

Equality and Diversity Policy

Policy Number: S121

Policy Owner: Headteacher

Governing Body Responsibility: Welfare Committee

Version: 2.5

Date: September 2019

Policy to be reviewed on or before September 2021



Kesteven and Grantham Girls' School

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1. Purpose

1.1 Statement of Intent

KGGS is committed to promoting equality, fairness and respect. We aim to create a working environment where diversity is recognised, valued and celebrated. We will provide opportunities for all employees to develop and to fulfil their potential. In delivering our business we will engage fully with our diverse society. We will take care to assess the impact of our policies and their implementation on race, religion and belief, gender, gender realignment, disability, sexual orientation, Marriage and Civil Partnership, Pregnancy and Maternity and age equality.

1.2 What is Diversity?

When people think of diversity, they may think first of ethnicity and race and then gender. However, diversity is much broader than that. Diversity includes, but is not limited to: age, ethnicity, gender, gender identity, physical abilities or qualities, race, sexual orientation, educational background, geographic location, income, marital status, partnership status, religion or belief, parental status, caring responsibilities and work experience.

Diversity management can be broadly defined as accepting, valuing and getting the best from all individuals whatever their group or individual differences such as communications style, career or work experiences and other factors.

In short, every individual has a right to their own success and a responsibility to the success of the team. They have a right to celebrate individuality and a responsibility to conform to the team's policies, ethos and codes of behaviour.

2. Policy

KGGS is committed to providing diversity management and equality of opportunity. KGGS objectives are to promote and develop diversity initiatives with a view to matching and, if possible, improving on best practice. It actively endorses relevant programmes of action and codes of practice on all aspects of diversity and equality.

KGGS aims to provide an environment where we will:

- Treat all our employees and community with dignity and respect
- Provide employees with the opportunity to develop and realise their full potential
- Take positive action to secure equality of opportunity
- Ensure that our recruitment, selection, appraisal, training and career progression processes are fair, objective and free from bias or stereotyping

2.1 Objectives

Our diversity and equality objectives are focused on three key areas:

Service Delivery

- We will strive to review all KGGS services from the perspective of the KGGS diversity principles to ensure they meet the differing needs of individuals and groups.
- Provide clear information about KGGS services in ways that are accessible and meet the stakeholder needs.
- Consult with different groups on service needs and provision.
- Monitor and evaluate services to ensure that they do not unfairly discriminate.
- Ensure equal access to KGGS' complaints procedure.
- Assess our policies, functions and practices to consider their impact on equality in line with legal requirements and best practice policy

Recruitment and Employment

- Monitor the recruitment and selection process to ensure it is free from discrimination and openly accountable
- Review and monitor all other personnel policies and procedures to ensure that they do not inadvertently allow unfair discrimination to occur
- Ensure that access to information, procedures and records is as open and transparent as possible
- Provide a safe and accessible working environment, which values and respects individuals' identities and cultures
- Ensure a culture and working environment free from discrimination and harassment
- Develop a culture which encourages employee networks to share best practice and provide specific support to diverse employee groups
- Encourage and help employees to reach their full potential
- Assess our employment and recruitment policies, functions and practices to consider their impact on equality in line with legal requirements and best practice policy

Working in Partnership

- Listen and respond to stakeholder views through public consultation and participation
- Work with others in partnership to provide an environment free from unfair discrimination and harassment.

3. Procedures

3.1 Principles

KGGS aims to achieve its objectives by adhering to the following principles:

- Reviewing all policies and procedures from the perspective of KGGS diversity policy to ensure they comply with legislation, best practice policy and meet the differing needs of individuals and groups, without unfair discrimination.

- Working together to understand and accommodate the diversity of our stakeholders in the development, access and provision of our services.
- Providing clear information about KGGS services in ways that are accessible and meet stakeholder needs.
- Monitoring and evaluating services to ensure that they do not unfairly discriminate against particular groups.
- Ensuring equal access for all employees to KGGS' complaints procedures.
- Employing recruitment practices that contribute to developing a workforce representative of the population.
- Monitoring the recruitment and selection process to ensure it is free from unfair and unlawful discrimination and openly accountable.
- Providing a safe and accessible working environment, in which all individuals' values, identities and cultures are respected.
- Ensuring access to learning and development activities to ensure equality of opportunity in career development.
- Equality Impact Assess and publish outcomes of Equality Impact Assessment activities on our policies and functions.

3.2 Discrimination

While 'discrimination' means 'differentiation' or 'discernment', unfair discrimination in the context of diversity and equality means to treat a person or a group of people less favourably than a person or people from other groups.

This could be because of their:-

Age;
Disability;
Gender reassignment;
Marriage or civil partnership;
Pregnancy and maternity;
Race;
Religion or belief;
Sex;
Sexual orientation.

Or any other factor that distinguishes them.

There are many occasions in the workplace when we are required to discriminate; at job interviews or in deciding on promotion for example. This type of discrimination must, however, be based on ability, experience and any other criteria that impact on an individual's suitability for the job and that can be justified in law.

Discrimination in the context of the law may take a number of forms:

Direct Discrimination	Indirect Discrimination
Direct discrimination is defined as discrimination 'because of' a protected characteristic. Direct discrimination occurs when individuals experience negative beliefs, attitudes and assumptions from others and are treated less favourably as a result.	Indirect discrimination occurs when a policy or practice that applies in the same way for everybody has an effect which particularly disadvantages people who share a protected characteristic. This kind of discrimination is unlawful unless we can show that it is justified i.e. a proportionate means of achieving a legitimate aim. As is already the case, unjustified indirect discrimination will continue to be unlawful in relation to the protected characteristics of age, marriage and civil partnership, race, religion or belief, sex, and sexual orientation but not pregnancy and maternity.
Discrimination by association	Discrimination by perception
The Act makes it clear that discrimination occurs if someone discriminates against a person because of a protected characteristic, whether or not the person him or herself possesses that protected characteristic. This means, for example, that it will be unlawful to discriminate against someone because they associate with a third person who possesses a protected characteristic.	The way the Act is worded means that it will also be unlawful to discriminate against someone because they are perceived to possess a particular protected characteristic, even mistaken. This kind of discrimination by perception is already prohibited where discrimination is on grounds of sexual orientation, age or on racial grounds. The Act puts it beyond doubt that the same principle will also apply to sex, pregnancy, gender reassignment, age and disability discrimination by perception (at least if the legislation is taken at face value). As with associative discrimination, the protected characteristic of marital status/civil Partnership is not covered by perception discrimination.
Combined discrimination	
Individuals who consider that they have been discriminated against because of a combination of protected characteristics (as opposed to a single characteristic) will be able to bring claims of dual discrimination. The new concept only applies to claims brought based on two combined protected characteristics (excluding pregnancy and maternity, or marriage and civil partnerships).	

3.3 The Law

KGGS is required to comply with legislation concerning diversity and equality, both in employment and in the delivery of goods and services.

KGGS will comply with current and emerging anti-discrimination legislation, as defined in the following Acts:

- The Equality Act 2010
- Rehabilitation of Offenders Act 1974
- Race Relations Act 1976 & Race Relations (Amendment) Act 2000
- Sex Discrimination Act 1975 and 1986
- Equal Pay Act 1970, as amended by the Sex Discrimination Acts 1975 and 1986
- Human Rights Act 1998
- Sex Discrimination Act (Gender Reassignment Regulations) 1999
- Trade Union and Labour Relations (Consolidation) Act 1978
- Disability Discrimination Act 1995 and amendments 2003
- Equal Treatment in Employment Framework (Sexual Orientation 2003, Religion and Beliefs 2003, Age 2006)
- Civil Partnership Act 2004
- Gender Recognition Act 2004
- Disability Discrimination Act 2005
- Employment Equality (Sex Discrimination) Regulations 2005
- Employment Equality (Age) Regulations 2006
- Equality Act 2006
- Work and Families Act 2006
- Equality Act (Sexual Orientation) Regulations 2007
- Supporting European Legislation Article 141 (ex 119) Treaty of Rome (Treaty Establishing the European Community)

KGGS recognises that legal obligations in relation to discrimination may overlap between the different groups. There are also diverse groups that are not explicitly protected by the law, but it is KGGS policy to ensure good practice in diversity and equality to all employees and stakeholders.

3.4 Language

Prejudice can be formed and reinforced by the language we use. Language, however, is constantly evolving and it may be difficult to always know what terminology is considered correct at any given time. What is important is that we all take care not to use words or expressions that we know, or should reasonably be expected to know, might cause offence or serve to patronise, stereotype, exclude or make fun of individuals or groups.

It is equally inappropriate to discriminate against someone else because of an accent or dialect.

Both written and spoken information must be accessible to all members of the communities we serve. Language should be clear and jargon free. Spoken language must be made accessible to people who are hearing impaired or deaf, through hearing induction loop systems, sign language interpretation, text phones, adequate signage, and so on. Information must also be made available to people who are blind or visually impaired through large print, Braille, audio tapes, or spoken advice.

3.5 Race

Whilst 'race' has no exact legal definition, 'ethnic group' is defined as a group that regards itself, or is regarded by others, as a distinct community by virtue of certain characteristics that distinguish the group

from the surrounding community. This includes a long shared history and a cultural tradition of its own including family and social customs. A group of people with shared ethnic origin, which is numerically small, compared to the majority of the population within the community or who may be or feel oppressed because of their lack of power are referred to in this policy as Black or Minority Ethnic (BME).

Racial discrimination arises when a person or group is treated less favourably than another on 'racial grounds', such as colour, race, nationality (including citizenship), or ethnic or national origins.

3.5.1 Racism and Institutional Racism

Racism can be defined as a mistaken belief that one's own culture and values are superior. This leads to oppression of people, who are different because of their race, colour, culture, nationality, and/or ethnic origin.

- Racism in general terms consists of conduct, words or practices which may advantage or disadvantage people because of their race, colour, culture or ethnic origin. It is just as damaging in its more subtle form as in its open, verbal or physical form.
- Institutional racism is a term used to describe the collective failure of an organisation to provide an appropriate and professional service to people because of their colour, culture, or ethnic origin. It can be seen or detected in processes, attitudes and behaviour which amount to discrimination through unwitting prejudice, ignorance, thoughtlessness, and racist stereotyping which disadvantage BME people.

3.5.2 KGGS Policy

KGGS recognises the harmful effect that racism has on BME people both in service delivery and employment. KGGS will acknowledge and value diversity as an asset to be built upon. In service delivery KGGS will recognise diversity, in terms of, for example, language, dress or faith, and will respond sensitively to the different needs of different groups of people. In employment KGGS recognises that there is still under representation of BME employees in senior positions. KGGS will examine why this is the case and, where appropriate, take action to remove bias and barriers to success.

3.6 Gender

3.6.1 Sexism

Sexism is unfair discrimination on the basis of gender, which stems from the false belief that one gender is superior to the other. Sexism can manifest as attitudes, words or behaviour that treat one gender less favourably than the other. This behaviour, if unchallenged can become embedded in institutional power structures, systems and practices and be used to oppress one gender, generally women.

3.6.2 Gender Identity

It is unlawful to discriminate against transsexual people. It is also unlawful to disclose the gender history of a transsexual person who is legally recognised in their acquired gender (i.e. they hold a Gender Recognition Certificate). It is KGGS policy to afford similar degree of privacy to all transsexual people irrespective of whether a GRC is held or not.

Transsexual people are people who have been diagnosed with gender dysphoria, and undergo gender reassignment - the medical process that transsexual people undergo to bring their body into line with their gender identity.

Transgender is an alternative broader term related to gender identity. A transgender person may not necessarily intend to undergo complete gender reassignment. Unlike transsexual, transgender is not a legal definition.

Unfavourable treatment means treating a person less favourably on gender identity grounds than you treat, or would treat, a person for whom no gender identity grounds exist. Negative attitudes and prejudices can lead to unfair treatment, disadvantage and harassment, both in service delivery and employment.

3.6.3 KGGS Policy

KGGS recognises the harmful effects of sexism and unfair discrimination on the grounds of gender and gender identity and will not tolerate it. Negative attitudes and prejudices lead to sexual harassment and unfair treatment both in service delivery and employment.

In employment, KGGS will not discriminate on grounds of gender and gender identity or limit opportunities for career advancement.

KGGS will ensure that transsexual employees and stakeholders can expect privacy and their gender histories remain confidential in line with legislation.

Further advice and guidance can be found in Working Together: Gender Identity.

3.7 Disability

People are disabled by physical barriers in the environment and by attitudinal barriers in society, rather than by their own impairment. The law defines a disability as a:

'Physical or mental impairment that has a substantial and long term adverse effect on an individual's ability to carry out normal day to day activities'

This definition includes physical or sensory impairments, learning disabilities and mental or emotional distress.

These may not always be visible to others. KGGS recognises the many damaging effects of unfair discrimination against disabled people and will not tolerate it. Negative attitudes, prejudices and physical barriers can lead to unfair treatment, disadvantage and harassment, both in service delivery and employment.

3.7.1 Disability Discrimination

The inference that disability represents a lack of personal ability can distort the way in which an individual person is perceived, leading to prejudice and unfair discrimination.

People with disabilities are sometimes believed to be unsuitable for a particular role because they cannot use the 'normal' tools and techniques, rather than because they are unable to do the job. For example, if the job requires the analysis of statistics, a person should not be considered unsuitable because they have a visual impairment that makes reading a spreadsheet difficult or impossible.

3.7.2 KGGS Policy

KGGS will recognise the unique needs of disabled people and make appropriate, reasonable adjustments to the working environment to remove substantial disadvantage, as required under current legislation. This includes both physical access and access to information. In addition, we will strive to ensure that all KGGS premises and facilities are accessible to the whole community.

KGGS also recognises the under-representation of disabled people in its work force and will make every effort to remove bias and barriers in order to employ and retain more disabled people. For example, we will

use the Guaranteed Interview Scheme to ensure that qualified disabled applicants have an automatic right to interview, with appropriately trained employees.

Further advice and guidance can be found in *Working Together: Welcoming People with a Disability*.

3.8 Age

3.8.1 Ageism

Negative assumptions leading to prejudice and unfair discrimination are ascribed to people because of their age and often intensifies the older people become. It is often assumed that young people lack maturity or are unable to take responsibility and that older people are less flexible and lack the ability to learn. Ageism has often been embedded in the policies, practices and procedures of organisations and may be used to discriminate in the management of employees.

3.8.2 KGGS Policy

KGGS recognises that ageism in the workplace has harmful effects in terms of behaviour and treatment and believes that it devalues both older and younger people, as well as giving an unfair advantage to certain age groups. While the skills and needs of people may vary according to age, it is wrong to make assumptions.

Equally, in both service delivery and communication processes it is important to consult with people of all ages and to adopt different approaches where justifiable and necessary.

KGGS is committed to an employment policy that does not take age into consideration in recruitment, promotion, and training or for the purpose of redundancy, until normal retirement age. It is KGGS policy to support the right of all employees to have the opportunity to enter and return to the labour market later in life, and to be given the appropriate training to update their skills.

3.9 Sexuality

3.9.1 Hetero-sexism and Homophobia

Hetero-sexism refers to discrimination beyond homophobia against bisexuals, gay and lesbian people, in fact, anyone who isn't heterosexual.

Hetero-sexism and homophobia can often be embedded in institutional power structures, systems and practices and can lead to discrimination against lesbians, gay men, and bisexuals or even those who are presumed, by others, to be of one of these groups.

3.9.2 KGGS Policy

KGGS recognises that institutional hetero-sexism and homophobia within society can result in negative attitudes and prejudice leading to harassment and unfair discrimination.

Stereotypical conventions and attitudes to relationships and domestic arrangements can serve to reinforce collective, indirect acts of unfair discrimination. This can take place both in service delivery and in employment.

In service delivery, KGGS will respect the right of individuals to be open about their sexuality and respectful of civil partnership status of lesbian and gay couples. In employment, KGGS will recognise the special needs of lesbians, gay men and bisexuals arising from the discrimination they face. KGGS also recognises that gay, lesbian and bisexual people have a right to private and family life

3.10 Religion and Belief

People from minority faith groups within the UK may face deliberate or inadvertent discrimination as a result of misunderstanding and adverse stereotypes concerning their beliefs and culture. They may find it difficult to create a balance between the demands of society and the requirements of their faith, such as religious observance of holy days and festivals. While the law does not require that employers make specific provision for religious observance in the workplace, it is clearly good practice to do so.

There are areas within anti-discrimination legislation and other areas of employment law that may cause apparent conflict. For example, the law's protection from discrimination for homosexuals may be seen by some to be in direct conflict to their own religion or belief. Likewise, religious observance, customs or dress may result in issues relevant to health and safety legislation, such as the wearing of protective clothing.

3.10.1 KGGS Policy

In service delivery, KGGS will consult with its community to identify the specific needs of minority faith groups. We will always endeavour to deal with sensitivity with the often complex issues surrounding religious observance and other faith cultures.

In employment, KGGS will, wherever possible, provide facilities for religious observance and allow time off for the religious festivals that are part of people's faith. KGGS will strive to balance those needs with its responsibilities to ensure stakeholders and employees benefit from a safe environment, fair treatment and employment or service provision which is free from unfair discrimination.

Further advice and information can be found in Working Together: A Guide to Religion and Belief in the Workplace.

3.11 People with Caring Responsibilities

Increasingly, both women and men may be lone, working parents or have other caring responsibilities for older people or disabled adults. Employees with such caring and domestic responsibilities may need to work part-time, flexible hours or even take a career break in order to cope with all their responsibilities. This has to be balanced against business needs and the responsibility to avoid a culture of unreasonably long working hours for other employees.

Parents, carers, disabled people and older people may be effectively excluded from employment by the hours or the location of the work. As a result there is a growing demand from employees for alternative working patterns such as part-time, flexible hours or job share. As well as accommodating the needs of employees with caring responsibilities, these working patterns can assist all employees to create a better work life balance, with positive effects on health, motivation and work performance.

3.11.1 KGGS Policy

KGGS recognises its responsibility to support its employees in achieving a better work life balance and will consider suggestions and requests for alternative working patterns whenever practicable.

KGGS will work closely with employees to develop a wider understanding of the demand for flexible working arrangements and will explore new ways of flexible working that make the best use of employees and other resources. Please refer to the Flexible Working Policy

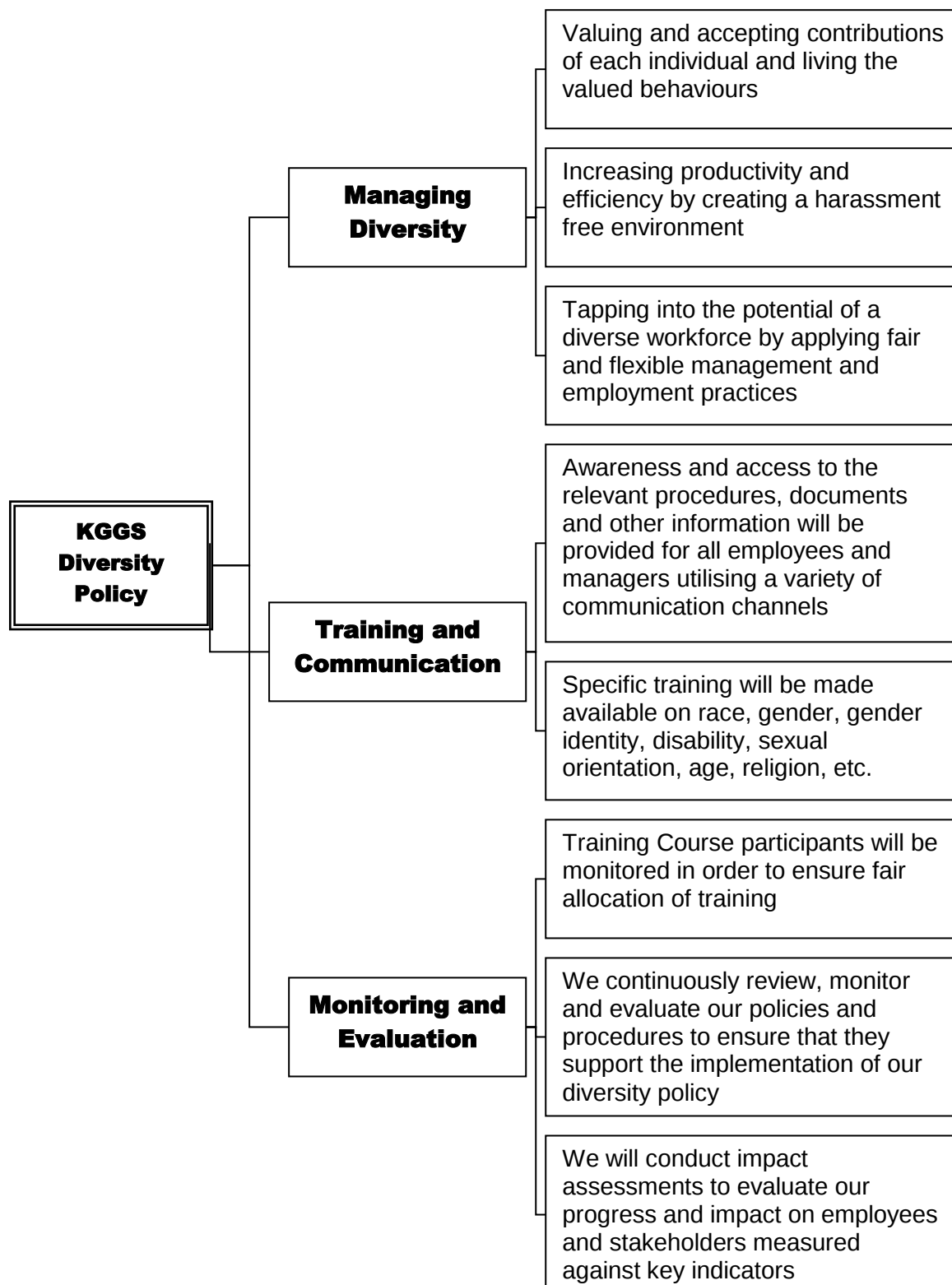
4. Turning Policy into Practice - KGGS Diversity Framework

4.1 Aims

The aim of KGGS' Diversity and Equality Framework is to:

- Ensure that consideration for diversity and equality issues become an integral part of our service delivery.
- Develop an employee and leadership profile in KGGS that reflects diversity by delivering genuine equality of opportunity through best practice in employment and recruitment.
- Ensure all employees understand KGGS policy, carry responsibility for putting it into practice and challenge inappropriate or discriminatory behaviour.

4.2 KGGS Diversity Framework



4.3 Service and Procedural Reviews

KGGS will review, monitor and evaluate all policies, procedures and practices in service delivery, employment and resources allocation from a diversity perspective, in order to ensure that they conform to this Diversity and Equality policy.

In the service delivery function, the services of all departments will be reviewed from a diversity perspective. These reviews may include monitoring and consultation with stakeholders. The service reviews will examine the stakeholder experience of our services in order to ensure that they meet the diverse needs of our stakeholders. We will endeavour to ensure that we do not cause adverse impact to any individual or group by the way we deliver our services. If we become aware that our policies and/or practices are likely to cause or are causing adverse impact, we will endeavour to take appropriate remedial action.

4.4 Measuring Performance

Measures, including performance indicators and targets will be used to assess our standards of performance against our objectives. Where shortfalls are identified, departments will be expected to take remedial action and report on progress. Specific questions, seeking information and employee views will be incorporated in the Employee Survey and the results will be analysed and appropriate action taken where necessary.

4.5 Employment and Recruitment

In employment, KGGS will ensure that its diversity and equality policy is being followed. We aspire to be representative of the communities we serve and will monitor the composition of applicants and of the existing workforce with regard to ethnicity, gender, disability, sexuality and age.

4.6 Training and Communication

KGGS is committed to equality and diversity training for all employees. This includes specific training on race, gender, gender identity, disability, sexuality, age and religion or belief, in accordance with the requirements of the law. Equality and diversity will form an integral part of KGGS' induction package, to ensure that all employees are made aware of our policies as they join us.

4.7 Integration

The diversity policy will be integrated within other strategies, policies and practices.

4.8 Intended Outcomes

KGGS will measure the success of its diversity policy and framework against the achievement of the following strategic aims across KGGS:

- All employees behave in support of diversity and equality best practice
- All employees take responsibility for diversity and equality best practice
- Diversity and equality best practice is “mainstreamed” as a key business objective at strategic and operational levels

- KGGS commitment to excellent diversity and equality practice is effectively communicated, both internally and externally

4.9 Ownership and Responsibility

The Head Teacher and Senior Management Team of KGGS are ultimately responsible for the delivery of effective diversity management, the provision of equality of opportunity and compliance with all relevant legislation. They are also responsible for the provision of overall direction and for ownership of the policy.

Managers and supervisors have a responsibility to familiarise themselves with the policy and ensure that it is distributed and understood by all employees.

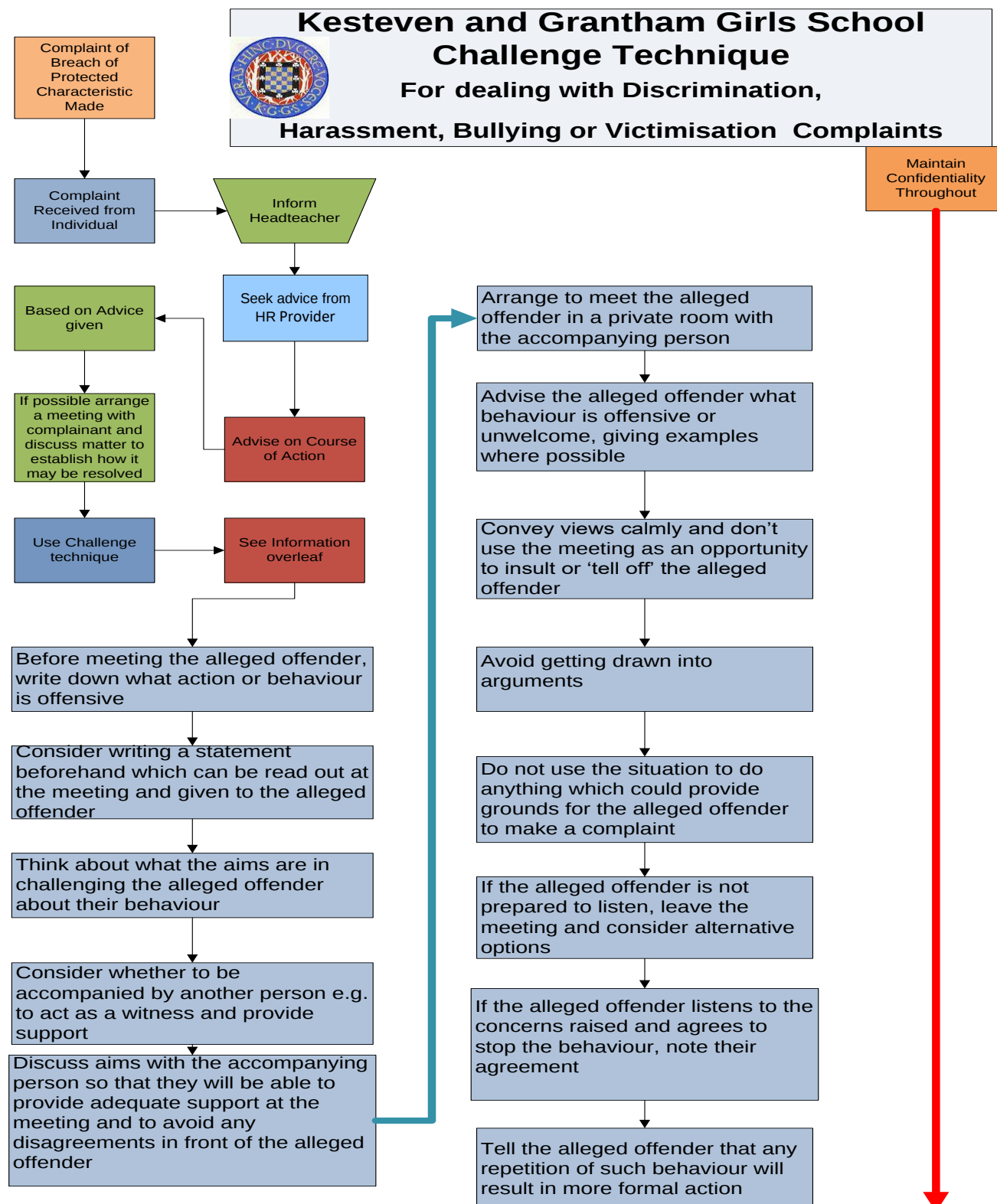
Managers and supervisors are responsible for ensuring that they themselves promote the policy, act in accordance with it, and that all employees actively implement the policy and its provisions in all areas of their work.

Every individual employee has the responsibility to read, understand and implement the policy, both in the way that they themselves behave and in challenging others inappropriate behaviour, whenever it occurs. In this way, we will create a genuine culture of respect and dignity in the workplace, rather than mere legal compliance, which represents the minimum acceptable standard.

4.10 Conclusion

KGGS recognises the benefits of being an organisation that is able to manage effectively and hence value, the diversity of all its employees. KGGS recognises that if it fully understands the different perspectives and characteristics of its employees, then it can harness those differences for the benefit of the individual, their colleagues and all they work with.

5 Protocol for Dealing with Equality and Diversity Complaints



6. Roles and Responsibilities

Equality and Diversity

Roles and Responsibilities

All Staff are responsible for:

- Maintaining an environment that is free from discrimination, harassment, bullying and victimisation
- Ensuring that behaviour complies with equality & diversity legislation
- Respecting the dignity of others
- Speaking out against discrimination, harassment and bullying they are subject to or witness taking place
- Demonstrating valued behaviours
- Maintaining confidentiality on issues raised

Informal approach: Challenge Technique

There may be situations where complaints can be resolved informally.

Sometimes people may not be aware that their behaviour is unwelcome and an informal discussion can lead to greater understanding and an agreement that the behaviour will stop.

The individual can choose to initiate this action by themselves or seek support from someone else.

In some cases the individuals may not feel comfortable with facing the person face to face and therefore they may choose to write a letter to the person asking them to stop. This is known as the '**Challenge Technique**'. [See Overleaf]

KGGS will strive to adopt this process in the first instance regarding any complaint that is received. ***[This protocol, does not affect an individuals right to seek legal advice should they wish to do so. It is hoped however that this protocol may be the adopted in the first instance]***

Direct Discrimination

Direct discrimination is defined as discrimination 'because of' a protected characteristic Direct discrimination occurs when individuals experience negative beliefs, attitudes and assumptions from others and are treated less favourably as a result

Indirect Discrimination

Indirect discrimination occurs when a policy or practice that applies in the same way for everybody has an effect which particularly disadvantages people who share a protected characteristic. This kind of discrimination is unlawful unless we can show that it is justified i.e. a proportionate means of achieving a legitimate aim.

Protected Characteristics

Pregnancy and Marriage

and Civil Partnership

Sex

Sexual Orientation

Gender Realignment

Age

Religion or Belief

Race

Disability

7. Configuration History

Version:	Date:	Authors	Contributors
2.0	October 2010	Headteacher / Mr Billington	
2.1	October 2011		
2.2	October 2013	Headteacher / Mr Billington	
2.3	October 2015	Headteacher	
2.4	October 2017	Headteacher	
2.5	September 2019	Headteacher	

Audit trail of change

Version	Date	Reason for change
2.1	October 2011	Policy Review
2.2	October 2013	Policy Review
2.3	October 2015	Policy Review
2.4	October 2017	Policy Review
2.5	September 2019	Policy Review

Authorisation

Name	Date	Signature
Mrs A Dorkes	September 2019	