

# Polish British Academy of Warsaw

## Primary School

### Equal Opportunities Policy



**PBAW Headmistress:** Maria Fiedorczuk-Piechota

**Governors:** Magdalena Eysmont (DGS), Monika Konieczna-Kowalczyk

**Approval date:** 7<sup>th</sup> October 2021

**Policy is:** PUBLIC

**Review date:** July 2022

## Key Points

1. The school does not unlawfully discriminate against anyone, whether student, parent, staff, volunteer or visitor, on the grounds of, or related to, any of the protected characteristics.
2. The school promotes the principles of fairness and justice for all through the education that it provides in the school.
3. The school seeks to ensure that, wherever possible, all students have equal access to the full range of educational opportunities provided by the school.
4. The school strives to identify and remove any forms of indirect discrimination that may form barriers to learning for some groups by regularly assessing the impact of its policies and practices.
5. The school ensures that recruitment, employment, promotion and development opportunities are open to all.
6. The school challenges personal prejudice and stereotypical views whenever they occur. The school is aware that prejudice and stereotyping can be caused by misconception and by ignorance. Through positive educational experiences, and support for each individual's point of view, the schools aims to promote positive social attitudes and respect for all.
7. The school values each student's worth, celebrating both people's individuality and the diversity of the community centred on the school and shows the utmost respect for everyone.
8. The schools and its staff strive to be proactive in tackling prejudice and unlawful discrimination.

## Introduction

### 1. Policy Statement

PBAW is proud of our diverse, culturally rich, supportive school community. Our staff, governors and parents all recognise that the education of our children is a partnership. Sometimes working relationships, even in the most positive communities, can be strained. The purpose of this policy is to provide a reminder to all members of the PBAW community about the expectations around conduct at our school. These expectations are, we believe, essential if we want the school to be a positive, thriving community embodying a generosity of spirit that enables us to resolve difficulties in a constructive manner.

### 2. Aims

The policy's purpose is to:

- provide equality, fairness and respect for all in our employment, whether temporary, part-time or full-time
- avoid unlawful discrimination with regards to characteristics of age, disability\*, gender reassignment, marriage and civil partnership, pregnancy and maternity, race (including colour, nationality, and ethnic or national origin), religion or belief, sex (gender) and sexual orientation
- oppose and avoid all forms of unlawful discrimination. This includes pay and benefits, terms and conditions of employment, dealing with grievances and discipline, dismissal, redundancy, leave for parents, requests for flexible working and selection for employment, promotion, training or other developmental opportunities
- foster good relations between all members of the school community, including but not limited to students, staff, parents and governors.

## **Practice and Procedure**

### **Students**

Current and prospective students are treated in the same way irrespective of gender, race, colour, religion, ethnic or national origin or disability\*. All students are asked to co-operate to ensure that the policy is implemented in full. The school aims to manage student problems fairly.

#### **1. Admissions**

The school's admission policy is objective and consistently applied, focusing on the prospective student's academic and all-round potential and his/her school record. Race and sex are not part of the criteria applied.

#### **2. Discipline**

Any student who discriminates against or harasses any other student or member of staff on the grounds of race, sex or disability will be subject to disciplinary procedures. Such behaviour could result in the student being required to leave the school.

#### **3. Grievances**

Any student, or student's parent/guardian, who believes that he or she has received less favourable treatment on grounds of sex, race or disability is asked to inform the Headmistress and/or the Governors in the first instance.

### **Staff**

PBAW is an equal opportunities school. Job applicants and members of staff are treated in the same way irrespective of gender, marital status, maternity and pregnancy, race, colour, religion, ethnic or national origin, age or disability\*. All members of staff are asked to co-operate to ensure that the policy is implemented in full. The school aims to manage staff problems fairly.

#### **1. Disabled Persons**

Where a disabled person applies for a post or a member of staff becomes disabled, the school will, where possible, make reasonable adjustments to remove the disadvantages faced by the disabled person\*.

#### **2. Discipline**

Any member of staff who discriminates against or harasses any other member of staff or any student on the grounds of race, sex or disability will be subject to disciplinary procedures. Such behaviour may well constitute gross misconduct and could result in summary dismissal.

#### **3. Grievances**

Any employee who believes that he or she has received less favourable treatment on grounds of categories outlined above, is asked to inform the Headmistress in the first instance. If a student informs a member of staff of an incident contrary to the school's equal opportunities policy, that member of staff is asked to pass the information on to the School Psychologist or the Headmistress in the first instance.

## **International duties**

We recognise that the above duties reflect international human rights standards as expressed in the UN Convention on the Rights of the Child, the UN Convention on the Rights of People with Disabilities and the Human Rights Act (1998).

In fulfilling our obligations we will:

- recognise and respect diversity
- foster positive attitudes and relationships
- observe good equalities, practice, including staff recruitment, retention and development
- aim to reduce and remove any existing inequalities
- consult and involve widely
- strive to ensure that the school community will benefit

## **Dealing with allegations made**

The school will take all allegations of discrimination very seriously, and will commit to investigating them properly and fairly. The outcome of any investigation will be determined under the school's disciplinary procedures. The school will also foster a 'safe environment' where students or parents can feel confident to raise these issues, and be fully supported and protected throughout the procedures which may follow. Allegations of discrimination will be dealt with under the relevant linked policies.

The school will take 'false allegations' of discrimination seriously, and this will be dealt with in the appropriate manner by the school under its disciplinary procedures.

## **Code of Conduct to ensure Equal Opportunities**

Who does the code apply to?

The Governors, Headmistress, Deputy Head, staff and all members of the school community should play an active role in monitoring the implementation of PBAW policy on equal opportunities

### **Code of Conduct**

All members of the school community will be expected in all forms of communication including social media, to:

- promote tolerance of each other and respect for each other's position within the PBAW community (avoiding defamatory, offensive or derogatory comments); facilitating the normal operations of the school
- promote positive images and role models to avoid prejudice and raise awareness of related issues;
- foster an open-minded, sensitive and informed approach, encourage all members of the community to recognise the value of diversity and the contributions made by different cultures;
- understand how to deal with offensive language and other forms of discriminatory behaviour. Any language or actions which breach our commitment to Equality and

Diversity, for example, but not exclusively, sexist, racist or homophobic comments/actions;

- promote an awareness that the School will deal with any incidents promptly and in a sensitive manner;
- respect the school property and environment

Bullying, harassment and discrimination in all their forms between all members of the PBAW community (parents, staff, students and visitors) are unacceptable.

### **Assessment and Record Keeping**

Staff have a responsibility to report any incidents in breach of the Equal Opportunities Policy to the Senior Management. Senior Leaders will log all incidents. They will also conduct preliminary investigations. The Governors will only be involved in the most serious and complex cases. They are responsible for keeping records in connection with these cases. The governing body is responsible for monitoring the effectiveness of this policy. In conjunction with the Headmistress, the governors will:

- monitor the progress of students from minority groups, comparing it to the progress made by other students in the school
- monitor the staff appointment process so that no-one applying for a post at the school is discriminated against
- take into serious consideration any complaints from students, parents, staff or visitors regarding equal opportunity
- monitor the school's student behaviour policy, and the number of exclusions, to make sure that students from minority groups are not unfairly treated. This policy will be reviewed by the governing body every two years, or earlier if it is considered necessary

*\*At this point in time, due to the school building limitations, our school is unable to admit students and staff using a wheelchair.*