality & Diversity Statement

The Trust is mindful of its obligations under the Equality Act 2010 and the Worker Protection (Amendment of Equality Act 2010) Act 2023, and its commitments to the Equality, Diversity and Inclusion Policy, and this procedure will be applied fairly and consistently to all employees. In addition the Trust will not discriminate on the grounds of domestic circumstances, social-economic status, political affiliation or trade union membership.

5. The Law

5.1. Introduction

It is unlawful to discriminate directly or indirectly in recruitment or employment because of age, disability, sex, gender reassignment, pregnancy, maternity, race (which includes colour, nationality and ethnic or national origins), sexual orientation, religion or belief, marital status or because someone is in a civil partnership. These are known as “protected characteristics”. These are defined in detail in **Appendix 1** of this policy. Discrimination after employment has ended can also be unlawful, for example in relation to the provision of an employment reference.

It is unlawful to treat part-time workers less favourably than a comparable full-time worker (unless the treatment can be objectively justified).

5.2. Types of Discrimination

There are a number of different types of discrimination – these are defined in more detail in **Appendix 2** of this policy.

- **Direct discrimination**
- **Indirect discrimination**
- **Harassment (including Sexual Harassment)**
- **Associative discrimination**
- **Perceptive discrimination**
- **Victimisation**
- **A failure to make reasonable adjustments**
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6. Roles and Responsibilities

6.1 Employee Responsibilities

Every employee is expected to assist the Trust to meet its obligations in relation to the provision of equal opportunities in employment, eliminate unlawful discrimination and support diversity and inclusion. This includes:

- Encouraging equality, diversity, and inclusion in the workplace
- Creating a working environment free of bullying, harassment (including sexual harassment), victimisation, and unlawful discrimination, promoting dignity and respect for all, where individual differences and the contributions of all staff are recognised and valued
- Conducting themselves to help the organisation provide equal opportunities in employment, and prevent bullying, harassment (including sexual harassment) victimisation, and unlawful discrimination.
- Reporting any instances of bullying, harassment (including sexual harassment), victimisation, and unlawful discrimination by fellow employees, suppliers, visitors, the public, and any others in the course of their school/Trust work activities.
- Being mindful of their actions and behaviours whilst representing the Trust both within and outside of their working time.
- Being mindful of their actions and behaviours, including those on social media and similar, where the employee/worker has clearly associated themselves with the Trust.

Employees can be held personally liable as well as, or instead of, the employer for any act of unlawful discrimination. Employees who commit serious acts of harassment (including sexual harassment) may be guilty of a criminal offence.

Acts of discrimination, harassment (including sexual harassment), bullying, or victimisation against employees or other individuals are disciplinary offences and will be dealt with under the disciplinary procedure. Discrimination, harassment (including sexual harassment), bullying, or victimisation may constitute gross misconduct and could lead to dismissal without notice.

Whilst all employees have a responsibility for supporting our commitments in relation to equality, managers have particular responsibilities because they are in a position to make or influence employment decisions. Managers are therefore expected to be accountable for the provision of equal opportunities through the actions that they take, and to monitor and review practices within their sphere of responsibility.

6.2 Manager and Senior Leadership Team Responsibilities

In addition to these commitments, line managers and the Senior Leadership Team are committed to:

- Adhering to our Safer Recruitment policy in relation to all new appointments and promotions - this means that essential criteria on person specifications will be limited to those requirements which are necessary for the effective performance of the job
- Assessing candidates for employment or promotion objectively against the requirements for the job, taking into account any reasonable adjustments that may be required for candidates with a disability
- Making opportunities for training, development, and progress available to all staff, who will be helped and encouraged to develop their full potential, so their talents and resources can be fully utilised to maximise the efficiency of the organisation
- Making all decisions relating to appointment, promotion, or access to training based on merit, job needs or other relevant job-related criteria (apart from any necessary and limited exemptions and exceptions allowed under the Equality Act)
- To foster a workplace culture in which individuals are respected, diversity is valued, and employees are encouraged to report any behaviour which causes them concern
- Considering any possible indirectly discriminatory effect of the practice in question where employees seek a variation to standard working practice, requests will be refused only where there are sound organisational reasons for doing so, unrelated to any protected characteristic.
- Making reasonable adjustments to standard working practices to overcome barriers caused by disability
- Take seriously any complaints of bullying, harassment (including sexual harassment), victimisation, and unlawful discrimination by fellow employees, suppliers, visitors, the public, and any others in the course of the Trusts work activities.

6.2 Trust Executive Leadership Team Responsibilities

In addition to the commitments detailed above the Trust Executive Leadership Team commit to:

- Reviewing on an annual basis the need for training in equal opportunities for managers and others involved in recruitment or other decisions relating to employment, as well as reviewing the need for training for existing and new employees, volunteers and other workers to help them understand their rights and responsibilities under the equality, diversity and inclusion policy.
- Reviewing employment practices and procedures when necessary to ensure fairness, and to also update them and the policy to take account of changes in the law.
- Monitoring the make-up of the workforce regarding information such as age, sex, ethnic background, sexual orientation, religion or belief, and disability in encouraging equality, diversity and inclusion, and in meeting the aims and commitments set out in the equality, diversity and inclusion policy. Where problems are identified, the Executive Leadership Team will consider whether appropriate action can be taken to address these.

7. Raising Concerns

There are a number of informal ways that concerns about discrimination can be brought to the attention of Trust/School. These include:

An employee raising the matter directly with the person if they feel comfortable to do so

An employee raising the matter directly with their line manager or any member of the Senior Leadership Team in the case of school based staff or any member of the Executive Leadership Team for Trust based staff.

An employee can also speak with their trade union representative who will be able to advise and assist the employee to raise concerns with their line manager.

A member of staff observing behaviour of an employee or worker that concerns them and telling a member of the Senior Leadership Team in the case of school based staff or any member of the Executive Leadership Team for Trust based staff.

A line manager or member of the senior leadership team observing behaviour of an employee or worker that concerns them taking the appropriate action (e.g., talking with the employee concerned or ensuring the correct procedure is followed)

There are ways of dealing with formal complaints which do not involve moving straight into a formal approach, such as the informal stages of the grievance procedure. These include informal discussions and mediation.

8. Complaints about Discrimination

If any concerns or complaints cannot be dealt with on a more informal basis, it would be appropriate to use one of the following policies:

- Bullying & Harassment (including Sexual Harassment) Policy
- Grievance Policy
- Disciplinary Policy

Details of the Trusts policies and procedures can be accessed via the policies section on the DCAT Landing page or upon request from the School Business Manager/ HR Lead. This includes information on who formal complaints can be made to.

Any complaint will be taken seriously and investigated fully and fairly under the relevant policy; managers will be expected to resolve and implement actions from any complaint/grievance that is upheld. An employee will not be penalised for raising a complaint/grievance providing the concerns are put forward in good faith.

Use of the Bullying & Harassment (including Sexual Harassment) Policy or Grievance Policy does not affect an employee's right to make a complaint to an employment tribunal. Complaints to an employment tribunal must normally be made within three months of the act of discrimination complained of.

9. Information and Support

Guidance and support will be offered to employees throughout any informal or formal process. This may take the form of signposting to available support as well as offering pastoral support and regular updates on timescales.

- Trade Union representative - If you are a union member, you can contact your staff representative for advice and support
- Employee Assistance Programme - An independent, free, and confidential advice service for all employees is provided through HELP EAP. This support service is designed to help deal with personal and professional problems that could be affecting an employee's home life or work life, health and general wellbeing. The service provides a complete support network that offers expert advice and compassionate guidance 24/7, covering a wide range of issues. HELP offer access to an EAP Helpline, available 24/7, 365 days a year on for employees and their families and can be accessed in the following ways:

Freephone: 0800 028 5147
 Website: [Optimise](https://strictlyeducation.optimise.health/#/)
<https://strictlyeducation.optimise.health/#/>

- Occupational Health - Our occupational health service promotes physical and psychological wellbeing.

10. Data Protection

The Trust treats personal data collected for reviewing equality of opportunity in recruitment and selection in accordance with its data protection policy. Information about how data is used and the basis for processing is provided in the job applicant privacy notice.

The Trust provides a free and confidential Employee Assistance Programme for all employees through HELP EAP. This support service is designed to help deal with personal and professional problems that could be affecting an employee's home life or work life, health and general wellbeing. The service provides a complete support network that offers expert advice and compassionate guidance 24/7, covering a wide range of issues. HELP offer access to an EAP Helpline, available 24/7, 365 days a year on for employees and their families and can be accessed in the following ways:

Freephone: 0800 028 5147
 Website: [Optimise](https://strictlyeducation.optimise.health/#/)
<https://strictlyeducation.optimise.health/#/>

11. Training

The Trust is committed to embedding training for all staff to eliminate discrimination and advance equality throughout all the Trust and our schools.

12. Policy Review & Monitoring

The content and operation of this policy is reviewed biennially by the Trust. This includes equality monitoring.

Appendix I – Protected Characteristics

The Equality Act 2010 introduced the term 'protected characteristics'. This appendix describes the 9 protected characteristics and give examples of what is meant by them.

Protected Characteristic	Example
Age	Where you may be referred to as belonging to a particular age group, e.g., 49–55- year-olds and treated differently as a result. e.g., using ageist language
Disability	If you have a disability this may be a physical, mental impairment or long-term health condition which has a substantial and long-term adverse effect on your ability to carry out normal day-to-day activities, However, Cancer HIV and multiple sclerosis would be considered a disability, and therefore a protected characteristic, at the point of diagnosis. If you have a disability your manager will work with you to establish reasonable adjustments to help you perform your role to your full potential.
Gender Reassignment	The process of transitioning from one gender to another, e.g., from a female to a male, or a male to female.
Marriage and Civil Partnership	If you are married or in a civil partnership, you cannot be treated differently to a colleague who is single or divorced.
Pregnancy and Maternity	Pregnancy is the condition of being pregnant. Maternity refers to the period of 26 weeks after the birth, which reflects the period of ordinary maternity leave entitlement in the employment context.
Race	Race is defined as Nationality, National Origin, Ethnicity, Race and Colour. It can mean your ethnic or national origins, may not be the same as your current nationality, e.g., you may have Chinese national origins and be living in Britain with a British passport. Race also covers ethnic and racial groups. This means a group of people who all share the same protected characteristic of ethnicity or race. A racial group can be made up of 2 or more distinct racial groups, for example Black British, British Asians, British Sikhs, British Jews, Romany Gypsies and Irish Travellers. You may be discriminated because of your race, for example, people born in Britain to Jewish parents could be discriminated against because of their Jewish heritage.
Religion and Belief	<p>Religion means any religion and a reference to religion includes a reference to a lack of religion.</p> <p>(2) Belief means any religious or philosophical belief and a reference to belief includes a reference to a lack of belief.</p> <p>(3) In relation to the protected characteristic of religion or belief—</p> <p>(a) a reference to a person who has a particular protected characteristic is a reference to a person of a particular religion or belief;</p> <p>(b) a reference to persons who share a protected characteristic is a reference to persons who are of the same religion or belief.</p>
Sex	Under the Equality Act 2010, you are defined by law as being either a man or a woman. This is determined at birth; however, gender is broadly to denote a range of identities that do not correspond to established ideas of male and female.

Sexual orientation	Whether a person's sexual attraction is towards their own sex, the other sex or to both sexes, and not to any at all (lesbian, gay, bisexual, heterosexual, etc.).
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Appendix 2 – Definitions

Term	Explanation
Equality	Equality is the legal framework that in the workplace means equal job opportunities and fairness for employees and job applicants. You must not treat people unfairly because of reasons protected by The Equality Act 2010. ('protected characteristics'), e.g., because of a person's sex, age or race.
Diversity	Diversity is the range of people in the workplace. This might mean people with different ages, religions, ethnicities, people with disabilities, and genders/gender. It also means valuing those differences.
Inclusion	An inclusive workplace means that you feel valued at work. It lets you feel safe to: <ul style="list-style-type: none"> • come up with different ideas • raise issues and suggestions to managers, knowing this is encouraged • try doing things differently to how they have been done before, with management approval • ability to feel safe and comfortable in your working environment, free from discrimination'
Discrimination	This can be described as the unjust or prejudicial treatment of different categories of people, on the grounds of one of the protected characteristics.
Direct Discrimination	Direct discrimination is the legal term that applies if you treat someone less favourably than someone else has been treated (or would be treated) because the person belongs to one of the protected groups.
Indirect Discrimination	Indirect discrimination is when there is a practice, policy or rule which applies to everyone in the same way, however, a disproportionate and adverse effect on one group with a relevant protected characteristic under the Equality Act 2010 when compared to other groups.
Associative discrimination	This occurs where an individual is directly discriminated against or harassed for associating with another individual who has a protected characteristic. This might occur, for example, where a mother of a disabled child is treated less favourably as a result of her child's disability.
Perceptive discrimination	This occurs where an individual is directly discriminated against or harassed based on a perception that he/she has a particular protected characteristic when he/she in fact does not have that protected characteristic. This might occur, for example, where an employee is subjected to homophobic bullying based on a perception that he/she is homosexual.
Bullying and Harassment	Bullying and harassment are terms that are often used interchangeably, however, legally, harassment usually has a specific meaning. Under the

	<p>Equality Act 2010 harassment is defined as ‘unwanted conduct related to a relevant protected characteristic, which has the purpose or effect of violating an individual’s dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for that individual’.</p> <p>Harassment which does not relate to a protected characteristic is not covered by the Equality Act 2010. Bullying is not specifically defined in UK law, however ACAS guidance on bullying 'may be characterised as: Offensive, intimidating, malicious or insulting behaviour, an abuse or misuse of power through means that undermine, humiliate, denigrate or injure the recipient'. It does not matter whether or not this effect was intended by the person responsible for the conduct.</p>
Sexual Harassment	<p>Harassment may be sexual in nature. Under the Worker Protection (Amendment of Equality Act 2010) Act 2023, employers are legally obliged to take reasonable steps to prevent sexual harassment of their workers in the course of their employment and by third parties.</p> <p>The law defines sexual harassment as:</p> <ul style="list-style-type: none"> • conduct of a sexual nature that has the purpose or effect of violating someone's dignity, or creating an intimidating, hostile, degrading, humiliating or offensive environment; and • less favourable treatment related to sex or gender reassignment that occurs because of a rejection of, or submission to, sexual conduct.
Victimisation	<p>Victimisation occurs where an employee is subjected to a detriment, such as being denied a training opportunity or a promotion, because he/she made or supported a complaint or raised a grievance under the Equality Act 2010, or because he/she is suspected of doing so. An employee is not, however, protected from victimisation if he/she acted maliciously or made or supported an untrue complaint.</p>
Reasonable adjustments	<p>A failure to make reasonable adjustments may occur where a physical feature or a requirement, condition or practice puts a disabled person, as defined under the Equality Act 2010, at a substantial disadvantage compared with someone who does not have that protected characteristic and the employer has failed to make reasonable adjustments to enable the disabled person to overcome the disadvantage.</p> <p>If you have a disability as defined under the Equality Act 2010, you are entitled to have reasonable adjustments made in your workplace. Occupational Health Referrals may suggest reasonable adjustments as advised from a Health Care Professional.</p> <p>Examples of reasonable adjustments may include:</p> <ul style="list-style-type: none"> • Adaptions to the recruitment process. e.g. The right to a guaranteed interview if you meet essential criteria on the JD, virtual interview, interpreter, support for accessibility if deaf/blind • making physical changes to the workplace, like installing a ramp for you if you are wheelchair user or an audio-visual fire alarm for you if you are a deaf person • letting a disabled person work somewhere else, such as on the ground floor if you are a wheelchair user • Providing specialist equipment e.g. a special keyboard if you have arthritis • if you become disabled allowing you to make a phased return to work, including flexible hours or part-time working

