

LYCEE INTERNATIONAL DE LONDRES

WINSTON CHURCHILL

(The "School")

Policy #26: Equality Diversity and Inclusion Policy for Staff

Mission

Through a rigorous, bilingual programme and innovative methods, we educate pupils to become responsible, creative, and principled global citizens. We teach them to think critically and act ethically, to form and express their own opinions and respect those of others, to define their own life goals, and to make sense of and embrace change.

Our values are excellence, creativity, integrity, awareness and community.

In support of these aims and values we are committed to ensuring the following:

Introduction

This purpose of this policy is to:

1. Provide equality, fairness and respect for all in our employment, whether temporary, part-time or full-time.
2. Not unlawfully discriminate because of the Equality Act 2010 protected characteristics of:
 - age
 - disability

- gender reassignment
- marriage or civil partnership
- pregnancy and maternity
- race (including colour, nationality, and ethnic or national origin)
- religion or belief
- sex
- sexual orientation

3. Oppose and avoid all forms of unlawful discrimination. This includes in:

- pay and benefits
- terms and conditions of employment
- dealing with grievances and discipline
- dismissal
- redundancy
- leave for staff who are parents
- requests for flexible working
- selection for employment, promotion, training or other development opportunities

1. Our commitment

The school commits to:

1. Encourage equality, diversity and inclusion in the workplace. The Leadership Team is determined that respect and equal treatment be applied in every aspect of our daily business and how we conduct ourselves.

2. Create a working environment free of bullying, harassment, victimisation and unlawful discrimination, promoting dignity and respect for all, and where individual differences and the contributions of all staff are recognised and valued. It is the School's view that linguistic diversity is an asset: Team members shall feel that their culture and the languages they speak at home are valued.

All Team members are expected to set an example to the student body. They are to be aware of possible cultural assumptions and bias within their own attitudes. Symbols, insignia and badges displaying any kind of discriminatory message will not be permitted. Discrimination is not acceptable and will not be tolerated. Therefore people's identity is to be respected. Students and Team members must accept and respect names from other cultures and make sure to accurately record and correctly pronounce them. As role models, Team members should be aware of the influence adults have in promoting positive attitudes. They must use that influence to challenge stereotypes and clichés.

Our commitment includes training staff about their responsibilities under the equality, diversity and inclusion policy which include conducting themselves to help the organisation provide equal opportunities in employment, and prevent bullying, harassment, victimisation and unlawful discrimination. These training sessions will take place on CPD days and during bi-weekly all staff meetings (Share&Tell).

Creating and fostering an international, culturally aware community is one of the School's main objectives. The Social and Emotional Curriculum (see PHSC and Equal Opportunities for Students Policies) promotes equality, respect and celebration of difference and diversity.

All Team members understand as per the Team Handbook that they, as well as the school, can be held liable for acts of bullying, harassment, victimisation and unlawful discrimination, in the course of their employment.

3. Take seriously complaints of bullying, harassment, victimisation and unlawful discrimination by fellow Team members, families, visitors, and any others in the course of the organisation's work activities.

Such acts will be dealt with as misconduct under the organisation's disciplinary and grievance procedures, and appropriate action will be taken. Particularly serious complaints could amount to gross misconduct and lead to dismissal without notice.

Further, sexual harassment may amount to both an employment rights matter and a criminal matter, such as in sexual assault allegations. In addition, harassment under the Protection from Harassment Act 1997 - which is not limited to circumstances where harassment relates to a protected characteristic - is a criminal offence.

4. Create opportunities for training, development and progress available to all staff, who will be helped and encouraged to develop their full potential, so their talents and resources can be fully utilised to maximise the school's efficiency and success.

Training needs are identified by the individual and line management to assist the Team member to develop professionally and grow. Our mission is to ensure our Team members leave us more experienced and knowledgeable than when they arrived.

5. Make decisions concerning staff based on merit (apart from in any necessary and limited exemptions and exceptions allowed under the Equality Act).

6. Review employment practices and procedures when necessary to ensure fairness, and also update them and the policy to take account of changes in the law. This includes:

- our recruitment process in which all Team members are encouraged to participate to ensure a diverse interview panel. In all appointments the School follows the resident labour market rules laid out by the United Kingdom Border Agency. We provide equal opportunities to everyone and we do not accept any

type of discrimination. The School has strict professional criteria and will always appoint the most appropriate candidate for any given role.

- our efforts to increase accessibility to our premises and resources.
- Being sensitive to cultural and religious requirements, such as dress, diet or even festivals and celebrations. When possible and appropriate, we will strive to provide for them.

7. Monitor the make-up of the workforce regarding information such as age, sex, ethnic background, and disability in encouraging equality, diversity and inclusion, and in meeting the aims and commitments set out in the equality, diversity and inclusion policy. Monitoring will also include assessing how the equality, diversity and inclusion policy, and any supporting action plan, are working in practice, reviewing them, and considering and taking action to address any issues.

8. Monitor the implementation of this policy, and ensure that it is fair and equal.

The Senior Leaders ensure the accessibility plan is kept under review and are responsible for the implementation of the recommendations and commitments within it.

2. Individual Responsibilities

Each Team member is fully responsible for the way they deal with others. The way we act and behave in the workplace is crucial to achieve the goals set out above. Individual responsibilities are defined by the expectations of the School as an employer, and by legislative requirements.

It is everyone's duty and responsibility to abide by our Policy, and make sure that we:

- Cooperate in promoting and implementing equality, diversity and inclusion;
- Play an active part in the implementation of this policy;
- Do not unlawfully or unfairly discriminate against colleagues, parents or students;
- Do not encourage, instruct, or pressure other Team members to discriminate;
- Do not harass, bully, abuse, victimise or intimidate others, be they colleagues, parents or students;
- Bring to the attention of management any discriminatory acts or practices that we may witness.

This policy is attached to the Team Handbook which is reviewed annually.

Policy created in August 2016

Policy reviewed in:

- June 2023
- March 2023
- October 2022
- November 2017