



Equality, Diversity, and Inclusion Policy for Staff

Introduction

The Royal Grammar School Guildford is committed to fostering a culture of equality, diversity, and inclusion (EDI) within our institution. We strive to create a welcoming and inclusive environment for all members of our school community, including staff, students, parents, and visitors. This policy outlines our commitment to promoting EDI principles and sets forth guidelines for fostering an inclusive and respectful workplace.

1. Purpose

The purpose of this policy is to ensure that all members of the Royal Grammar School Guildford community are treated fairly, with respect and dignity, and have equal opportunities for personal and professional growth, regardless of their protected characteristics.

2. Scope

This policy applies to all staff members, including full-time, part-time, temporary, and contract employees, as well as volunteers, consultants, and any other individuals engaged with the Royal Grammar School Guildford.

3. Commitments

- 3.1 Equality: We are committed to promoting equality of opportunity and eliminating discrimination based on age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, or sexual orientation. We aim to provide fair and equal treatment to all staff members, recognising their individual abilities, qualifications, and experiences.
- 3.2 Diversity: We value and celebrate the diversity of our staff, recognising that diverse perspectives and backgrounds enrich our educational environment. We are committed to creating a diverse workforce that reflects the communities we engage with. We encourage the recruitment and retention of individuals from underrepresented groups.
- 3.3 Inclusion: We strive to create an inclusive culture where all staff members feel valued, respected, and supported. We aim to foster an environment that promotes collaboration, openness, and understanding. We actively challenge discriminatory

behaviour and ensure that any incidents are dealt with promptly, fairly, and confidentially.

4. Responsibilities

- 4.1 Senior Management: The senior management team are responsible for implementing and monitoring this policy, ensuring that EDI principles are integrated into all aspects of school operations. They will allocate necessary resources and provide leadership to promote equality, diversity, and inclusion.
- 4.2 Heads of Departments: Heads of Department, both teaching and support, are responsible for promoting EDI principles within their respective areas and ensuring compliance with this policy. They should lead by example, foster an inclusive working environment, and address any instances of discrimination or harassment promptly.
- 4.3 Staff: All staff members are responsible for treating others with respect and dignity, promoting equality, and challenging any discriminatory behaviour or practices. They should familiarise themselves with this policy and participate in relevant EDI training and initiatives.

5. Recruitment and Selection

- 5.1 The Royal Grammar School Guildford is committed to fair and inclusive recruitment and selection processes. Vacancies will be advertised widely to attract a diverse range of applicants, and selection criteria will be based on job-related qualifications and competencies.
- 5.2 We will strive to eliminate bias from recruitment and selection processes, ensuring that decisions are made solely on merit. Reasonable adjustments will be made to support applicants with disabilities throughout the recruitment process.

6. Training and Development

- 6.1 We will provide regular EDI training and development opportunities for staff members to raise awareness, promote understanding, and develop the necessary skills to foster an inclusive environment.
- 6.2 Staff members will be encouraged to engage in continuous learning and self-reflection to challenge their own biases and assumptions and develop a greater understanding of different perspectives.

7. Reporting and Complaints

The Royal Grammar School Guildford encourages staff members to report any incidents of discrimination, harassment, or other EDI concerns. We will ensure that all reports are handled confidentially, seriously, and in a timely manner.

The school will provide a clear and accessible process for staff members to raise concerns, offering support and guidance throughout the resolution process. We will take

appropriate disciplinary action against any staff member found to be engaging in discriminatory behaviour.

8. Monitoring and Evaluation

The Royal Grammar School Guildford will regularly monitor and review the effectiveness of this policy, including the identification of any barriers to equality, diversity, and inclusion within our school. The senior management team will establish relevant key performance indicators (KPIs) to assess progress and take appropriate action to address any identified shortcomings. An annual report on EDI initiatives and progress will be shared with staff members, governors, and stakeholders to ensure transparency and accountability.

This Equality, Diversity, and Inclusion Policy serves as a commitment from Royal Grammar School Guildford to promote an inclusive and diverse workplace. We encourage all staff members to embrace these principles and contribute to the creation of an environment that values and respects every individual.

Reviewed by: Head of HR

Date of last review: 10th July 2023

Date of next review: Trinity 2024