



**SOUTH LINCOLNSHIRE ACADEMIES TRUST (SLAT)
BOURNE ACADEMY, SPALDING ACADEMY
& GILES ACADEMY**

EQUALITY POLICY

Aspire - Challenge – Achieve

Owner	Approval	By Whom	Review
SLAT Personnel Manager	28 May 2021	Trust Board of Directors	Annually (next review May 2022)

Equality Policy

South Lincolnshire Academies Trust

Aspire / Challenge / Achieve

Equality Policy

The South Lincolnshire Academies Trust (SLAT) welcomes staff, workers, volunteers, students, parents, applicants, local governors and Trustees (the 'School Community') from all different ethnic groups and backgrounds. This policy applies to all members of the current and prospective school community across all SLAT schools.

This policy is available on the SLAT and each school website. This policy can be made available in large print or other accessible formats if required.

Our Aims

We recognise the benefits of having a diverse School Community, with individuals who value one another, and the different contributions everyone can make. We are committed to being an equal opportunities education provider and employer and are committed to equality of opportunity for all members of the Trust and school community.

Students will be taught these values and to respect others. In the provision of equal opportunities, we recognise and accept our responsibilities under the law and oppose discrimination on the basis of:

- Disability
- Gender reassignment
- Pregnancy and maternity
- Race
- Religion or belief
- Gender
- Sexual orientation
- Marital or civil partnership status
- Age

These can be called the **Protected Characteristics**.

We also oppose unlawful discrimination on the basis that a person has a special educational need or learning difficulty, or because English is an additional language.

We aim to ensure that all policies and practices conform with the principle of equal opportunities and comply with the Public Sector Equality Duty set out in the Equality Act 2010.

Aims of this Policy

The Trust and our schools, currently Bourne Academy, Spalding Academy and Giles Academy aim to meet its obligations under the public sector equality duty by having due regard to the need to:

- Eliminate discrimination and other conduct that is prohibited by the Equality Act 2010;
- Advance equality of opportunity between people who share a protected characteristic and people who do not share it;
- Foster good relations across all characteristics – between people who share a protected characteristic and people who do not share it.

Through the operation of this policy we aim to:

- Communicate the commitment of the Trust and each school to the promotion of equal opportunities;
- Promote equal treatment across the Trust and in each school for all members of the school community;
- Create and maintain an open and supportive environment which is free from discrimination.

Whole-School Equality Policy

- Foster mutual tolerance and positive attitudes so that everyone can feel valued within the School Community;
- Remove or help to overcome barriers where they already exist;
- Ensure that there is no unlawful discrimination against any person on any ground listed under the Protected Characteristics listed above;
- Make it clear that, and ensure, that all discriminatory words, behaviour and images are treated as unacceptable;
- Take reasonable steps to avoid putting people with a disability at a substantial disadvantage;
- Set out how we will publish information to demonstrate our equality commitments;
- Set out details about our school equality objectives.

Related policies

This policy should be read alongside the Safer Recruitment Policy, Admissions Policy, Behaviour Policy, Disability Policy, SEN Policy, PSHE & SMSC Policy and Accessibility Policy.

Public Sector Equality Duty

The Trust and each school is committed to promoting equality and when carrying out our functions, in accordance with the Public Sector Equality Duty, we will have due regard to the need to:

- Eliminate unlawful discrimination, harassment, bullying and victimisation and other conduct prohibited by the Equality Act 2010;
- Advance equality of opportunity between people who share a protected characteristic and those without;
- Foster good relations between people who share a protected characteristic and those who do not.

We also:

- Publish information to demonstrate how we are complying with the Public Sector Equality Duty;
- Prepare and publish equality objectives.

Each school's equality information and objectives are published on the school website.

Forms of discrimination Types

Discrimination may be direct or indirect, or arising from disability and it may occur intentionally or unintentionally.

Direct discrimination

Direct discrimination occurs when a person is treated less favourably than another person because of a protected characteristic as set out above. For example, rejecting an applicant of one race because it is considered they would not 'fit in' on the grounds of their race would be direct discrimination. Direct discrimination also occurs when a person is treated less favourably because of their association with another person who has a protected characteristic (other than pregnancy or maternity). For example, if a student is harassed or victimised because a sibling is disabled, this would be direct discrimination against that student.

Indirect discrimination

Indirect discrimination occurs where an individual is subject to an unjustified provision, criterion or practice which puts them at a particular disadvantage because of, for example, their sex or race. For example, a minimum height requirement would be likely to eliminate proportionately more women than men. If these criteria cannot be objectively justified for a reason unconnected with gender, they would be indirectly discriminatory on the grounds of gender.

Discrimination arising from disability

Discrimination arising from disability occurs when a person with a disability is treated unfavourably because of something connected with their disability and the treatment cannot be shown to be proportionate means of achieving a legitimate aim. For example, where a student with cerebral palsy who is a wheelchair user is told they will be unable to attend a school trip because there is no wheelchair access available and other options are not investigated.

Equal opportunities education provider

Admission

Each Trust school accepts applications from, and admits students irrespective of their Protected Characteristics and will not discriminate on these grounds in the terms on which a place is offered. Every application will be treated in a fair, open-minded way. Each school's admissions policy reflects our approach towards equal opportunities and is consistent with this policy.

Equal access

Each school will afford all students equal access to all benefits, services, facilities, classes and subjects including all sports, irrespective of their Protected Characteristics, subject to considerations of safety and welfare as set out below.

Positive action & positive discrimination

We may afford students of a particular racial group, or students with a disability or special educational needs, access to additional education or training to meet the special needs of the students in that group, for example, special language training for groups whose first language is not English.

Exclusions

We will not discriminate against any student by excluding him or her from school, or by subjecting him or her to any other detriment, on the grounds of his or her Protected Characteristics.

Teaching and school materials

Efforts are made to recognise and be aware of the possibility of bias (for example gender or race), so that this can be eliminated in both teaching and learning materials and teaching styles. Materials are carefully selected for all areas of the curriculum so as to avoid stereotypes and bias.

Student interaction

All students are encouraged to work and play freely with, and have respect for, all other students, irrespective of their Protected Characteristics, subject to considerations of safety and welfare. Positive attitudes are fostered towards all groups in society through the curriculum and ethos, and students will be encouraged to question assumptions and stereotypes.

Bullying

We will not tolerate bullying or cyberbullying for any reason. Specific types of bullying include:

- Bullying relating to race, religion, belief or culture;
- Bullying related to SEN, learning difficulties or disabilities ;
- Bullying related to appearance or health conditions;
- Bullying relating to sexual orientation;
- Bullying of young carers or looked after children or otherwise related to home circumstances;
- Sexist or sexual bullying.

Each school's anti-bullying policy contains more details about the Trust's anti-bullying practices.

School Uniform

The Trust uniform policy is consistent with this policy.

The same school uniform policy applies equally to all students, irrespective of their gender, gender reassignment, race, disability, sexual orientation, pregnancy or maternity, religion or belief or special educational needs, subject to considerations of safety and welfare.

However, we will consider reasonable requests to alter the school uniform, for example for genuine religious requirements and reasonable adjustments for children with a disability. The student or his or her parents should refer the matter to the SLAT Executive Headteacher to ensure all '*Reasonable Adjustments*' are made to accommodate the student.

Certain items of jewellery, such as the Kara bangle, and certain items of headwear, such as the turban and headscarves may be worn by students when doing so is genuinely based on manifesting religious or racial beliefs or identity. This is subject to considerations of safety and welfare and the Trust's existing school uniform policy principles (with regard to, for example, the school colours). Where there is uncertainty as to whether an item may be worn under this section, the issue must be referred by

the student or the student's parents to the SLAT Executive Headteacher, whose decision will be final, subject to the complaints procedure.

Students with SEN

The Trust's policy on special educational needs includes details about the welfare and educational provision for students with EHCPs.

Students with English as an additional language

Students with English as an additional language will receive additional learning support if necessary. The student and the parents will be consulted with as appropriate. Linguistic diversity is positively recognised. Each Trust school will ensure that:

- Home-school links are made to involve parents directly in the work of the school;
- Interpretation and translation services are made available as quickly as possible;
- Links are established within the local community;
- Staff work effectively with other local services;
- Learning support for ethnic minority students is efficient and effective;
- Provision is made for the spiritual, moral, social and cultural education, supported by appropriate resources;
- Students' names should be accurately recorded and correctly pronounced - students should be encouraged to accept and respect names from cultures other than their own.

Equal opportunities employer

Employment

This policy applies to all aspects of employment from the advertisement of jobs, recruitment, terms and conditions of employment, career development, counselling, training, promotion, grievance and disciplinary procedures, through to reasons for termination of employment.

Applicants

We accept applications from, and recruit staff irrespective of their Protected Characteristics and will not discriminate on these grounds in the terms on which a position is offered. Every application will be treated in a fair, open-minded way. Our Safer Recruitment Policy reflects our approach towards equal opportunities and is consistent with this policy.

Equal access

We will afford all staff equal access to all benefits, services, facilities, and opportunities for development, irrespective of their Protected Characteristics, subject to considerations of safety and welfare as set out below.

Disabilities and reasonable adjustments

We have an ongoing duty to make reasonable adjustments for individuals with a disability in respect of both employment and the education and associated services provided to ensure that such staff and students are not placed at a substantial disadvantage in comparison with other staff and students. Reasonable adjustments may typically include:

- Making arrangements for an individual in a wheelchair to attend an interview in an accessible ground floor room;

- Allowing extra time for a child with dyslexia to complete an entrance exam;
- Providing examination papers in larger print for a child with a visual impairment;
- Rearranging the timetable to allow a student to attend a class in an accessible part of the building;
- Arranging a variety of accessible sports activities.

We are not legally required to make adjustments which include physical alterations such as the provision of a stair-lift or new ground floor facilities.

In making reasonable adjustments, we are required to provide auxiliary aids and services for students with a disability. We will carefully consider any proposals made by parents and will not unreasonably refuse any requests for such aids and services.

Staff Conduct & Expectations

Staff Fairness & Conduct

The expectations for Staff Conduct is laid out in the code shown in Appendix 1. This is to supplement an employee's terms and conditions of employment and to support the Trust's values, standards and behaviours for staff behaviour and conduct.

Informing us

Disability Information

Please notify the SLAT Executive Headteacher (or recruiting manager for new staff applicants) if you are aware or suspect that you, a member of staff or child has a disability, as applicable. Please provide copies of all written reports and other relevant information upon request.

Providing us with such information will enable us to provide the appropriate support and adjustments. Confidential information of this kind will only be communicated on a 'need to know' basis. We will have due regard to any request to treat the nature or existence of a person's disability as confidential.

Access

We will monitor the physical features of the premises to consider whether users of the premises with a disability are placed at a substantial disadvantage compared to other users. Where possible and proportionate, we will take steps to improve access for disabled users of the premises.

Each Trust school has an Accessibility Plan, which is reviewed annually and is available on request from the SLAT Executive Headteacher.

Responsibilities

Trust & School Community

All members of the Trust and each School Community are expected to comply with this policy and therefore to treat others with dignity at all times.

Overall responsibility

The Local Governing Body of each school has delegated responsibility from SLAT Trustees for the effective operation of this policy and for ensuring compliance with the relevant statutory framework prohibiting discrimination. The SLAT Executive Headteacher has delegated day-to-day responsibility for operating the policy and ensuring its accessibility, availability, maintenance and review.

Senior Management

Those working at a management level within the SLAT Leadership structure and at each Trust school have a specific responsibility to set an appropriate standard of behaviour, to lead by example and to promote the aims and objectives of the Trust with regard to equal opportunities in light of the Public Sector Equality Duty. The senior management team of the Trust, and in each school, is responsible for ensuring that appropriate arrangements to monitor the performance of potentially disadvantaged individuals are in place.

Monitoring

To ensure that this policy is operating effectively, and to identify those sections of the local community which may be under-represented, each Trust school monitors staff and student applicants' gender, race, disability and religion or belief. We also monitor achievement, exclusions and bullying incidents against gender, race, disability and special educational need. We maintain records of this data in an anonymised format for the purposes stated in this policy.

Review

The SLAT Executive Headteacher, together with the relevant SLAT Executive Deputy Headteacher, is responsible for the ongoing monitoring and regular analysis of the data monitored in accordance with this policy and will arrange for the taking of appropriate positive steps to eliminate unlawful direct and indirect discrimination where necessary. The SLAT Executive Headteacher is also responsible for reviewing whether the aims of this policy are carried out throughout all areas of the Trust and taking appropriate action where necessary. This policy is reviewed annually and updated where necessary by the SLAT Leadership Team.

Reporting and recording incidents of discrimination

Complaints

If you believe that you or your child has received less favourable treatment on any of the unlawful grounds listed above, or if you feel that this policy has been breached in any way to your detriment you are encouraged to raise the matter through the school or the Trust's formal complaints procedure as applicable, available on the SLAT and each Trust school websites. Allegations regarding potential breaches of this policy will be treated in confidence and investigated in accordance with the relevant complaints procedure.

Reports

If you would like to report a breach of this policy that does not constitute a complaint under one of the grounds listed above, please contact the SLAT Executive Headteacher or one of the SLAT Executive Deputy Headteachers.

Enforcement

We will treat seriously and urgently investigate every complaint and report. Disciplinary action may be taken against any member of the School Community who is found to have acted in contravention of this policy.

Record

All reported breaches of this policy will be recorded, and this record will be reviewed annually.

APPENDIX 1:

EQUALITY POLICY

STAFF CONDUCT EQUALITY POLICY APPENDIX

Purpose

The purpose of the Equality Policy - Staff Conduct appendix is to supplement an employee's terms and conditions of employment and to support the Trust's values, standards and behaviours.

Links with Other Policies

The Staff Conduct appendix links to the Equality Policy and draws together requirements to assist SLATrust staff in performing their duties to the best of their ability.

Staff are required to familiarise themselves with the contents of this appendix document, which cannot cover every eventuality and if staff are in any doubt or if they require any additional guidance they should consult their Line Manager, the SLAT Executive Headteacher or the Personnel / HR Manager in each Trust school.

This appendix document applies to all staff employed by South Lincolnshire Academies Trust.

This document encompasses guidelines from the National Code of Conduct and the Code of Conduct and Practice for Registered teachers on behalf of the General Teaching Council for England.

The principles of the Code are as follows:

1. Honesty, integrity, impartiality and objectivity

An employee must perform his/her duties with honesty, integrity, impartiality and objectivity.

It is important that staff within the Trust understand that how they are perceived is an important factor. Parents, carers and students have a right to expect the highest levels of integrity and responsibility for all staff employed by the Trust. This must be capable of demonstration and therefore actions, which would lead to a loss of confidence through perceptions, are as critical as any others.

2. Political neutrality

Staff serve the Trust as a whole. Staff within this Trust should not be involved in advising any political group, nor in attending any of their meetings, without the express consent of the SLAT Executive Headteacher.

The SLAT Executive Headteacher and Governors must not compromise their political neutrality. Staff within the Trust are required to serve the SLAT Executive Headteacher and Governors and the SLAT Executive Headteacher and Governors cannot therefore be accountable to individual political groups and must not allow their personal opinions to interfere with their work.

3. Accountability

Staff employed by the South Lincolnshire Academies Trust must be accountable to the SLAT Executive Headteacher, Governors and the General Teaching Council as applicable for their actions.

Compliance with Legislation, Terms and Conditions of Service and other written guidelines.

During the course of work, staff of the Trust should at all times be aware of and comply with relevant legislation; for example, the Equality Act 2010, the Human Rights Act 1998, the Health and Safety at Work Act 1974, the Sex Discrimination Act 1975, the Race Relations Act 1976, the Data Protection Act 1998, Freedom of Information Act 2000, The Computer Misuse Act 1990 and the legislation relating to schools, however this list is not exhaustive.

Staff within the Trust should also read and understand the conditions of service under which they are employed, including all local policies which are available on request via the SLAT Executive Headteacher or Personnel / HR Manager albeit the majority of policies are available on the staff shared area. In particular, all employees of the Trust should be aware of the policy the Trust has adopted in respect of the following procedures:

- Grievance Procedure;
- Disciplinary Procedure;
- Sickness Procedure
- Leave of Absence Procedure;
- Appraisal Procedure;
- Equality Policy.

All employees must ensure that policies relating to equality issues as agreed by the Trust are complied with in addition to the requirements of the law. All students, parents, carers and other colleagues of the Trust have the right to be treated with fairness and equity regardless of gender, religion or belief, race, colour, nationality, ethnic background, age, disability or sexual orientation.

Staff employed by the Trust should be suitably dressed for their duties and responsibilities in accordance with the Trust's Dress Code, including the wearing of appropriate safety clothing and equipment, in accordance with all Health and Safety regulations.

In addition, staff should be conscious of and ensure that they are complying with any other specific guidelines issued by the SLAT Executive Headteacher and/or Governors. If an employee is a member of a professional institute or association he/she is also obliged to comply with any professional code and/or standards of practice pertaining to that organisation.

4. Respect for others & Dignity at Work

All staff of the Trust must:

- Treat others with respect;
- Not discriminate unlawfully against any person.

Employees

The Trust wishes to create an environment where all its employees are treated with dignity and respect. There should be mutual respect between all employees.

The Trust has adopted procedures to deal with harassment, discrimination, victimisation and bullying and employees should make themselves aware of these.

The Local Community and Service Users

As an employee of the Trust you are expected to give the highest possible standard of service to the students, parents and carers and the SLAT Executive Headteacher/Governors of the Trust. In carrying out these duties and responsibilities, an employee's honesty and integrity must be beyond question. Employees must never use their authority or position for personal gain, or to enable colleagues to gain personally.

Contractors

All relationships of a business or private nature with external contractors or potential contractors of the Trust should be made known to the SLAT Executive Headteacher/Governors. Orders and contracts must be awarded on merit of fair competition with other tenders and no part of the local community should be discriminated against or special favours shown.

Financial

Employees are required to declare a personal or pecuniary interest in any contract entered into by the Trust to the SLAT Executive Headteacher/Governors – a form will be issued to staff annually for their completion and submission to the Finance Director. The Secretary of State requires that a register be established to record any such interests of both staff and Governors.

5. Stewardship

All employees of the Trust must:

- Use any public funds entrusted to or handled by him/her in a responsible and lawful manner;
- Not make personal use of property or facilities of the Trust unless properly authorised to do so.

Patent and Copyright:

Patent

Any matter, item or idea capable of being patented under the Patents Act, which is developed or discovered by an employee, alone or together with colleagues, in the course of their duties, must be disclosed to the SLAT Executive Headteacher/Governors who will in turn decide whether to apply for patent or other protection in law for any invention, which belongs to the Trust by virtue of the Patents Act.

Copyright

All records, documents and other papers relating to the finance and administration of the Trust and which are compiled or acquired by an employee in the course of their employment are and will remain the property of the Trust and the copyright in all such cases belongs exclusively to the Trust.

Care and Use of Trust Resources

Trust resources, whether tangible assets such as materials, equipment and cash, or business information such as trade secrets, may not be used other than for the proper advancement of the Trust.

All equipment belonging to the Trust should be treated with due care and respect. Any employee wishing to use an item of equipment, for example a photocopier, computer or printer, for business other than that of the Trust must gain permission from the SLAT Executive Headteacher in advance.

Security and Use of Computer Data / Equipment

The information stored and processed on the information technology systems operated by the Trust is of paramount importance to its day to day activities. It is therefore essential that the data and systems are adequately secured against the risks such as operator errors, theft of equipment, unauthorised access to or copying of programmes, use of unauthorised software on Trust machines (which increases the risk of computer viruses) and natural hazards such as fire, flood and power failures. In this regard, relevant legislation, in the form of the Data Protection Act 1998 (which requires all users of personal data to register with the Data Protection Agency and comply with the eight Data Protection Principles), and the Computer Misuse Act 1990 (which seeks to secure computer material against access or modification), must be complied with. Copies of these Acts are readily available on line.

It should be noted that employees must endeavour to ensure that no unauthorised person gains access to equipment/data, which is within their responsibility. No data should be released unless finally approved and compliant with the General Data Protection Regulation legislation.

User identification and passwords must not be disclosed to anyone outside an employee's own user group, and passwords must be changed regularly to a previously unused password.

The same policies apply to email and telephone use. Misuse and time wasting of both is unacceptable and personal messages should be kept to a minimum

Under the law, if an email message is sent during the course of an employee's employment which is defamatory, the employer is liable even if the message is sent between one employee and another. Emails are not normally deleted from the system and are available for audit purposes. The tone and content of messages should be appropriate and consistent with any other form of acceptable communication.

Personal use of the internet is permitted by employees provided that the Code of Practice is adhered to and it does not impact on their job or interfere with the performance of other staff doing their job. There should be no access to sites which have a terrorist, offensive, sexual or game playing/gambling content. Access to the internet is monitored on a regular basis.

6. Personal Interests

An employee must not in his/her official or personal capacity:

- Allow his/her personal interests to conflict with the Trust's requirements;
- Use his/her position improperly to confer an advantage or disadvantage on any person.

Alcohol / Drugs

All employees should ensure that they report fit for work and remain fit to perform their duties. The consumption of alcohol is not permitted on the premises. The Trust prohibits the use, possession, distribution or sale of drugs at the work place, or when conducting Trust business (refer to the Disciplinary Procedure).

Where it is established that there is an alcohol or drug dependency problem, this will be considered as a treatable illness and the SLAT Executive Headteacher will provide assistance wherever possible. Where an employee refuses help or drops out of a treatment programme, this will not be automatic grounds for dismissal however, any unacceptable behaviour or level of performance thereafter will be subject to appropriate action.

Other Personal Interests

Employees are also required to declare an interest if it comes to their attention that they have a connection or potential connection with any business or organisation (including voluntary bodies) which deals with the Trust, for example, if a relative is a supplier.

An employee's life away from work is their personal concern. An employee should not however, subordinate their work to their private interests or put his/her self in a position where their job, or the Trust's interests and his/her personal interests conflict. This includes behaviour, which because of the nature of employment would undermine the Trust's confidence or trust in the employee.

An example of such behaviour relates to employees of the Trust facing criminal charges. The Trust requires all employees to notify their SLAT Executive Headteacher without delay of any criminal charge (or caution) imposed upon them, with the exception of minor driving offences if their job **DOES NOT** include the use of a car. These rules apply for charges incurred on or off duty.

Additional Employment

South Lincolnshire Academies Trust will not prevent an employee from undertaking additional employment providing it does not conflict with the interests of, or in any way weaken public confidence in the Trust and does not in any way affect performance of their duties and responsibilities whilst he/she is at work. Employees have a duty to take reasonable care of their own health and safety. Staff must inform the SLAT Executive Headteacher if they have/take up additional work.

For non-teaching staff employees whose salary is above GLEA point 21 are especially required to obtain consent from the SLAT Executive Headteacher if they wish to take up any additional employment.

7. Registration of Interests

An employee must comply with any requirements of the Trust:

- To register or declare interests and;
- To declare hospitality, benefits or gifts received as a consequence of his/her employment.

Registration of Interests – Acceptance of Payments, Gifts and Hospitality

Payments and Gifts

It is contrary to the terms of an employee's contract for them to receive any reward or fee other than their proper remuneration. As a general rule employees should tactfully refuse offers of gifts or services from organisations and persons who do or might provide work, goods or services to the Trust or who require a decision from the Trust (for example regarding an application for a Trust place).

However, where it is felt that refusal of a small gift or token of appreciation (for example a small box of chocolates) would cause offence or would upset a relationship, an example of which might be a student bringing a token for a teacher at the end of the academic year, the gift may be retained. Similarly, advertising material (for example calendars, diaries and pens) given to employees may be kept, provided that they are deemed to have been given to the employee as distinct from a personal gift and provided that the SLAT Executive Headteacher is fully aware of the circumstances. The overriding requirement is that the Trust must be able to demonstrate that its employees have not been influenced by improper motives.

Hospitality

As a general rule, employees should only accept offers of hospitality if there is a genuine need to impart information or represent the Trust in the community. When hospitality is declined, those making the offer should be informed of the procedures and standards operating within the Trust.

It is of vital importance that the possibility of an employee being deemed by others to have been influenced in the making of a business decision, as a result of accepting such hospitality, should be avoided at all costs, for their own protection.

In taking this advice, employees should err on the side of caution and, if in any doubt, consult the SLAT Executive Headteacher.

Promotional Sales / Benefits

Offers from companies of promotional sales should be declined. Employees should bring such matters to the attention of the SLAT Executive Headteacher. Improved discounts are the only form of promotion acceptable to the Trust.

The use of personal loyalty cards whilst making purchases on behalf of the Trust is also unacceptable. It may bring into question the impartiality of the use of that supplier. There could also be tax implications to the individual.

Any prizes won whilst on Trust business or whilst using Trust funds should be reported immediately to the SLAT Executive Headteacher who in turn should inform the Governors who will make a decision as to the acceptability of such a prize.

Sponsorship

Where an external organisation wishes to sponsor or is seeking to sponsor a Trust activity, whether by invitation, tender, negotiation or voluntarily, the conventions concerning acceptance of gifts or hospitality apply. Particular care must be taken when dealing with contractors or potential contractors.

8. Reporting Procedures

An employee must not treat another employee of the Trust less favourably than other employees by reason that that other employee has done, intends to do, or is suspected of doing anything under or by reference to any procedure the Trust has for reporting misconduct, ie: it would be a breach of an employee's terms and conditions of employment if they victimise another employee in the Trust who has used the Trust's reporting procedures to report the misconduct of others.

The Confidential Reporting Code ("Whistleblowing Policy") is intended to encourage and enable anybody who works for or on behalf of the Trust to raise serious concerns rather than overlooking a problem, and to make it clear that reporting can happen without fear of reprisal. Employees are contractually expected to report non-compliance of other employees within the Code. Under the Public Interest disclosure Act 1998, employees are legislatively protected in the event that they raise any concerns. Further guidance can be obtained from the Whistleblowing Policy which is available on the staff shared area.

Employees will be expected, through agreed procedures and without fear of recrimination, to report any deficiency in the provision of service. Employees must report to the SLAT Executive Headteacher any impropriety or breach of procedure.

Anti-Fraud and Anti-Corruption

The Trust is committed to ensuring the maintenance of high standards in every aspect of its activities. As part of this commitment the Trust will ensure that opportunities for fraud and corruption are identified and actively managed to reduce possible risks. Where there is a suspicion of fraud or corruption the management of the Trust will deal with it in a firm and controlled manner.

9. Openness

An employee must:

- Not disclose information given to him/her in confidence by anyone, or information acquired which he/she believes is of a confidential nature without the consent of a person who is authorised to give it, unless he/she is required by law to do so; and
- Not prevent another person from gaining access to information to which that person is entitled by law.

Openness and Use of Information

During the course of employment, employees will come across confidential information. The privacy and confidentiality of such information must be maintained at all times unless he/she are expressly authorised to divulge it, or are required to do so by law, for example to members, auditors, government departments, parents or carers.

Information concerning an employee's private affairs must not under any circumstance be supplied to any person outside the service of the Trust without the consent of the employee, nor to anyone within the Trust unless that person has authority or responsibility for such information.

Employees must never use their authority or position for personal gain, or to enable colleagues or others to gain personally.

If any employee has any reservations about any request to supply information they should immediately refer the matter to the SLAT Executive Headteacher.

Media Contacts

Employees must not make statements to the media, or any other public statement which concerns the business of the Trust unless they have been authorised by the SLAT Executive Headteacher to act generally as a spokesperson or have been expressly authorised to act as a spokesperson in relation to a particular situation, or are acting as an authorised Trade Union spokesperson.

10. Appointment of Staff

An employee must not be involved in the appointment or any other decision relating to the discipline, promotion, pay or conditions of another employee, or prospective employee, who is a relative or friend.

By definition, "relative" means a spouse, partner, parents, parent-in-law, son, daughter, step-son, step-daughter, child of a partner, brother, sister, grandparent, grandchild, uncle, aunt, nephew, niece, or the spouse or partner of any of the preceding persons and, "partner" means a member of a couple who live together.

Appointment of Staff and Other Employment Matters

Employees involved in appointments should ensure that those appointments are made only on the basis of merit. In order to avoid any possible accusation of bias, employees should not be involved in an appointment (which includes involvement in any part of the selection process) where they are related to an applicant, or have a personal relationship with him or her outside of work.

Similarly, employees should not be involved in decisions relating to discipline, promotion, recruitment or pay and conditions for any other employee who is a relative, partner, etc. Employees must declare a personal relationship and if it is thought that a particular conflict of interest arises, arrangements should be made to re-organise the work of both parties if operationally possible.

11. Duty of Trust

An employee must at all times act in accordance with the trust that the public is entitled to place in him or her.

Employees are expected within reason, to be ready and able at the agreed times to carry out their job. Politeness and courtesy should be expressed to all colleagues, students, parents and carers and to internal and external clients at all times. Customer care and courtesy must be maintained within appropriate professional boundaries and particular attention should be paid when in contact with vulnerable students. In carrying out their duties and responsibilities an employee's honesty and integrity should be beyond question.