



Equality and Diversity Policy

*KCSCITT trainees complete their training **fully prepared** for the reality of the **classroom** and ready to make a **positive contribution to the teaching profession** and **pupil outcomes**, having been supported by a **professional family***

If you need this information in a different format or if English is not your first language, and you require assistance/translation, please contact the [KCSCITT Business Manager](#).

THIS POLICY/GUIDANCE IS CORRECT AT THE TIME OF WRITING BUT IS SUBJECT TO CHANGE – AMENDMENTS WILL BE MADE AS AND WHEN REQUIRED.

Ratified – June 2023
To be reviewed - Summer 2024

Where the word 'SCITT' is used in this document it refers to Kirklees and Calderdale SCITT. Where the word 'partnership' is used in this document it refers to those schools who have signed a Partnership Agreement.

Kirklees and Calderdale SCITT's approach takes reference to the Kirklees Council Inclusion and Diversity Statement

<https://www.kirklees.gov.uk/beta/delivering-services/pdf/inclusion-diversity-statement.pdf>

Introduction

Kirklees and Calderdale SCITT are committed to promoting equality of opportunity for all staff, trainees, and applicants. We aim to create a supportive and inclusive working environment in which all individuals are able to make best use of their skills, free from discrimination or harassment, and in which all decisions are based on merit. Therefore, everyone who is a part of or engages with the Kirklees and Calderdale SCITT and its partnership schools should feel that they are valued regardless of physical or intellectual ability, gender, sexual orientation, class, or race and that they are given every opportunity to develop their full potential.

SCITT will not discriminate against staff, trainees and applicants on the basis of age, race, sex, disability, sexual orientation, gender reassignment, marriage and civil partnership, pregnancy and maternity, religion, faith or belief (i.e. the Equality Act 2010 protected characteristics).

All staff and trainees have a duty to act in accordance with this policy and always treat colleagues with dignity, and not to discriminate against or harass other trainees, members of staff or visitors regardless of their status.

Aims

The SCITT aims to ensure that it:

- promotes equality of all groups, for example assessing the impact of our policies on different groups
- promotes community cohesion by encouraging the development of mutual respect and good relationships between persons of different racial groups and genders
- challenges and seeks to eradicate discrimination on any grounds, including ethnicity, age, gender or gender identity, disability, religion or religious affiliation. This will include, for example, acting quickly to deal with all bullying, including that which is aimed at groups as well as individuals, such as racist bullying
- gives a high profile to rights and responsibilities by promoting human rights, justice and fairness throughout the curriculum and wider community
- develops a strategy that includes all equality strands and links targets and actions with our SCITT Development Plans
- trainees have a right to equality of access to what is best in educational provision
- there is no restricted access given to some trainees because of stereotyped views of ability

Kirklees and Calderdale SCITT welcome its duties under the Equality Act (2010)

Scope of the policy

This policy aims to ensure that the provisions of all equalities legislation are met in full, particularly the [Race Relations Act 1973 \(Amendment\) Regulations 2003](#), the [Disability Discrimination Act 1995](#), the [Special Educational Needs and Disability Act 2001](#), the [Equality Act 2010](#) and the [Employment Equality \(Age\) Regulations 2006](#).

SCITT are committed to ensuring equality in the following areas:

Staff and Tutors

- Training and professional development
- Grievance and disciplinary matters

Trainees

- Recruitment and access
- Trainee teacher assessment
- Guidance and support
- Teaching and learning
- Training and professional development
- Grievance and disciplinary matters

Discrimination

Unlawful discrimination occurs in the following circumstances:

Direct Discrimination

Occurs where one individual treats or would treat another individual less favourably on grounds of age, disability, gender reassignment, marital or civil partnership, race (including colour, nationality and ethnic or national origin), religion or belief (including a lack of belief), sex, sexual orientation (“the protected categories”).

Indirect Discrimination

Occurs where an institution applies a provision, criterion or practice generally which disadvantages a minority group in the community on the basis of a protected category. Indirect discrimination would also occur if an institution accepted and acted upon an indirectly discriminatory instruction from a third party.

Race

Both institutional and individual racism can be seen or detected in processes, attitudes and behaviour which amount to discrimination through unwitting prejudice, ignorance, thoughtlessness, and racist stereotyping which disadvantages ethnic minority people.

The SCITT recognises its general duty under the Act to promote race equality. We will have due regard to eliminating unlawful discrimination and promoting good race relations in all our actions.

- We will create a positive, inclusive environment based on mutual respect and tolerance.
- We are committed to challenging and preventing racism and discrimination.

- We will monitor the treatment and progress of all candidates in terms of their recruitment, selection, levels of achievement or guidance and will take action to address any perceived or real inequalities discovered.
- We will assess the impact of our policies, practices, and procedures upon all our trainees and staff.
- We will provide training or support for staff to ensure both they and the students they deal with are able to establish a positive working and learning environment.
- We respect the religious beliefs and practice of all staff, trainees, pupils, and parents, and comply with reasonable requests relating to religious observance and practice.

Disability

The SCITT will not discriminate against a disabled person on the grounds of disability:

- in the arrangements i.e. application form, interview or arrangements for selection for determining to whom a place should be offered; or
- by refusing to offer, or deliberately not offering the disabled person a place for reasons connected with their disability.

Wherever possible, the SCITT will make reasonable adjustments to hallways, passages, and doors in order to provide and improve means of access for disabled candidates. However, this may not always be feasible, due to circumstances creating such difficulties as to render such adjustments as being beyond what is reasonable in all the circumstances.

Gender

The SCITT will monitor gender balance on the subject courses it runs and consider appropriate action to redress any imbalances.

We will be sensitive to the needs of individuals in terms of course organisation and the support we offer and building in flexibility within the constraints of the course, to enable an appropriate work/life balance.

The SCITT recognises its general duty to promote transgender equality and eliminate unlawful discrimination.

Transgender

Transgendered people are explicitly covered by the gender equality duty. The term transgender refers to a range of people who do not feel comfortable with their birth sex and prefer to identify as another gender. The SCITT aims to provide a supportive environment and will endeavour to respect the confidentiality of such persons, including those seeking gender reassignment.

Harassment

The SCITT are committed to providing a work environment free from unlawful harassment on grounds of sex, sexual orientation, gender reassignment, marital or civil partnership status, age, disability, colour, race, nationality, ethnic or national origin, religion or belief, political beliefs or any other basis protected by legislation is unlawful and will not be tolerated by the SCITT.

Examples of harassment are:

- Verbal or written conduct containing derogatory jokes or comments
- Slurs or unwanted sexual advances
- Visual conduct such as derogatory orientated posters
- Photographs, cartoons, drawings or gestures which some may find offensive
- Physical conduct such as assault, unwanted touching, or any interference because of sex, race or any other protected category basis
- Retaliation for having reported or threatened to report harassment
- It can also involve bullying linked to inequalities of status and position

The SCITT aims to foster a culture which is free from harassment by ensuring:

- Staff and trainees challenge all forms of harassment.
- Incidents are dealt with quickly and effectively.
- Individuals have the confidence and support to report complaints without fear of ridicule or reprisal.

Individuals take responsibility to ensure that they act in an appropriate manner.

If you believe that you have been unlawfully harassed, you should make an immediate report to the SCITT Director (claire.geisler@kirklees.gov.uk) followed by a written complaint as soon as possible after the incident.

Your complaint should include:

- Details of the incident
- Name(s) of the individual(s) involved
- Name(s) of any witness(es)

The SCITT will undertake a thorough investigation of the allegations. If it is concluded that unlawful harassment has occurred, remedial action will be taken.

Victimisation

Victimisation involves penalising someone for exercising their rights under equality legislation or for making an internal complaint. The SCITT recognises that concern that they might be penalised could deter trainees and staff from challenging discrimination.

Guiding Principles

These principles have been drawn from a specimen policy for equalities prepared by the DfE and we at SCITT fully endorse and accept them.

Principle 1: All learners are of equal value

All learners and potential learners are of equal value and benefit equally from SCITT policies, practices, and programmes, whatever their ability, background, gender or cultural identity.

Principle 2: Relevant differences are recognised

Treating people equally can mean treating them differently. Policies, practices, and programmes do not discriminate, but may be differentiated to take account of differences of life experience, outlook and background, and in the kinds of barrier and disadvantage which people may face.

Principle 3: We foster positive attitudes, relationships and a shared sense of belonging

Policies and programmes promote

- positive attitudes and interactions
- mutual respect and good relations
- an absence of harassment or prejudice-related bullying between people of different ability, background, gender or cultural identity.

Principle 4: Staff and Associate Teacher recruitment, retention and development

Policies and procedures benefit all employees and trainees and potential employees and trainees in recruitment, professional development and promotion. Steps are taken to positively promote equality, especially where there is evidence of inequality.

Principle 5: Current inequalities and barriers are addressed and reduced

In addition to avoiding or minimising possible negative impacts of policies and programmes, we take opportunities to maximise positive impacts by addressing, reducing and removing inequalities and barriers that already exist between people of different ability, background, gender or cultural identity.

Principle 6: Policy development involves widespread consultation and involvement

People affected by a policy or programme are consulted and involved in the design of new policies, and in the review of existing ones. Such consultation is both direct and through representative organisations and is based on principles of transparency and accountability. It involves those who, in the past, have been excluded or disadvantaged, and who continue to face barriers.

Principle 7: Society as a whole benefits

Policies and programmes benefit society as a whole, locally, nationally and internationally, by fostering greater cohesion and greater participation in public life of people of different ability, background, gender or cultural identity.

Equalities Legislation

Legal duties

This document sets out Kirklees and Calderdale SCITT's policy in relation to the Equality Act 2010 and the Public Sector Equality Duties 2011.

The Public Sector Equality Duty (2011)

Those subject to the equality duty must, in the exercise of their functions, have due regard to the need to:

- Eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Act. By removing or minimising disadvantages suffered by people due to their protected characteristics.
- Advance equality of opportunity between people who share a protected characteristic and those who do not. By taking steps to meet the needs of people from protected groups where these are different from the needs of other people
- Foster good relations between people who share a protected characteristic and those who do not. By encouraging people from protected groups to participate in public life or in other activities where their participation is disproportionately low

Specific Duties under the Public Sector Equality Duty

The Public Sector Equality Duty requires public bodies to set specific, measurable equality objectives and to publish information about their performance on equality, so that the public can hold them to account.

To meet the Public Sector Duties, SCITT will:

- Publish information which demonstrates our compliance with the need to have due regard for the three aims of the Equality Duty.
- Prepare and publish specific and measurable objectives which we will pursue over the coming years to achieve the three aims.
- Review the policy annually and present to the Strategic Group to demonstrate how the three aims of the Equality Duty will be met.

The equality duty covers the nine protected characteristics: age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

Definition of 'due regard' and how we aim to comply with the principles of the general duty

1. While making a decision that might affect an equality group, the decision-maker must have regard to the three aims of the Equality Act at the time. This cannot be done in retrospect, nor can it be delegated.
2. The duty will be exercised with rigour and with attention to relevant evidence, including that derived from consultation with staff and the wider community.
3. The duty is continuing, so we will revisit it and bear it in mind constantly.
4. We will keep records to show that the equality duties have been considered on each occasion.

Commitment

SCITT will ensure that in the conduct of all its activities, steps are taken to avoid the occurrence of any discrimination, whether direct or indirect, and to promote good relations between all staff and trainees. Any unlawful discriminatory behaviour, including harassment or bullying by individuals or groups, will be regarded extremely seriously and could be regarded as grounds for disciplinary action, which may include dismissal / or withdrawal from the training programme.

SCITT aims achieve this commitment by:

Challenging

- Insults
- Racist comments
- Stereotyping
- Sexist Remarks
- Bullying, whether verbal or physical
- Comments referring to sexual orientation

Promoting

- Positive images and role models

- A wide range of opportunity for all
- The development of the whole person
- Positive Action provisions to allow targeted measures that are designed to alleviate disadvantages experienced by, or to meet the particular needs of, trainees with particular protected characteristics

Providing

- A broad and relevant curriculum for all trainees
- A supportive staff development programme for SCITT staff and partnership schools
- A caring and sharing environment

Having in place and implementing policies which support Equality and Diversity.

These include:

- **Attendance/Absence Policy**
- Complaints Policy
- Safer Recruitment Policy
- Safeguarding Policy
- Unprofessional Conduct and Disciplinary Policy
- Well-being Policy
- Whistleblowing Policy

Promoting Community Cohesion

The Education and Inspections Act, 2006, places a responsibility on schools to promote community cohesion, locally, nationally, and globally. We will do this through:

- promoting a common vision
- a commitment to equality and social justice
- respecting people's different backgrounds
- promoting positive relationships in the SCITT and its partnership schools

Monitoring

This policy will be reviewed by the Strategic Group and monitored by the Quality Assurance Group to ensure that it is effective in tackling discrimination, promoting access and participation, equality and good relations between different groups, and that it does not disadvantage particular sections of the community.

The SCITT Director provides monitoring reports for review by the Quality Assurance Group. These include: monitoring work on equality issues, dealing with and monitoring reports of harassment (including racist and homophobic incidents), monitoring workforce recruitment, trainee recruitment, retention and progression, special initiatives, progress against key indicators and targets and future plans.

In order to ensure equality of treatment and opportunity for all trainees and applicants to the course, and to measure the impact of this policy, the SCITT will collect and analyse data. Where monitoring indicates that there are inequalities between different groups of people, the SCITT will undertake action aimed to reduce this. Such action would be appropriate to the circumstance but may include further encouragement of applications from under-represented groups; the provision of services, resources and facilities to meet the special

needs of particular groups; targeted school placements and individual support from members of staff.

Responsibilities

All who are associated with SCITT have a responsibility for promoting equality and inclusion and avoiding unfair discrimination.

The SCITT Executive Board is responsible for:

- Ensuring the SCITT complies with all current equality legislation
- Ensuring this policy and its procedures are followed
- Ensuring that the SCITT has up-to-date equality schemes
- The review of policies and procedures
- The review of current legislation

The SCITT Director is responsible for:

- Ensuring that the policy is readily available and that the staff, and trainees know about it
- Ensuring that its procedures are followed
- Producing regular information for the Strategic Group about the policy and how it is working
- Ensuring that all staff know their responsibilities and receive training and support in carrying these out
- Taking appropriate action in cases of harassment and discrimination
- Ensuring that any trainee identified with SEND/DSA are fully supported through all stages of the course

Trainees are responsible for

- Proactively following this policy and any associated guidelines
- Providing role models for pupils, students, colleagues and others through their own actions and promoting an inclusive and collaborative ethos in their classroom
- Dealing with racist, sexist and homophobic incidents, and recognising and tackling other forms of bias and stereotyping in accordance with either the SCITT policy or the placement school policy
- Promoting equality and good community relations and avoiding discrimination against anyone for reasons of race, colour, nationality, ethnic or national origins, gender, disability, religion or belief, sexual orientation or socio-economic circumstances
- Supporting pupils in their class who have English as an additional language
- Keeping up to date with the law on discrimination and taking training and learning opportunities offered to them

Tutors, trainers and visitors are responsible for:

- Being familiar with and following the SCITT Equality and Diversity policy

Breaches of the Policy

If a trainee, trainer or member of staff believes there to be a breach of the policy, the relevant Phase Lead or SCITT Director should be informed at the earliest opportunity.

If a trainee, trainer or member of staff is subject to a breach of this policy during any part of the training or as part of their work (other than on placement), the trainee, trainer or member of staff should report it immediately to the SCITT Director. The trainee, trainer or member of staff will be fully supported by the SCITT.

Allegations regarding potential breaches of this policy will be treated in confidence and investigated in accordance with the relevant procedure.

If a trainee, trainer or member of staff is **accused** of a breach of this policy the SCITT Director must be informed as soon as possible.

The SCITT Director will log the complaint and then arrange for a meeting to take place between the complainant, relevant Phase Lead, a member of Executive Board and the SCITT Director. This meeting will take place within 15 working days of the complaint being logged with the SCITT Director. The complainant has the right to be accompanied by a member of staff, a fellow trainee or a colleague. The evidence will be examined. The SCITT Director and Executive Board member will decide the outcome at this stage:

If there is insufficient evidence the process should be terminated. The complaint and associated evidence will be put forward to the next Executive Board meeting for discussion. If there is sufficient evidence, the SCITT Director will refer the matter to an emergency meeting of the Executive Board.

For an emergency meeting of the Executive Board, quorate will be considered to be three members who will be independent of the case up until this point. The meeting will be convened within 10 working days of the referral.

In either case, the complainant has the right to be informed of the progress of the complaint and may request this at any time. The complainant may also request a written response from the Executive Board.

The emergency meeting of the Executive Board will appoint an Equal Opportunities Committee. A representative of the Independent Appeals Panel will be asked to join the Equal Opportunities Committee.

The Equal Opportunities Committee will:

- Interview the complainant
- Interview the Phase Lead and/or the SCITT Director
- Interview any other relevant member of staff from the SCITT or its partnership schools
- Review any documented evidence

The Committee will then decide whether there is evidence of discrimination and the further actions necessary. The Committee will carefully consider the seriousness of the offence and the subsequent required actions.

Should an appeal be lodged against the decision made by the Equal Opportunities Committee, a panel will be formed to hear appeals. This panel will have a membership of three who will be independent of the case up to this point.

If the breach occurs whilst a trainee is on placement, then the procedures followed and any outcomes must be reported to the SCITT Director.

The trainee may also be subject to disciplinary proceedings by the SCITT (following the procedures outlined above). Where a trainee has been found to be in breach of the policy, the placement school has the right to request removal of the trainee from that placement. This may result in the trainee being unable to complete the requirements of the course.

Publication

The specific duties under this Act require us to be open and transparent about all our decision-making processes, intentions and results.

This policy will be available through the Kirklees and Calderdale SCITT website and our documentation.

A copy is available from the SCITT office.

If English is not your first language, and you require assistance/translation, please contact the KCSCITT Business Manager.