

# **Equal Opportunities Policy**

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**Queen's College, Taunton**

August 2017 V.1

## 1 Introduction

1.1 **The School:** Queen's College is an independent mainstream boarding and day school for girls and boys aged from 0 to 18 years. The School is a registered charity with a Christian ethos and welcomes staff, workers, volunteers, pupils, parents, applicants and governors from all different ethnic groups, backgrounds and creeds. The term **School Community** includes staff, governors, pupils, parents, visitors and volunteers.

1.2 **School's position:** The School recognises the benefits of having a diverse School Community, with individuals who value one another, and the different contributions everyone can make. Pupils will be taught to value and respect others. The School is committed to being an equal opportunities education provider and is committed to equality of opportunity for all members of the School Community. In the provision of equal opportunities, the School recognises and accepts its responsibilities under the law and opposes discrimination on the basis of:

- disability
- gender reassignment
- pregnancy and maternity
- race
- religion or belief (including lack of religion or belief)
- gender
- sexual orientation and (in the case of adult members of the School Community)
- marital or civil partnership status and
- age.

These can be called the **Protected Characteristics**<sup>1</sup>. The School also opposes all bullying and unlawful discrimination on the basis that a person has a special educational need (**SEN**) or learning difficulty, or because English is an additional language.

The School aims to ensure that all policies and practices conform with the principle of equal opportunities. The School will tackle inappropriate attitudes and practices through staff leading by example, through the personal, social and health education (**PSHME**) programme, through the supportive School culture and through the School's policies.

1.3 **Related policies and documents:** This Equal Opportunities Policy is consistent with all of the School's policies, including the Equal Opportunities Policy for Staff, Admissions Policy, Policy on Discipline and Behaviour, Exclusions, the School Rules, Uniform Policy, Anti-Bullying Policy, Disability Policy, Accessibility Plan, Special Educational Needs Policy and the School's terms and conditions of the contract for educational services.

1.4 All policies can be made available in large print or other accessible format if required.

## 2 Policy statement

2.1 **Scope:** This policy applies to all members of the current and prospective School Community. There is also an Equal Opportunities Policy for Staff in the Staff Handbook.

<sup>1</sup> Chapter I of the Equality Act 2010.

2.2 **Policy aims:** Through the operation of this policy we aim to:

- communicate the commitment of the School to the promotion of equal opportunities
- promote equal treatment within the School for all members of the School Community
- create and maintain an open and supportive environment which is free from discrimination
- foster mutual tolerance and positive attitudes so that everyone can feel valued within the School
- be alert to the early signs of needs that could lead to later difficulties, and respond as appropriate]
- remove or help to overcome barriers for pupils where they already exist
- ensure that there is no unlawful discrimination against any person on any ground listed at paragraph 1.2
- make it clear that, and ensure, that all discriminatory words, behaviour and images are treated as unacceptable
- take reasonable steps to avoid putting disabled people at a substantial disadvantage (the 'reasonable adjustments' duty).

3 **Forms of discrimination**

3.1 **Types:** Discrimination may be direct or indirect, or arising from disability and it may occur intentionally or unintentionally<sup>2</sup>.

3.2 **Direct discrimination:** Direct discrimination occurs when a person is treated less favourably than another person because of a protected characteristic as set out in paragraph 1.2 above. For example, rejecting an applicant of one race because it is considered they would not "fit in". This would be a decision based on grounds of their race and 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 pupil is harassed or victimised because a sibling is disabled, this would be direct discrimination against that pupil.

3.3 **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.

3.4 **Discrimination arising from disability:** Discrimination arising from disability occurs when a disabled person is treated unfavourably because of something connected with their disability and the treatment cannot be shown to be a proportionate means of achieving a legitimate aim. For example, where a pupil with cerebral palsy who is a wheelchair user is

<sup>2</sup> Chapter II of the Equality Act 2010 which lists prohibited conduct.

told they will be unable to attend a school trip because there is no wheelchair access available and other options are not investigated.

#### 4 **Admission**

- 4.1 **Applicants:** The School accepts applications from, and admits pupils irrespective of their gender, gender reassignment, race, disability, sexual orientation, pregnancy or maternity, religion or belief or special educational needs and will not discriminate on these grounds in the terms on which a place is offered, subject to section 8, below. The School will treat every application in a fair, open-minded way. Please see the Equal Opportunities Policy for Staff relating to staff recruitment and selection.
- 4.2 **Selection:** Every application will be considered on its merits within the School's criteria for selection on grounds of the pupil's ability and aptitude, but this will not be done as a way of excluding pupils with a disability or special educational needs, subject to section 8 below..
- 4.3 **Admissions Policy:** The School's Admissions Policy reflects the School's approach towards equal opportunities for prospective pupils and is consistent with this policy.

#### 5 **Education and associated services**

- 5.1 **Equal access:** The School will afford all pupils equal access to all benefits, services, facilities, classes and subjects including all sports, 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, paragraph 5.2 and section 8, below.
- 5.2 **Positive action:** The School may afford pupils of a particular racial group, or pupils with a disability or special educational needs, access to additional education or training to meet the special needs of the pupils in that group, for example, special language training for groups whose first language is not English.
- 5.3 **Exclusions:** The School will not discriminate against any pupil by excluding him or her from the School, or by subjecting him or her to any other detriment, on the grounds of his or her gender, gender reassignment, race, disability, sexual orientation, pregnancy or maternity, religion or belief, or special educational needs, subject to section 8 of this Policy.
- 5.4 **Teaching and School materials:** Efforts are made to recognise and be aware of the possibility of bias (for example, gender or racial), so that this can be eliminated in both the School's teaching and learning materials and teaching styles. Materials are carefully selected for all areas of the curriculum so as to avoid stereotypes and bias.
- 5.5 **Pupil interaction:** All pupils are encouraged to work and play freely with, and have respect for, all other pupils, irrespective of their gender, gender reassignment, race, disability, sexual orientation, religion, belief, pregnancy or maternity or special educational needs, subject to considerations of safety and welfare. Positive attitudes are fostered towards all groups in society through the curriculum and ethos of the School, and pupils will be encouraged to question assumptions and stereotypes. The School's PSHE curriculum encourages respect for other people, with particular regard to the Protected Characteristics.
- 5.6 **Bullying:** The School 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.

The School's Anti-bullying Policy contains more details about the School's anti-bullying practices.

## 6 School uniform

- 6.1 **The School Uniform Policy is consistent with this policy.** The same School Uniform Policy applies equally to all pupils, 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, the School will consider reasonable requests to alter the School Uniform, for example, for genuine religious requirements and reasonable adjustments for disabled children.
- 6.2 **Symbols of faith:** Certain items of jewellery, such as the Kara bangle worn by Sikhs, and certain items of headwear, such as the turban and headscarves may be worn by pupils 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 School's existing School Uniform Policy principles (in regards 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 pupil or his or her parents to the Head, whose decision will be final, subject to the Complaints procedure.
- 6.3 **Disabled pupils:** Reasonable adjustments may be required to the School Uniform for disabled pupils who require them. The pupil or his or her parents should refer the matter to the Head to ensure all reasonable adjustments are made to accommodate the pupil.

## 7 Religious belief

- 7.1 **Religion:** The School's religious ethos, services and school timetable are set in accordance with the Christian tradition, but the School respects the right and freedom of individuals to worship in accordance with other faiths, or no faith, subject always to their respecting the rights and freedoms of the School Community as a whole and considerations of safety and welfare.

## 8 Disability and special educational needs

- 8.1 **Our approach:** We are an inclusive School which welcomes members of the School Community with disabilities and special educational needs. We maintain and drive a positive culture towards inclusion of disabled people and those with special educational needs in all the activities of the School and we will not treat a member of the School Community less favourably on these grounds without justification. At present, our facilities, physical and otherwise, for the disabled and those with special educational needs are limited. However, we will do all that is reasonable to ensure that the School's curriculum, ethos, culture, policies, procedures and premises are made accessible to everyone. Our

Disability Policy and Policy on Special Educational Needs are consistent with this policy. For a copy of these policies, please contact the **Bursar**.

8.2 **Definitions:** Children have **Special Educational Needs** if they have a learning difficulty which calls for special educational provision to be made for them. A disability is a physical or mental impairment which has a "*substantial and long-term adverse effect*" on a person's ability to carry out normal day-to-day activity<sup>3</sup>. For further clarification, please refer to the policies mentioned in paragraph 8.1 above.

8.3 **Reasonable adjustments:** The School has an on-going duty to make 'reasonable adjustments' for disabled pupils and pupils with special educational needs in respect of the education and associated services provided to ensure that such pupils are not placed at a substantial disadvantage in comparison with other pupils. This is a broad expression that covers all aspects of school life, for example:

- the curriculum
- classroom organisation and timetabling
- access to school facilities
- clubs and visits
- school sports and
- school policies.

Reasonable adjustments may typically include:

- making arrangements for a child in a wheelchair to attend an interview in an accessible ground floor room
- allowing extra time for a dyslexic child to complete an entrance exam
- providing examination papers in larger print for a child with a visual impairment
- rearranging the timetable to allow a pupil to attend a class in an accessible part of the building
- arranging a variety of accessible sports activities.

The School is not legally required to make adjustments which include:

- physical alterations such as the provision of a stair-lift or new ground floor facilities, or a new library.

In making "reasonable adjustments" the School is required to provide auxiliary aids and services for disabled pupils where to do so would be reasonable. The School will carefully consider any proposals made by parents and will not unreasonably refuse any requests for such aids and services. For reasonable adjustments for staff please see the Equal Opportunities Policy for Staff.

As well as providing educational services, the School provides services to the public, for example at:

<sup>3</sup> Chapter I section 6 of the Equality Act 2010.

- open days
- parents' evenings
- concerts and plays
- exhibitions
- conferences (including residential conferences during holiday periods)
- use of sports facilities.

When providing such services the School will make reasonable adjustments to ensure that disabled people are able to use the School's services as far as is reasonable to the same extent and standard as non-disabled people.

- 8.4 **Informing the School:** In accordance with the School's terms and conditions, parents of pupils must notify the Head in writing if they are aware or suspect that the pupil (or prospective pupil) has a disability or if they (either parent), the pupil (or prospective pupil), or any close relations have at any time had, or has a learning difficulty. The [• registration form] enables prospective parents to give details of their child's disability when applying for a place at the School. Parents must provide copies of all written reports and other relevant information upon request. Providing the School with such information will enable the School to support the pupil as much as possible. Confidential information of this kind will only be communicated on a "need to know" basis. The School will have due regard to any request made by a parent or pupil (who has sufficient understanding of the nature and effect of the request) to treat the nature or existence of the person's disability as confidential.
- 8.5 **Admission of children with special educational needs and / or a disability:** Applications for a place at the School will be considered on the basis that reasonable adjustments (see definition above) have been made by the School in order to cater for the child's special educational needs and / or disability. The School will not offer a place if, after all reasonable adjustments have been made, the School will not be able to provide adequately for the pupil's physical and educational needs. The School shall inform the parents of their decision and give details of the reasonable adjustments they are going to make or give reasons why an offer of a place has not been made.
- 8.6 **Existing pupils:** Where the School becomes aware of a disability or special educational need of an existing pupil, the School will do all that is reasonable to assist the pupil whilst at the School, which may include making reasonable adjustments. If in the professional judgement of the Head, and after consultation with the parents and the pupil (where appropriate), the School cannot provide adequately for the pupil's physical and educational needs after all reasonable adjustments have been made, parents will be asked to withdraw the pupil, without being charged fees in lieu of notice and with the acceptance deposit returned. The School will do what is reasonable to help parents to find an alternative placement which will provide their child with the necessary environment and level of teaching and support.
- 8.7 **Access:** The School will monitor the physical features of its premises to consider whether disabled users of the premises are placed at a substantial disadvantage compared to other users. Where possible and proportionate, the School will take steps to improve access for disabled users of the premises. The School has an Accessibility Plan, which is kept under review and revised as necessary. The Plan is available on request from the Bursar.
- 8.8 **SENCo:** The School's Special Educational Needs Co-ordinator is Mrs Rebecca Jones.

## 9 **Pupils with statements of special educational needs or Education, Health and Care ('EHC') Plans**

- 9.1 The School's Policy on Special Educational Needs includes details about the welfare and educational provision for pupils with Statements of Special Educational Needs or EHC Plans.

## 10 **Pupils with English as an additional language**

- 10.1 Pupils with English as an Additional Language (**EAL**) will receive additional learning support if necessary. The School will consult with the pupil and the parents as appropriate. The School has appropriate welfare support for all such pupils through the supportive House culture / the buddy system.

## 11 **Provision for pupils with particular religious, dietary, language or cultural needs**

- 11.1 Queen's College have instructed Holroyd Howe to provide a full catering service for the School. Holroyd Howe is committed to providing freshly prepared nutritious food. Their bespoke service is crafted to match the unique culture and individual needs of Queen's College pupils, staff and visitors. Each pupil's parents / guardian will be sent an Allergen/intolerance and religious preferences notification form (which is reviewed yearly) to identify pupils with dietary, religious, or cultural needs. This enables them to work in close consultation with the pupils and parents to cater for and ensure that all dietary needs are catered for appropriately. ([Appendix A](#))
- 11.2 We serve in a multicultural and multi faith environment and we cater for pupils, parents and visitors who have specific dietary requirements due to religious observance. We obtain this information from parents on entry to school and update this yearly with the notification form ([Appendix A](#)) and support pupils (particularly in the younger year groups) in making food choices to support and affirm their religious beliefs.

## 12 **Responsibilities**

- 12.1 All members of the School Community are expected to comply with this policy and therefore to treat others with dignity at all times.
- 12.2 **Overall responsibility:** The **Board of Governors** has overall responsibility for the effective operation of the School's Equal Opportunities Policy and for ensuring compliance with the relevant statutory framework prohibiting discrimination. The Board of Governors has delegated to the Bursar day-to-day responsibility for operating the policy and ensuring its accessibility, availability, maintenance and review.
- 12.3 **Management:** Those working at a management level have a specific responsibility to set an appropriate standard of behaviour, to lead by example and to promote the aims and objectives of the School with regard to equal opportunities.

## 13 **Monitoring and review**

- 13.1 **Monitoring:** To ensure that this policy is operating effectively with respect to admission and selection, and to identify those sections of the local community which may be under-represented in the School, the School monitors applicants' gender, race, disability and religion or belief confidentially as part of the Admissions procedure. We also maintain records of this data in an anonymised format solely for the purposes stated in this policy.

13.2 **Review:** The Bursar] is responsible for the ongoing monitoring and regular analysis of the data monitored under paragraph 10 above and under paragraph 14.4 below and will arrange for the taking of appropriate positive steps to eliminate unlawful direct and indirect discrimination where necessary. The Bursar is also responsible for reviewing whether the aims of this Policy are carried out throughout all areas of the School and taking appropriate action where necessary. This policy is reviewed annually by the Bursar. Recommendations for any amendments are reported to the Board of Governors.

#### 14 **Reporting and recording incidents of discrimination**

14.1 **Questions about this policy:** If you have any questions about the content or application of this policy, you should contact the Bursar.

14.2 **Complaints:** If you believe that you have received less favourable treatment on any of the unlawful grounds listed in paragraph 1.2 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's formal Complaints Procedure. For a copy of the School's Concerns and Complaints Policy, please contact the Bursar or visit the school's website. Allegations regarding potential breaches of this policy will be treated in confidence and investigated in accordance with the complaints procedure.

14.3 **Reports:** If you would like to report a breach of this policy that does not constitute a complaint under paragraph 14.2 above, please contact the Bursar.

14.4 **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.

14.5 **Record:** All reported breaches of this policy will be recorded and this record will be reviewed annually by the Bursar.

#### 15 **Publication**

15.1 This policy will be available on the School's website / in the Parent and Pupil's Handbook and on request from the Bursar.

|                                     |                              |
|-------------------------------------|------------------------------|
| <b>Effective date of the policy</b> | 31 <sup>st</sup> August 2017 |
| <b>SLG Responsible Member</b>       | Bursar                       |

|                      |   |
|----------------------|---|
| <b>Authorised by</b> | Board of Governors                      |
| <b>Signed</b>        | Mark Edwards, <b>Chair of Governors</b> |
| <b>Date</b>          | 31 <sup>st</sup> August 2017            |

Appendix A

## Holroyd Howe Allergen/Intolerance Notification Form

This form should be completed by the **parent or guardian** of pupils under the age of 18.

Holroyd Howe understands that food allergies can present serious problems for some of our pupils. This form is designed to collect information about pupils who have allergies/intolerances so that we can cater for them appropriately.

Name of pupil \_\_\_\_\_

**Parent/Guardian to supply two up to date passport size photographs attached to this form**

Holroyd Howe  
to affix photo  
here

### Part 1 to be completed by all parents/guardian

1A. Does your child have an allergy or intolerance to any of the 14 known allergens?

No  **Please go to Part 2**

Yes  Please tick the relevant box or boxes below

- |                                  |                                       |                                     |                                    |                                |
|----------------------------------|---------------------------------------|-------------------------------------|------------------------------------|--------------------------------|
| <input type="checkbox"/> Peanuts | <input type="checkbox"/> Milk         | <input type="checkbox"/> Crustacean | <input type="checkbox"/> Soybeans  | <input type="checkbox"/> Fish  |
| <input type="checkbox"/> Nuts    | <input type="checkbox"/> Sesame Seeds | <input type="checkbox"/> Celery     | <input type="checkbox"/> Mustard   | <input type="checkbox"/> Lupin |
| <input type="checkbox"/> Eggs    | <input type="checkbox"/> Molluscs     | <input type="checkbox"/> Gluten     | <input type="checkbox"/> Sulphites | <input type="checkbox"/> Other |

If you ticked any of the above boxes please provide further details of the nature of the allergy/intolerance

1B. Has this Allergy or Intolerance been medically diagnosed?

Yes  No

1C. Has your child suffered a severe allergic reaction/Anaphylactic shock symptoms in the past?

Yes  No  please go to Part 3

**If you answered YES Stop! Please read the statement below and complete part 3.**

Please return this form to the Catering Manager as soon as possible.

Once this completed form has been received, the Catering Manager from Holroyd Howe will contact you to arrange a meeting between the parent/pupil /catering team to discuss your /your child's food requirements in further detail.

Please note:

**No catering will be provided to your child by Holroyd Howe until a parent/guardian and the pupil have met with our Catering Manager to discuss your child's requirements in further detail.**

### **Part 2 Religious Preferences**

Please provide details of non- permitted foods due to religious faiths and beliefs in the box below:

**Note: Whilst we can provide meals which do not include nominated allergens, we cannot guarantee that dishes do not contain traces of allergens, as they may be stored and prepared in the same areas as nominated allergens.**

### **Part 3**

Parent/Guardian Acceptance

I confirm that the information supplied within this document is correct. Any changes in my child's allergy/intolerance status will immediately be highlighted to the school/catering manager.

Name of Parent/Guardian completing this form \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Daytime contact telephone number \_\_\_\_\_

#### **Part 4**

To be completed by the Catering Manager

#### **Actions for Management**

Refer to the flow diagram in the Allergen and Intolerance Management Guidance to determine the risk control category for the pupil. **RED**, **AMBER** or **GREEN**. Review the Catering operation Allergen/intolerance/Religious Belief Management controls in the Allergen and intolerance Management Guide.

Red Category pupil

Part 1C has been ticked to show that the pupil has had a severe allergic reaction or anaphylactic symptoms previously.

The Catering Manager to meet with the pupil/parent/guardian to discuss the Holroyd Howe Allergen & Intolerance Guide for Red Category pupils.

Areas discussed

- HH Allergen and intolerance Management Guide
- Plated meal policy for Red Category pupils
- Menu discussed

Pupil's favourite foods

Agreed actions from meeting

- Plated meal provided
- Packed lunch to be provided by the parent/guardian
- Pupil going home for meals

Manager to complete the Red Controls 'Think of Me!' Board with the photo of the child including the details of the pupil's allergy below the photo if providing food for this pupil.

Actions for Catering Manager for AMBER or GREEN Category pupil.

- Refer to the flow diagram in this guidance document

The controls for Amber and Green Category pupils:-

- Collate and review relevant up to date information supplied by the pupil/parent/guardian.
- Complete the Amber 'Think of Me!' board with the photo of the pupil including the details of the pupil's allergy, intolerance or religious beliefs below the photo.

Catering Manager Acceptance and Sign off

I hereby confirm that I \_\_\_\_\_ am the person responsible for the implementation of the Allergen and Intolerance Management plan at \_\_\_\_\_. I confirm that I have carried out all the actions as required within this Policy and associated flow diagram.

Signed \_\_\_\_\_ Date \_\_\_\_\_

**\* This Allergen and Intolerance Management Guide and Notification form will need to be reviewed prior to the beginning of every term.**

New Term Catering Manager review and sign off

I confirm that I \_\_\_\_\_ have reviewed the Allergen and intolerance Management Guidance and this Notification form.

Spring Term Review January - Easter  
Signature \_\_\_\_\_ Date \_\_\_\_\_

Summer Term Review Easter – end of term  
Signature \_\_\_\_\_ Date \_\_\_\_\_

**\* A new Allergen/Intolerance Notification Form must be completed prior to the start of every new school year.**

**Part 5**

**Operations Manager Acceptance and sign off**

I hereby confirm that I \_\_\_\_\_ am the person accountable for the implementation of the Allergen/Intolerance Management Policy at \_\_\_\_\_. I confirm that the Catering Manager responsible for the above location has carried out all the actions as required within this Policy and associated flow diagram.

Signature\_\_\_\_\_ Date\_\_\_\_\_

Spring Term Review January - Easter

Signature\_\_\_\_\_Date\_\_\_\_\_

Summer Term Review Easter – end of term

Signature\_\_\_\_\_Date\_\_\_\_\_