



LOCHINVER  
HOUSE

## Equal Opportunities Policy

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Lochinver House School is an equal opportunities employer. The School is committed to promoting an understanding of the principles and practices of equality and justice.

In order to promote an environment within which the School can call upon the widest possible range of knowledge, skill and experience, as well as ensuring compliance with the relevant legislation and codes of practice, we are committed to achieving and maintaining a workforce which represents the population within our recruitment area in terms of race or colour, nationality or national or ethnic origins, religion or belief, sex, sexual orientation, pregnancy or maternity, marital or civil partnership status, gender reassignment, age, and disability (together known as “Protected Characteristics”).

To this end, we regularly review the operation of our recruitment, promotion, training, and development policies to ensure that no applicant for employment or employee is disadvantaged by conditions or requirements which cannot be shown to be justifiable.

No employee or prospective employee will receive unfair or unlawful treatment on the grounds of a protected characteristic, because:

- they are perceived to have a protected characteristic
- they are associated with someone who has a protected characteristic.

Employees or prospective employees will not receive unfair or unlawful treatment in relation to:

- recruitment and selection
- promotion, transfer and training opportunities
- benefits, terms and conditions of employment
- grievance and disciplinary procedures
- termination of employment including redundancies
- conduct at work.

The principles of non-discrimination and equality of opportunity also apply to the way in which staff must treat visitors, pupils, parents, suppliers and former employees.

### **Staff Recruitment and Retention**

The recruitment process is governed by the School’s principles of non-discrimination and is designed to achieve the best match between, on the one hand, the individual’s knowledge and skills, experience and character and, on the other hand, the requirements of the vacant post, recognising the need for flexibility to respond to changing conditions.

- The capability of the individual to perform in the position will be the major selection criterion but the ability both to work with others and to be trained, coupled with individual potential will be considered.
- All applicants will be dealt with courteously and as expeditiously as possible.

- Carefully selected and validated skills and/or psychometric tests may be used as part of the selection process and will be administered by a trained tester.
- Shortlisted applicants will be asked to complete a self-declaration of their criminal record or information that would make them unsuitable to work with children.
- All offers of appointment will be conditional on satisfactory completion of the pre-employment checks, as set out within Keeping Children Safe in Education.

### **Training and Promotion**

Training needs are identified through regular appraisals. Employees will be given appropriate access to training to enable them to progress within the School and all promotion decisions will be made based on merit.

### **Termination of Employment**

The School ensures the redundancy criteria and procedures are fair and objective and are not directly or indirectly discriminatory.

The School will ensure that disciplinary procedures and penalties are applied without discrimination, whether they result in disciplinary warnings, dismissal or other disciplinary action.

### **Disability**

If an employee is disabled or becomes disabled, we encourage them to inform us of their condition so that appropriate support can be put in place.

A disability will not of itself justify the non-recruitment of an applicant for a position at the School. Such reasonable adjustments to the application procedures shall be made as are required to ensure that applicants are not disadvantaged because of their disability. For example, where written tests are used, alternative arrangements will be made for visually impaired applicants.

If difficulties are experienced at work because of any disability, employees are encouraged to contact their respective manager to discuss any reasonable adjustments that would help overcome or minimise the difficulty. Managers may wish to consult with direct employees and any medical adviser on possible adjustments. Staff may be required to give consent to a report being produced about ones state of health and ability to perform duties. The School will consider the matter carefully and endeavour to accommodate needs within reason. If we consider a particular adjustment would not be reasonable, we will explain our reasons and endeavour to find an alternative solution where possible. Once an adjustment has been made its operation may need to be reviewed at agreed intervals, to assess its continuing effectiveness.

The School will make such adjustments to work arrangements or School premises as are reasonable to enable a disabled staff member to carry out their duties. This will include, but is not limited to, consideration of the provision of specialist equipment, job redesign and/or flexible hours.

Where, during the course of their employment, a disabled employee recognises their need for a reasonable adjustment to be made to work arrangements or School premises, he or she should discuss this requirement with the Bursar.

### **Part-time and fixed term work**

Part-time and fixed-term employees should be treated the same as comparable full-time or permanent employees and enjoy no less favourable terms and conditions (on a pro-rata basis where appropriate), unless different treatment is justified.

### **Breaches of this policy**

We take a strict approach to breaches of this policy, which will be dealt with in accordance with our disciplinary procedure. Serious cases of discrimination may amount to gross misconduct resulting in dismissal.

If an employee believes they have been the subject of discrimination, they are able to raise the matter informally in accordance with the Anti-Harassment and Bullying Policy, or formally through our grievance procedure. Complaints will be treated in confidence and investigated as appropriate.

There must be no victimisation or retaliation against employees who complain about discrimination. However, making a false allegation deliberately and in bad faith will be treated as misconduct and dealt with under our Disciplinary Procedure.

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Policy Reviewed: 11.04.2025  
Policy Review Date: 19.04.2028  
Policy linked to: Accessibility Policy and 3-year plan, Anti-Harassment and Bullying Policy, Child Protection and Safeguarding Policy and Procedure (incorporating Staff Behaviour and Code of Conduct), Disciplinary, Capability and Grievance Procedure, Data Protection Policy, Employment Contracts, Keeping Children Safe in Education, Recruitment Policy, Staff Handbook, Staff Induction and Probation Policy and Procedure.

*Any data held in relation to the content of this policy will be managed in accordance with our Data Protection Policy and Privacy Notice.*

