



**King's
Worcester**

Equity, Diversity and Inclusion for Staff Policy

Effective 1st September 2026

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1. Introduction

The King's School Foundation (the Foundation) is an equal opportunities employer and committed to promoting equal opportunities in employment and creating a workplace culture in which diversity, equity and inclusion is valued and everyone is treated with dignity and respect.

In order to promote an environment within which the foundation can call upon the widest possible range of knowledge, skill and experience, as well as ensuring compliance with the relevant legislation and codes of practice. We are committed to achieving and maintaining a workforce which represents the population within our recruitment area in terms of race or colour, nationality or national or ethnic origins, religion or belief, sex, sexual orientation, pregnancy or maternity, marital or civil partnership status, gender reassignment, age, and disability (together known as "Protected Characteristics").

To this end, we shall regularly review the operation of our recruitment, promotion, training and development policies to ensure that no applicant for employment or member of staff is disadvantaged by conditions or requirements which cannot be shown to be justifiable.

No employee or prospective employee will receive unfair or unlawful treatment on the grounds of a Protected Characteristic, because they are perceived to have a Protected Characteristic or because they are associated with someone who has a Protected Characteristic, in particular but not only, in relation to:

- Recruitment and selection
- Promotion, transfer and training opportunities
- Benefits, terms and conditions of employment
- Grievance and disciplinary procedures
- Termination of employment including redundancies
- Conduct at work

Procedures are in place to ensure fair and equitable treatment in relation to the admission and assessment of pupils.

The principles of non-discrimination and diversity, equity and inclusion also apply to the way in which staff must treat visitors, pupils, parents/guardians, suppliers and former members of staff.

2. About This Policy

The purpose of this policy is to set out our approach to diversity, equity and inclusion. Our aim is to encourage and support diversity, equity and inclusion and actively promote a culture that values difference and eliminates discrimination in our workplace. It applies to all aspects of employment with us, including recruitment, pay, benefits and conditions, flexible working and leave, training, appraisals, promotion, conduct at work, disciplinary and grievance procedures, and termination of employment.

This policy does not form part of any contract of **employment**, and we may amend it at any time.

Who does this policy apply to?

This policy applies to all employees, consultants, contractors, volunteers, casual workers and agency workers.

Who is responsible for this policy?

The Board of Governors has overall responsibility for the effective operation of this policy but has delegated day to day responsibility for overseeing its implementation to the Foundation Leadership Team. Questions about the policy or suggestions for change should be referred to the Director of Finance and Business Development.

All line managers must set an appropriate standard of behaviour, lead by example and ensure that those they manage adhere to the policy and promote our aims and objectives with regard to diversity, equity and inclusion.

Diversity and Inclusion Training

Managers will be given appropriate training on recognising and avoiding discrimination, harassment, victimisation, unconscious bias and promoting equality of opportunity and diversity in the areas of recruitment, development and promotion.

We will provide you with training to ensure that everyone is aware of and understands the contents of this policy, the Dignity at Work Policy and the Prevention of Sexual Harassment Policy.

Discrimination

You must not unlawfully discriminate against or harass other people, including current and former staff, job applicants, parents, pupils, suppliers and visitors. This applies in the workplace, outside the workplace (when dealing with suppliers or other work-related contacts), and on work related trips or events including social events.

The following forms of discrimination are prohibited under this policy and are unlawful:

- **Direct discrimination:** treating someone less favourably because of a Protected Characteristic. Direct discrimination can include associative discrimination, where a person is treated less favourably because of their association with an individual with a Protected Characteristic, and perception discrimination, where a person is treated less favourably because of the mistaken belief that they possess a Protected Characteristic.
- **Indirect discrimination:** a provision, criterion or practice that applies to everyone but adversely affects people with a particular Protected Characteristic more than others and is not justified. Such a requirement would be discriminatory unless it can be justified.
- **Harassment:** this includes sexual harassment and other unwanted conduct related to a Protected Characteristic, which has the purpose or effect of violating someone's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for them. Harassment is dealt with further in our Dignity at Work Policy and Prevention of Sexual Harassment Policy.
- **Victimisation:** retaliation against someone who has complained or has supported someone else's complaint about discrimination or harassment. This includes where someone mistakenly believes that the person victimised has done so.
- **Disability discrimination:** this includes direct and indirect discrimination, any unjustified less favourable treatment because of the effects of a disability, and failure to make reasonable adjustments to alleviate disadvantages caused by a disability.

3. Recruitment and Selection

Recruitment, promotion, and other selection exercises such as redundancy selection will be conducted on the basis of merit, against objective criteria that avoid discrimination.

Vacancies should generally be advertised to a diverse section of the labour market. Advertisements should avoid stereotyping or using wording that may discourage particular groups from applying.

Where appropriate, we may approve the use of lawful exemptions to recruit someone with a particular Protected Characteristic, for example, where the job can only be done by a woman. The advertisement should specify the exemption that applies.

- Shortlisted applicants will be asked to complete a self-declaration of their criminal record or information that would make them unsuitable to work with children
- All offers of appointment shall be conditional on satisfactory completion of the pre-employment checks, as set out within Keeping Children Safe In Education (KCSIE).

4. Gender Pay Gap Reporting

We are required to publish an annual report containing data on our gender pay gap. The report is published on the Foundation's website.

5. Training and Promotion

Training needs will be identified through regular performance reviews which will be based entirely on an objective assessment of performance and will not be influenced by any Protected Characteristics that you may have. Staff will be given appropriate access to training to enable them to progress within the foundation and all promotion decisions will be made based on merit.

6. Termination of Employment

The foundation will ensure that redundancy criteria and procedures are fair and objective and are not directly or indirectly discriminatory.

The foundation will also ensure that disciplinary procedures and sanctions are applied without discrimination, whether they result in disciplinary warnings, dismissal or other disciplinary action.

7. Disability

If you are disabled or become disabled, we encourage you to tell us about your condition so that we can support you as appropriate.

A disability will not itself justify the non-recruitment of an applicant for a position within the foundation. Such reasonable adjustments to the application procedures shall be made as are required to ensure that applicants are not disadvantaged because of their disability. For example, where written tests are used, alternative arrangements will be made for visually impaired applicants.

If you experience difficulties at work because of your disability, you may wish to contact your Head of Department or HR to discuss any reasonable adjustments that would help overcome or minimise the difficulty. Your Head of Department/HR may wish to consult with you and your medical adviser about possible adjustments and you may be asked to give your consent to a report being produced about your state of health and ability to perform your duties. We will consider the matter carefully and try to accommodate your needs within reason. If we consider a particular adjustment would not be reasonable, we will explain our reasons and try to find an alternative solution where possible. Once an adjustment has been made its operation may need to be reviewed at agreed intervals, to assess its continuing effectiveness.

The foundation will make such adjustments to work arrangements or school premises as are reasonable to enable a disabled staff member to carry out his or her duties. This will include, but is not limited to, consideration of the provision of specialist equipment, job redesign and/or flexible hours.

Where, during the course of their employment, a disabled member of staff recognises their need for a reasonable adjustment to be made to work arrangements or school premises, he or she should discuss this requirement with the Director of Operations.

8. Part-Time and Fixed-Term Work

Part-time and fixed-term staff should be treated the same as comparable full-time or permanent staff and enjoy no less favourable terms and conditions (on a pro-rata basis where appropriate) unless different treatment is justified.

9. Breaches Of This Policy

We take a strict approach to breaches of this policy, which will be dealt with in accordance with our Disciplinary Procedure. Serious cases of discrimination may amount to gross misconduct resulting in dismissal.

If you believe that you have been the subject of discrimination you can raise the matter informally in the first instance with your Head of Department/Director of Finance & Business Development or HR, or in accordance with the Dignity at Work Policy, the Prevention of Sexual Harassment Policy (if the conduct in question is of a sexual nature) or formally through our Grievance Procedure. Complaints will be treated in confidence and investigated as appropriate.

There must be no victimisation or retaliation against staff who complain about discrimination. However, making a false allegation deliberately and in bad faith will be treated as misconduct and dealt with under our Disciplinary Procedure.

10. Review

This policy will be reviewed by the Director of Finance & Business Development and HR Manager every three years or at more frequent intervals if there are relevant legislative changes, and/or the evaluation of the policy highlights the need for a review.

The Governing Body will review and approve significant policy changes every three years or at more frequent intervals if required.