



The Aylesbury Vale Academy

Success Beyond Belief

A Church of England Academy

EQUAL OPPORTUNITIES POLICY

SEPTEMBER 2009

VISION:

That every young person graduates from Aylesbury Vale Academy as citizens of an international community where they have the mobility borne from their outlook, qualifications, skills and experience to be successful.

GUIDING PRINCIPLES: WE ADOPT THE CHRISTIAN VALUES OF:

- Honesty
- Respect
- Compassion
- Love
- Forgiveness
- Self-discipline
- Creativity
- Hope

OBJECTIVE:

To ensure that no employee, job applicant, or student receives less-favourable treatment on the grounds of discrimination or is disadvantaged by conditions or requirements which cannot be shown to be relevant to job/educational performance.

MONITORING (via Governors' Management Committee):

1. Throughout the academic year the committee will ask to see evidence the Academy adheres to the Equal Opportunities Policy.
2. The committee will gain evidence from the Principal. The SLT, Vice Principals, Leaders and Line Managers support the Principal by sharing in the monitoring process.
3. The chair of the committee will ask to see any matters arising relating to students or staff.
4. The committee will be provided with the findings of the said matters.
5. Visit the Academy to follow lines of enquiry as a result of the committee meeting (adhering to the protocol for governor visits).

REVIEWING

The Governing Body is responsible for reviewing its policies and the Principal is responsible for reporting on the implementation of the policy.

1. Has the policy been successfully implemented?
2. Has the policy had the intended impact in the Academy and on the young people?
3. Are the current objectives to remain the same and do they support other policies and development priorities?

The implementation of the Equal Opportunities Policy is reviewed annually with the Academy Development Plan.

NOMINATED MEMBER OF STAFF:

HEAD OF COLLEGE

APPENDIX 1

Equal Opportunities Policy

Employees

As an employer the Academy seeks not to discriminate on grounds of race, colour, ethnic or national origin, sex, marital status, disability, class, age or religious belief, and is committed to taking positive action to redress discrimination and to provide genuine equality of opportunity in order to make full and effective use of its workforce.

Recruitment - Training - Promotion

The Academy ensures that all employees are recruited, trained and promoted on the basis of ability, the requirement of the job and relevant criteria. Recruitment literature does not imply preference for one group of applicants, unless there is a genuine occupational qualification which limits the post to a particular sex or racial group. In such cases this will be clearly stated according to the Sex Discrimination and Race Relations Acts.

The Continuing Professional Development Policy is shared by all employees and training needs are addressed equitably for teaching and non-teaching staff. Training is made available to employees to overcome discrimination. The staff induction programme includes an introduction to the Academy's Equal Opportunities Policy and practical training pertinent to Special Educational Needs.

The Academy Performance Management Policy ensures that all employees have an equal entitlement to appraisal within a one-year cycle. Identified training needs, with regard to targets set, are addressed, where possible, within budget constraints.

Opportunities for promotion and advancement are published internally, as well as externally, to enable employees to put themselves forward for consideration.

Records are kept on job/promotional/appraisal interviews and all participants are entitled to a de-briefing from the interviewer/panel.

Changes are made to recruitment, training and career development practices, as necessary, usually following the annual review of the Academy Development Plan. Realistic goals are set, with yearly targets, to achieve long-term objectives.

Students

Entry criteria

As a provider of education and training, the Academy does not discriminate on grounds of race, colour, ethnic or national origin, sex, disability, class or religious belief and is committed to take positive action to redress discrimination and to provide genuine equality of opportunity, in order to make full and effective use of the abilities of its students. A formal Appeals Procedure is in place for Post-16 students.

Entry criteria are published in the Academy Prospectus which is available to all parents on request.

Entrance criteria for Post-16 students are linked to individual courses and are clearly published in the Post-16 Course Prospectus. A detailed Admissions Policy sets out the full admissions arrangements. The Academy will consider all applications for places. Where fewer than the published admission number for any relevant age group are received, the

Academy will offer places to all those who have applied.

Where the number of applications for admission is greater than the published admissions number, applications will be considered against the criteria in priority order, set out below. After the admission of pupils with statements of Special Educational Needs where the Academy is named on the statement, the criteria will be applied in the order in which they are set out below:

- a. children in public care;
- b. children living in the catchment area;
- c. children who have siblings who currently attend the Academy and who will continue to do so on the date of admission;
- d. children living nearest the Academy, using straight line measurement from the main pupil entrance to the Academy to the main entrance to the child's home.

Support Provision

In addition to mainstream education, the Academy benefits from a Student Support department catering for students with a range of learning needs, including students with exceptional ability.

All employees are made aware of the above provision and receive appropriate training, within the context of their own posts.

Students' personal awareness of equal opportunities is raised through assemblies, the Personal, Social and Health Education programme and their participation in the Student Council. Relevant training of equal opportunities issues is included in the Post-16 programme.

Implementation

The Academy Principal has overall responsibility for the operation of Equal Opportunities within the Academy and has delegated the detailed implementation of the policy to a member of the Senior Leadership Team (SLT).

The day-to-day responsibility of the policy is assigned to Senior Managers, Directors of Faculty and Line Managers. It must be stressed however, that the commitment of all employees and all students of the Academy is essential to make the Policy a success. All students should be reminded at regular intervals by tutors and subject staff of each student's own responsibilities under the Equal Opportunities policy to ensure that no employee, job applicant, or student receives less-favourable treatment on the grounds of discrimination or is disadvantaged by conditions or requirements which cannot be shown to be relevant to job/educational performance.

All students and staff have a responsibility to accept their personal involvement in the practical application of the Equal Opportunities Policy.

Financial Implications

Funding is available within the annual allocation for Continuing Professional Development for training needs originating from the implementation of the Policy.

Funding for more suitable course materials and departmental administration is included within departmental budgets.

Appeals Procedure

An Equal Opportunities Appeals Procedure is available to members of staff and Post-16 students who feel they have received unfair treatment, in the light of the stated Equal Opportunities Policy.

Any member of staff with a grievance under Equal Opportunities should follow the procedure below:

- a. Before taking a decision to invoke the Procedure members of staff have the right to approach any member of the SLT, for informal, confidential advice.
- b. In order to proceed the member of staff makes known his or her grievance to the Principal. In the case of a student appeal, parents/guardians should be included in this procedure.
- c. If the grievance cannot be resolved at this stage the member of staff can formally approach the Academy's Governing Body.

The Equal Opportunities Appeals Procedure will be carried out in the strictest confidence and will not prejudice the member of staff or student in any way.

In this case the normal Academy appeals procedure for exclusions and admissions will apply, except that the appeals panel would consist entirely of governors.

All employees accept their personal responsibility to ensure the practical application of the Policy and are involved in the monitoring and evaluation process. This is evident through the line management structure and the performance management cycle.

Monitoring, Evaluation and Review

The Equal Opportunities Policy is up-dated via the Academy's regular policy review process and following new legislation, but recommendations made by any employee or student, at any time, are considered by the SLT.

Leaders of curriculum areas make a commitment to monitoring and reviewing course materials, teaching styles and assessment processes, in consultation with the Senior Leadership Team, and action the necessary adjustments to facilitate a learning environment within which all students can flourish equally.

APPENDIX

APPROVED	21 st April 2009		
REVIEW DATE	20 th April 2010		
SIGNED PRINCIPAL		PRINT NAME	
SIGNED CHAIR OF GOVERNORS		PRINT NAME	