



**EQUALITY POLICY &
SINGLE EQUALITY
SCHEME**

DOCUMENT CONTROL

Author/Contact	Stephen Lester and Melissa Relph Tel: 01946 820356 Email: contactus@westlakesacademy.org.uk	
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EQUALITY POLICY STATEMENT

At West Lakes Academy, we are committed to ensuring equality of education and opportunity for all students, staff, parents and carers receiving services from our academy, irrespective of race, gender, disability, faith or religion or socio-economic background. We aim to develop a culture of inclusion and diversity in which all those connected to our academy feel proud of their identity and are able to participate fully in academy life.

We have taken an organisational approach and have ensured that all equality strands are woven into the everyday working of our academy, particularly in relation to formulating policy and practice around both delivery of our service and employment but also in relation to other functions such as setting budgets, making public appointments and funding.

The achievement of students will be monitored by race, gender, and disability and we will use this data to support students, raise standards and ensure inclusive teaching. We will tackle discrimination by the positive promotion of equality, challenging bullying and stereotypes and creating an environment which champions respect for all. At West Lakes Academy we believe that diversity is a strength, which should be respected and celebrated by all those who learn, teach and visit here.

The Single Equality Scheme (SES) to which this Policy Statement relates also highlights how our academy has worked with and listened to the staff, students, parents and carers to inform development of objectives and action plans and the need and commitment required to ensure the Scheme is a success. This is underpinned by a commitment to promoting positive relationships and understanding between all groups within our academy community.

The SES sets out how students with the following protected characteristics (previously known as equality strands) will be protected in our academy from harassment and discrimination: -

- Disability
- Gender
- Race
- Religion and belief
- Sexual orientation
- Gender reassignment
- Pregnancy and maternity

This Scheme extends, however, to cover all aspects of vulnerability, including those associated with socio-economic factors (e.g. students from low income families), Children Looked After and those with Child Protection plans.

As well as delivering high quality services to our students, the academy is also committed to being a good employer and as such the Scheme outlines how we meet our varied duties in terms of recruitment and employment practices. We are also committed to be fully inclusive of all community users, including parents and carers. As such, the Scheme therefore also sets out how we will work to overcome any discrimination related to the other protected characteristics:

- Age
- Being married or in a civil partnership

This Policy Statement and Single Equality Scheme will be reviewed every three years and is reported on to the Governing Body annually.

PART 1- SINGLE EQUALITY SCHEME

1. AIMS OF THE SINGLE EQUALITY SCHEME

- To articulate this Academy's commitment to equality which permeates all Academy policies and practices
- To ensure that everyone who belongs to, or comes into contact with, our Academy community is valued and respected
- To promote equality of opportunity and eliminate unlawful discrimination, harassment or victimisation
- To comply with statutory duties under equalities legislation in one document

2. PURPOSE OF THE EQUALITY SCHEME

This Equality Scheme is our academy's response to the specific and general duties in the current equality legislation, which has been brought together under the Equality Act 2010 (see Appendix A). It captures how we are systematically establishing and implementing good practice in equality and diversity.

This Equality Scheme sets out how we will:

- develop and review the Scheme and Action Plan (See Appendix B)
- eliminate discrimination
- eliminate harassment or victimisation related to any aspect of social identity or diversity;
- promote equality of opportunity;
- promote positive attitudes to all aspects of social identity and diversity;
- encourage participation by disabled people and people representing different aspects of social identity in public life;
- take steps to take account of difference even where that involves treating some people more favourably than others;
- take proportionate action to address the disadvantage faced by particular group of students.

3. PLANNING TO ELIMINATE DISCRIMINATION AND PROMOTE EQUALITY OF OPPORTUNITY

This Scheme is underpinned by the core belief that all children and young people belong to their local community and share the same rights to membership of that community and a quality education. An Action Plan linked to our objectives accompanies this Equality Scheme which identifies what we will be doing over the coming year and beyond to make our Academy more accessible to the whole community, irrespective of background or need. (See Part 3).

It encompasses our duties to promote positive outcomes in relation to race, gender and disability, but also identifies actions to address other social identities. It encompasses our anticipatory duties to plan ahead for the reasonable adjustments (reasonable and proportionate steps to overcome barriers that may impede some students) we need to make to be best placed to help disabled students who come or may come to our academy.

The Objectives and action plan are to be read in conjunction with the academy's Accessibility Plan as it sets out how we will increase access to education for disabled students, alongside other protected groups, in the three areas required:

- increasing the extent to which disabled students can participate in the Academy curriculum;
- improving the environment of the Academy to increase the extent to which disabled students can take advantage of education and associated services;

- improving the delivery to disabled students of information which is provided in writing for students who are not disabled.

The action plan is reviewed annually and progress towards the equality objectives within it is reported on regularly to the Governing Body. Equality objectives have been identified through consultation with key stakeholders including students, parents, Governors, staff and others in the community.

This action plan is understood and implemented by all staff and is available on the academy website/on request. It will be made available in different formats and in different languages on request to the academy office.

4. ROLES AND RESPONSIBILITIES FOR IMPLEMENTING THE SINGLE EQUALITY SCHEME

The Governing Body will:

- ensure that our academy complies with all relevant equalities legislation;
- recommend all governors receive up-to-date training in all equalities duties;
- designate a governor with specific responsibility for the Single Equality Scheme;
- draw up, publish and implement our academy's equality objectives;
- establish that the action plans arising from the Scheme are part of our Academy Development Plan;
- support the Principal in implementing any actions necessary;
- ensure that people are not discriminated against when applying for jobs at our Academy on grounds of race, gender, disability, faith/religion, age, gender reassignment etc.
- take all reasonable steps to ensure that our academy environment gives access to people with disabilities, and also strive to make academy communications as inclusive as possible for parents, carers and students;
- welcome all applications to join our academy, whatever a child's socio-economic background, race, gender, disability, faith/religion etc.;
- ensure that no child is discriminated against whilst in our academy on account of their race, gender, disability, faith/religion etc.;
- inform and consult with parents about the Scheme;
- evaluate and review the Scheme every four years;
- evaluate the objectives and action plan yearly.

The Principal will:

- ensure that staff and parents are informed about the Single Equality Scheme;
- ensure that staff understand the broad legal definition of disability;
- ensure that the Scheme is implemented effectively;
- manage any day to day issues arising from the Scheme whether for students, for our Academy as an employer or for our local community;
- ensure staff have access to training which helps to implement the Scheme;
- monitor the Scheme and report to the Governing Body at least annually, on the effectiveness of the Scheme, Objectives and Action Plan;
- ensure that the Academy Leadership Group are kept up to date with any development affecting the Scheme/action plan arising from the Scheme;
- provide appropriate support and monitoring for all students and specific and targeted students to whom the Scheme has direct relevance, with the assistance from relevant agencies;
- ensure that all appointments panels give due regard to this plan, so that no one is discriminated against when it comes to employment or training opportunities;

- promote the principle of equal opportunity when developing the curriculum, and promote respect for other people and equal opportunities to participate in all aspects of academy life;
- treat all incidents of unfair treatment and any incidents of bullying or discrimination, including racist incidents, with due seriousness;
- report any incidents of racism in accordance with the Equality Act and LA guidance;
- deal with complaints of discrimination and harassment speedily and according to LA and national guidelines and notify complainants of the outcome and actions taken;
- in the event of expectations not being met, ensure action is taken in accordance with the status of those involved e.g. student, member of staff, volunteer etc.

All Staff: teaching and support and other adults involved with our Academy will:

- accept that this is a whole Academy issue and support the Single Equality Scheme;
- be aware of the Single Equality Scheme and how it relates to them;
- keep themselves up-to-date with relevant legislation and attend Academy organised training and information events;
- make known any queries or training requirements;
- ensure that all students are treated fairly, equally and with respect, and will maintain awareness of our Academy's Equality Scheme and its Equality Objectives;
- strive to provide material that gives positive images based on race, gender and disability, and challenges stereotypical images;
- ensure that students from all groups are included in all activities and have full access to the curriculum;
- promote equality and diversity through teaching and through relations with students, staff, parents, and the wider community;
- know how to deal with incidents of concern, and how to identify and challenge bias and stereotyping;
- know procedures for reporting incidents of racism, harassment or other forms of discrimination.

Students will:

- be involved in the development of the Scheme and will understand how it relates to them, appropriate to age and ability;
- be expected to act in accordance with any relevant part of the Scheme;
- experience a curriculum and environment which is respectful of diversity and difference and prepares them well for life in a diverse society;
- understand the importance of reporting discriminatory bullying and racially motivated incidents;
- ensure the peer support programme within our Academy promotes understanding and supports students who are experiencing discrimination.
- know how to deal with incidents of concern, and how to identify and challenge bias and stereotyping;
- know procedures for reporting incidents of racism, harassment or other forms of discrimination.

5. ACADEMY AIMS STATEMENTS

Staffing and Employment

West Lakes Academy complies fully with legislation which protects our staff and other adults working in our Academy, from discrimination based on the protected characteristics. To do this we will:

- ensure that our staff are trained to help them understand their equality duties and/or the differing needs of protected groups within our academy community and have mechanisms in place to identify areas for development;
- make such reasonable adjustments as are necessary to prevent a disabled person being at a substantial disadvantage in comparison with people who are not disabled;
- monitor recruitment and retention;
- invest in continued professional development opportunities for all staff;
- make efforts to ensure that the diversity of our workforce reflects that of our local community and wider society;
- not enquire about the health of an applicant until a job offer has been made or require job applicants to complete a generic 'all encompassing' health questionnaire as part of the application procedure unless the questions are specifically related to an intrinsic function of the work – for example ensuring that applicants for a PE teaching post have the physical capability to carry out the duties;
- ensure the safety and well-being of our staff and take seriously and act on incidents of harassment and discrimination recognising that our staff may be either victims or perpetrators.

Students' Attainment and Progress

West Lakes Academy expects the highest possible standards. Staff have high expectations of all students and continually challenge them to reach higher standards.

The Academy recognises and values all forms of achievement. We will monitor and analyse student performance by ethnicity, gender, disability and special educational need and social background. Any differences which are identified will be addressed through targeted curriculum planning, teaching and support.

Curriculum Development and Delivery

We aim to provide all our students with the opportunity to succeed, and to reach the highest level of personal achievement. To do this, we will:

- use contextual data to improve the ways in which we provide support to individuals and groups of students;
- monitor achievement data by ethnicity, gender and disability and action any gaps;
- encourage students to become independent and assist them in taking responsibility for the management of their own learning and behaviour;
- take account of the achievement of all students when planning for future learning and setting challenging targets;
- ensure equality of access for all students and prepare them for life in a diverse society;
- use materials that reflect the diversity of the academy, population and local community in terms of race, gender and disability, without stereotyping;
- promote attitudes and values that will challenge racist and other discriminatory behaviour or prejudice;
- provide opportunities for students to appreciate their own culture and celebrate the diversity of other cultures;
- promote activities that celebrate our common experience as well as those that recognise diversity generally and foster understanding and respect for the culture and faith of all our students and their families;
- use self-assessment as a teaching-learning strategy, and we will provide all students with opportunities to take responsibility for their own learning through regular reflection and feedback on their progress;
- seek to involve all parents and carers in supporting their child's education;
- encourage classroom and staffroom discussion of equality issues which reflect on social stereotypes, expectations and their impact on learning;

Student Welfare and Pastoral Care

We aim to promote the health, safety and welfare of all children and staff providing a caring and supportive pastoral system that takes account of their needs. To do this we will:

- ensure that the details of this Scheme are shared with all staff both teaching, non-teaching and ancillary staff;
- expect all staff and volunteers working in the academy to foster a positive atmosphere of mutual respect and trust among boys and girls from all ethnic groups and range of abilities;
- challenge stereotypes and foster students' critical awareness and concepts of fairness, enabling them to detect bias and challenge inequalities;
- take account of religious, cultural and ethnic differences, special educational needs, disability and the experiences and needs of all students, throughout our pastoral support;
- provide appropriate support for students learning English as an additional language and encourage students to use their home and community languages to enhance their learning;
- give appropriate support (using external agencies where required) to victims of harassment and bullying. The perpetrators are dealt with in line with the Academy Behaviour Policy and are provided with relevant support to consider and modify their behaviour;
- ensure that guidance and support for students is delivered in a way that does not discriminate against students with the unseen (visual, hearing, mobility, cognitive and prone to seizure) impairments;
- ensure that appropriate and discreet facilities are available for those students who require personal or intimate care in order to protect their dignity and foster respect for their individual needs;
- ensure that staff are empowered to raise any concerns with the Academy Leadership Group relating to their health, safety and welfare by promoting well-being strategies among staff as a whole and in their respective groups.

The Quality of Provision – Curriculum and Other Activities

We aim to provide an appropriate curriculum for students of all backgrounds. To do this we will:

- monitor and evaluate its effectiveness through target setting and attainment analysis;
- ensure that all students participate in the mainstream curriculum of the Academy;
- develop and continuously monitor a curriculum which builds on students' starting points and is differentiated appropriately to ensure the inclusion of:
 - boys and girls
 - students learning English as an additional language
 - students from minority ethnic groups, including Gypsies and Travellers
 - students who are gifted and talented
 - students with special educational needs
 - students with a disability
 - students who are looked after by the Local Authority
 - students who are at a risk of disaffection and exclusion
 - lesbian, gay or questioning young people
 - students who are the subject of child protection plans
- ensure that each area of the curriculum is planned to incorporate the principles of equality and to promote positive attitudes to diversity. All subjects contribute to the spiritual, moral, social and cultural development of all students;
- deliver a curriculum which reflects and values diversity. It encourages students to explore bias and to challenge prejudice and stereotypes;
- ensure extra-curricular activities and special events e.g. academy performances, cater for the interests and capabilities of all students and take account of parental preferences related to religion and culture;

- ensure educational visits and excursions take account of the capabilities of all students including both physical and cognitive disabilities and cultural differences;
- make use of web-based technologies to support a high quality learning and teaching experience. This is delivered to all of our students irrespective of disability (e.g. visual, hearing, mobility, cognitive and prone to seizure impairments).

Behaviour and Attendance

West Lakes Academy expects high standards of behaviour from all students as appropriate for their developmental level, all staff and others who are working or connected with the academy. Details of these expected standards are set out in the Academy Behaviour Policy.

Through our academy ethos and curriculum, we want our students to understand better the diversity that exists in society. We want to provide opportunities for them to explore the subtleties and complexities in order to prevent and respond to incidents and situations. We will address the experience, understanding and needs of the victim, the perpetrator, bystanders and the wider academy community through our actions and responses. In order to ensure that the Academy Behaviour Policy and associated policies are equitable, we:

- have procedures for disciplining students and managing behaviour that are fair and applied equally to all. All staff are expected to operate consistent systems of rewards and sanctions;
- recognise that cultural background and disability may affect behaviour. Our academy takes this into account when dealing with incidents of unacceptable behaviour;
- recognise that hate incidents or prejudice-based bullying behaviour is driven by negative assumptions, stereotypes or misinformation. These are then directed against an individual or group, based on difference (real or perceived), and linked to, for example, racism, homophobia, negative views of disabled people or sexism. We will take action to prevent, challenge and eliminate any such behaviour;
- have clear procedures in place so that all forms of bullying and harassment, including racism and harassment related to disability, sexism and homophobia, are dealt with promptly, firmly and consistently and are in line with relevant Cumbria LA policies such as those for anti-bullying and dealing with racist incidents. All forms of harassment are recorded, monitored and dealt with in line with relevant Academy policies;
- ensure that all staff are trained to deal effectively with bullying, racist incidents, racial harassment and prejudice and are offered support in handling such matters;
- encourage staff to explore their own views and attitudes to difference and to monitor their practice in relation to this Scheme. Adults in academy take care to lead through example, demonstrating high expectations of all students;
- will take steps to ensure that students, staff and parents are aware of policies and procedures for dealing with harassment. They know that any language or behaviour, which is racist, sexist, homophobic or potentially damaging to any minority group, is always unacceptable;
- provide information and advice on attendance and exclusion to parents/carers in accessible formats such as relevant community languages and large print;
- have strategies in place to reintegrate long-term non-attenders and excluded students, which address the needs of all students;
- ensure that families are aware of their rights and responsibilities in relation to student attendance and absence and that cases are always followed up in a way that takes account of cultural issues or matters relating to a child's disability;
- make provision for leave of absence for religious observance, for staff as well as students;
- monitor attendance by gender, ethnicity and special educational need. Background is also considered. Action is taken in order to address any disparities between different groups of students;
- will fully support children with long-term medical needs who may have an erratic attendance because they are in and out of hospital or not well enough to attend academy on a regular basis;

- expect full-time attendance of Traveller and Gypsy students whilst they are on the roll of the Academy.

Partnership with Students, Parents, Carers and the Wider Community

West Lakes Academy has established good links with our local and wider community. We welcome them into our academy. From them, we learn about quality issues outside academy and can establish mechanisms for addressing them within the academy.

Participation is based on information gained about representation of different groups. We aim to do this as fully as possible whilst recognising issues of sensitivity in relation to the different protected characteristics. We take particular steps to ensure disabled children and young people, parents and carers are involved as is their entitlement. To do this we will:

- involve stakeholders including students, staff, parents/carers and other users of the academy in relation to all equalities duties;
- take into account the preferred means of communication for those with whom we are consulting e.g. translated materials or interpretation facilities for disabled people or those for whom English is an additional language or are newly arrived in this Country;
- include representation from the widest range of relevant groups that we can reasonably achieve;
- monitor parental involvement and have strategies to raise participation of under-represented groups of parents and sections of the community. Information and meetings for parents are made accessible for all;
- progress reports to parents/carers are clearly written and free from jargon to encourage parents to participate in their child's education. Where necessary, information is available in languages and formats other than English. Parents with a disability or with learning difficulties will be able to access academy's information;
- parents are fully involved in the academy-based response for their child with special educational needs, understand the purpose of any intervention or programme of action and are told about the parent partnership service when SEN is identified;
- encourage participation of under-represented groups in areas of employment e.g. through work experience placements;
- ensure that any informal events which we may hold are designed to include the whole community and at times may target minority or marginalised groups;
- work in partnership with parents and the community to address specific incidents and to develop positive attitudes to difference;
- ensure that the academy's premises, grounds and facilities are equally available and accessible for use by all groups within the community.

Leadership and Management

West Lakes Academy has a clear admissions policy and procedures which are in line with those issued by Cumbria LA. Our aim is to ensure that our admission process is fair and equitable to all students. We will also ensure that our employment practices reflect equality and diversity. To do this we will:

- not discriminate against a disabled student in the arrangements we make for determining admission;
- consider students with special educational needs and use a period of time to consider whether we can accommodate them. Students with statements of special educational needs will always be admitted unless, through the statutory assessment process, it is demonstrated that the student's inclusion would be incompatible with the efficient education of other children;
- gather comprehensive information about students' ethnicity, first language, religion, physical needs, diet etc. either via the admissions form or at the admissions interview;
- adhere to recruitment and selection procedures which are fair, equitable and in line with statutory duties of the Governing Body;

- will take steps to encourage people from under-represented groups to apply for positions at all levels in the academy and ensure recruitment and selection processes are monitored;
- ensure that everyone associated with the academy is informed of the contents of this policy. All staff and visitors must support the ethos of the academy, promoting equality and challenging bias and stereotyping wherever they observe it;
- ensure that staff training continually highlights equality issues. Equality is incorporated into the induction programme for new staff;
- recognise and value the skills of all staff, including non-teaching and part-time staff. All staff are given status and support and are encouraged to share their knowledge.
- ensure that staff handbooks and regular professional development activities are available for all staff members to support their practice in relation to this policy;
- ensure that resources and displays in our academy reflect the experience and backgrounds of students, promote diversity and challenge stereotypes. They are reviewed regularly to ensure that they reflect the inclusive ethos of the academy e.g. the inclusion of images relating to minority ethnic and Gypsy and Traveller children; displays to be positioned at eye level, etc.

Linguistic Diversity

We recognise and celebrate the linguistic diversity in British society. We look for opportunities to enrich the curricular experience of all our students by:

- highlighting how English has borrowed from other languages;
- raising awareness of the similarities and differences between English and other languages;
- reflecting the multilingual nature of wider society in our resources and displays;
- acknowledging the differences in syntax with non-spoken forms of English e.g. British Sign Language.

Gender Equality

West Lakes Academy is committed to combating sex discrimination and sexism and promoting the equality of women and men. We welcome the requirements of the Gender Equality duty and this section sets out our commitment to meeting the duty. We will give due regard to the need to:

- eliminate unlawful discrimination and harassment on the grounds of sex, including domestic violence, sexual violence, bullying and exploitation;
- promote equality of opportunity between women and men in all of our functions;
- recognise that society has stereotypes for both women and men, and both women and men can lose opportunities because of these stereotypes;
- be aware that staff with caring and domestic responsibilities may need to work part-time or flexible working hours;
- work in partnership with other agencies to eliminate sexual harassment, domestic violence and other hate crimes;
- ensure the rights, under the Gender Recognition Act 2003, of transgender people (who have Gender Recognition Certificates).

Admissions and Exclusions

Our admissions arrangements are fair and transparent, and do not discriminate on race, gender, disability or socio-economic factors.

Exclusions will always be based on the Academy Behaviour Policy. We will closely monitor exclusions to avoid any potential adverse impact and ensure any discrepancies are identified and action taken to eliminate these. In addition, we will:

- monitor exclusions by gender, ethnicity and special educational need. Background is also considered. Action is taken in order to address any disparities between different groups of students;
- take all reasonable steps to prevent the exclusion of a student for a reason related to any disability they may have;

PART 2

WEST LAKES ACADEMY – SINGLE EQUALITY SCHEME OBJECTIVES

1. OUR ACADEMY PROFILE

West Lakes Academy is a mixed comprehensive sponsored 11-18 secondary academy. We have a large geographical catchment area encompassing towns, villages and rural areas in West Cumbria.

As at May 2018 there are 1,197 students at the academy; our published admission number of 180 per year group, though we are oversubscribed and have a number of year groups with significantly higher numbers of students.

- 50.1% are boys and 49.9% are girls.
- The vast majority of our students are White British.

WLA Ethnicity data	No	%
Any other Asian background	2	0.17%
Any other ethnic group	2	0.17%
Any other mixed background	3	0.25%
Any other White background	6	0.50%
Black – African	3	0.25%
Chinese	1	0.08%
Indian	3	0.25%
Information Not Yet Obtained	17	1.42%
Refused	1	0.08%
White – British	1151	96.23%
White – Irish	2	0.17%
White and Asian	4	0.33%
White and Black African	1	0.08%
White and Black Caribbean	0	0%

- We have 129 students eligible for free school meals, 242 students receive student premium funding, 4 service children and 7 students who were listed at the January census returned as adopted from care.
- We have 9 EAL students.
- We have 117 students (9.8% of students) identified as SEN, of which zero children have a statement and 33 have an Educational Health Care Plan and 84 students receive academy support.
- The academy has good stability.

Approximately 99% of our students enter the academy from primary schools within our catchment area. We have strong working relationships with feeder primary schools and work hard to ensure as smooth a transition as possible from primary school to our secondary academy. In addition to visits from primary school children to the academy for a variety of academic and sporting activities we gave a taster day for all incoming students each July and

have run a successful summer school for several years which on average over 70 students attend, including those who may struggle more with transition.

This allows students to settle into the academy environment and allows the staff to get to know the students and to make initial assessments of the students and form relationships prior to the start of the new academy year.

The catchment area varies from relatively prosperous commuter areas for professional families, small towns and rural villages to scattered areas of significant deprivation. Year 7 admissions are co-ordinated by the local authority and in-year admissions by the academy.

When we are made aware of students who are joining the academy with disabilities we make arrangements to meet both the student and the parents and involve professionals from the local authority and health authority in order to ensure that any adjustments required to the academy building are made in readiness for the student starting at the academy. The academy has full disabled access throughout building. We have a passenger lift to access the upper floors of the academy. All steps have handrails situated next to each set of stairs. We have at least one disabled toilet in each of the toilet facilities.

Information for parents and others is provided in written and verbal form. All information will be offered in alternative formats on request.

2. DISABILITY EQUALITY DUTIES

West Lakes Academy's commitment to disabled students, their families and staff's equality has four objectives:

We will promote equality for disabled people by:

- removing barriers to accessibility, particularly in relation to education, employment and access to services, information and buildings;
- encouraging good practice by our partners through our advisory capacity;
- ensuring we take their needs into account when procuring goods and services from our providers;
- promoting positive images of disabled people;
- challenging patronising or discriminating attitudes;
- making the environment as safe as possible for and challenging antisocial or bullying behaviour against, or harassment of, disabled students, staff and families.

We plan to increase access to education for disabled students by:

- increasing the extent to which disabled students can participate in the academy curriculum;
- increasing the inclusion of positive images of disabled people across the curriculum;
- improving the environment of the academy to increase the extent to which disabled students can take advantage of education and associated services;
- improving the delivery of information to disabled students, to the standard of which is provided in writing for students who are not disabled;

We welcome the requirements of the Disability Equality duty and this section sets out our commitment to meeting the duty. Our Scheme shows how we promote disability equality across all areas of the Academy, to disabled students, staff, parents, carers and other Academy users.

The Academy's Accessibility Plan 2016 – 2019 details our accessibility arrangements and commitment to any improvements which may be required to improve the physical layout of the building and the grounds and disabled access to the curriculum. This is available on the academy website or on request from the academy office. It will be made available in different formats and in different languages on request to the academy office.

3. RACIAL EQUALITY DUTY AND COMMUNITY COHESION

West Lakes Academy recognises that Black, Asian and Minority Ethnic (BAME) people experience discrimination on the basis of colour, race, nationality, religion and ethnic origin. Racial harassment and violence is one of the most serious consequences of racism, damaging people emotionally and physically and limiting life choices and opportunities.

The academy will take all necessary measures to prevent and tackle racial harassment and assist BAME people to live in freedom from harassment and to feel safe as they enjoy and achieve throughout their education.

In order to comply with this duty, we will:

- keep accurate records of all ethnic and faith groups, their backgrounds and needs and how we respond to them;
- encourage dialogue between different racial groups on the appropriateness of our educational provision;

- prevent racial discrimination, and to promote equality of opportunity and good relations between members of different racial, cultural and religious groups;
- encourage students and their families of all ethnic groups to participate fully in all aspects of academy life;
- use our support for the voluntary and community sector to promote good race relations;
- counter myths and misinformation that may undermine good community relations;
- ensure the academy staff and other adults working within the Academy, students and their families as well as our partners and the wider community fully understand the principles of good race relations;
- ensure that all groups of students are able to achieve their full potential and receive any additional support that may be required to help them do so.

4. GENDER EQUALITY DUTIES

In accordance with our Single Equality Scheme, we welcome the requirements of the Gender Equality duty and this section sets out our commitment to meeting the duty. We will give due regard to the need to:

- Eliminate unlawful discrimination and harassment on the grounds of sex, including domestic violence, sexual violence, bullying and exploitation;
- Promote equality of opportunity between women and men in all of our functions
- Ensure the academy promotes gender equality through recruitment procedures where possible
- Continue to create engaging learning opportunities that promote achievement with boys
- Recognise that society has stereotypes for both women and men, and both women and men can lose opportunities because of these stereotypes;
- Be aware that staff with caring and domestic responsibilities may need to work part-time or flexible working hours
- Work in partnership with other agencies to eliminate sexual harassment, domestic violence and other hate crimes;
- Ensure the rights, under the Gender Recognition Act 2003, of transgender people (who have Gender Recognition Certificates).

5. RELIGION AND BELIEF EQUALITY DUTIES

West Lakes Academy recognises that people can face discrimination because of attitudes in society towards the faith communities to which they belong. Faith-based hate crime has been on the increase in recent years, developing a character that is distinct from race hate crime.

The academy also recognises that a person's religious (or similar) beliefs may mean that they have different needs, demands and expectations, which require flexibility.

The academy is committed to eliminating illegal discrimination and exclusion on the basis of religion or belief.

Our academy recognises the need to consider the duties which require us to assess the impacts of our policies, functions and procedures have on promoting equality for people based on their religion, belief or non-belief.

In order to comply with this duty, we will:

- Ensure our RE curriculum follows the Cumbria Agreed Syllabus for RE;
- Ensure tolerance of all beliefs are expected by staff and students
- Provide authentic first hand learning experiences;
- Promote inter-faith collective worship.

6. SEXUAL ORIENTATION EQUALITY DUTIES

West Lakes Academy is committed to combatting discrimination faced by lesbians, gay men, bisexual people and transgender (LGBT). We aim to ensure equality of opportunity for LGBT people across services and employment.

We will respect the rights of individuals to be open about their sexual orientation, tackle homophobia, challenge stereotyping and improve knowledge about LGBT communities, both internally and to the community as a whole.

Our academy recognises the need to protect students from unlawful discrimination and harassment on grounds of sexual orientation as required by the Equality Act 2010. We are committed to taking a proactive approach to preventing all forms of homophobia within the academy and will assess the impacts of our policies, functions and procedures on promoting sexual orientation equality as part of the Equality Impact Assessment process.

We will deal with complaints of discrimination and harassment speedily and according to LA and national guidelines and notify complainants of the outcome and actions taken.

In order to comply with this duty, we will:

- Ensure that Sex & Relationship Education recognises diverse family structures including that families are made from a range of gender and sexual orientations.

7. PREGNANCY AND MATERNITY EQUALITY DUTIES

West Lakes Academy recognises that the Equality Act 2010 now specifically includes the need to protect female students who are pregnant or who have recently given birth from discriminatory practices.

This academy will ensure that no student will be excluded purely on grounds of pregnancy and that up to 18 calendar weeks authorised absence period immediately before and after the birth may be given in order to ensure that the student is reintegrated into education as quickly as possible.

Female staff are already covered under existing employment legislation.

Such a student is protected from discrimination because:

- she is or has been pregnant;
- she has given birth and unfavourable treatment occurs within a period of 26 weeks beginning on the day she gave birth;
- she is breastfeeding and unfavourable treatment occurs within the period of 26 weeks beginning on the day she gave birth;
- a female student is protected even when the baby is stillborn, so long as she was pregnant for at least 24 weeks before she gave birth;
- both direct and indirect discrimination related to pregnancy and maternity relate to the person being disadvantaged and treated unfavourably.

8. PUBLICATION OF THE SINGLE EQUALITY SCHEME

West Lakes Academy's Single Equality Scheme can be found in Part 1 of this document and is available on our website or from the office. The document will be made available in other formats/languages on request.

9. COMPLAINTS

If a member of the public feels that they have suffered harassment or being treated unfairly by the academy because of their sex, colour, race, nationality, ethnic group, regional or national origin, age, marital status, disability, political or religious belief, sexual orientation or class they should report this without fail through the Academy's Complaints Procedure.

Complaints by staff will be dealt with under the Grievance Procedure, as appropriate.

We take all external and internal complaints seriously and will not tolerate any form of discriminatory behaviours. Complaints about staff will be investigated using the appropriate procedures.

Monitoring complaints is also an alternative method of gathering information to establish whether we are meeting our equality duties. We will report regularly to the Governing Body on complaints made and action taken.

PART 3 – EQUALITY OBJECTIVES/ACTION PLAN: 2017-2019

Link to Public Sector Equality Duty	Protected Characteristic / Equality Group	Aim	Objective	Target Group (s): e.g. whole Academy, girls, boys, SEN, staff etc.	Action	Who's responsible?	Dates from and to:	Indicator of Achievement
All aims of duty	All	To increase student, staff and governor awareness of legal and human rights and the responsibilities that underpin society	For students to understand they have rights, how they can exercise their rights and understand how rights link to responsibilities	All students and staff	To increase awareness of the Academy Single Equality Scheme across all groups within academy and how it affects each individual using tutor programme and assemblies. Communication of Academy values through assemblies and rewards scheme	Academy Leadership Group (ALG), staff and Governors VP Welfare AP Rewards	September 2017 – July 2018	Students, staff and Governors are aware of the Academy's objectives and action plan (age appropriate)
All aims of duty	All	To equality impact assess all policies procedures and practices with particular emphasis on the attainment levels of students and students from vulnerable groups	To enable the academy to address the needs of diverse and vulnerable groups at risk of disadvantage and set priorities accordingly	Whole Academy	Undertake Equality Impact Assessments on those policies, procedures and practices when they are reviewed.	ALG	September 2017 - on-going	All policies, procedures and practices equality impact assessed and action points identified and recorded
All aims of duty	All	All staff receive CPD on the Academy's arrangements to promote equality in the context of their job role (e.g. TAs – positive ethos and preventing/managing incidents. Teachers – curriculum and teaching and learning strategies)	Academy staff are able to identify the specific actions and behaviours needed to promote equality in the context of their job role and the impact of this assessed as part of the overall review of policies, procedures & practices in academy	Whole Academy	INSET training for staff. Identify any gaps using gap analysis tools and intervene as required.	VP Teaching AP SEND	September 2017 - on-going	Evaluations of CPD indicate an increase in staff confidence and competence. Observations of teaching and learning include strategies to promote equality and narrow the gap outcomes Data shows no gaps
All aims of duty	All	To increase participation of SEND students in More Able programmes and ensure representation on the programmes full reflect the academy population in terms of race and gender	SEND students participation and self-esteem is improved with participation and recognition on such programmes	SEND students	Recognise and represent the talents of SEND students in More Able programmes, including student council and other Academy activities	AP SEND More Able	September 2017 – on-going	Analysis of the More Able register indicates it is changing to reflect the academy's diversity

Link to Public Sector Equality Duty	Protected Characteristic / Equality Group	Aim	Objective	Target Group (s): e.g. whole Academy, girls, boys, SEN, staff etc.	Action	Who's responsible?	Dates from and to:	Indicator of Achievement
All aims of duty	All	Improve displays and other images in the academy to reflect and promote diversity in terms of the equality groups	For students to have positive visual images throughout their education which show and promote diversity	All staff, students and visitors	Ensure that displays in classrooms and corridors promote diversity in terms of race, gender and ethnicity through undertaking an audit. Ensure curriculum promotes role models and heroes that young people can identify with, which reflects the Academy's diversity in terms of the equality groups.	All staff AP SEND All staff ALG	September 2017 – ongoing	More diversity reflected in academy displays across all year groups. Increase in students' participation, confidence and achievement levels
All aims of duty	All	To increase the participation of students from minority, marginalised or vulnerable backgrounds in academy life	Increase the diversity of students involved in the decision-making of the academy	Minority, marginalised and vulnerable students	Identify which groups are under-represented in the Academy Council and/or student voice processes within the Academy. Set up group of students to develop actions which better involve the target group via a SEND student forum	Academy Leadership Group AP SEND	September 2017 – July 2018	Academy Student Council/student voice/ prefects have representation from students who are within the protected characteristics
Eliminate unlawful discrimination, harassment and victimisation Equality opportunity of	All	To ensure that ALG and the Governors are clear about their responsibilities in the recruitment and selection of staff	Recruitment procedures ensure equality for candidates and that the recruiting panel recruit the best person to the role Staff reporting improved sense of inclusion	Applicants and all Academy staff including volunteers	Undertake Equality Impact Assessments on Policies/ Procedures relating to recruitment and staffing and ensure alignment with national guidance Data collection and monitoring of equality information relating to staff	ALG and Governors on Finance & General Purposes Committee	September 2017 – December 2017	Feedback from candidates on the process indicates fairness. Academy staff reflect diversity
Eliminate unlawful discrimination, harassment and victimisation	Race/ Religion or Belief/ Disability	To ensure the content of academy meals and the learning environment meets the need of all race and faith groups and those with specific health needs	Increased take-up of Academy meals	All those with specific race, faith, cultural and health needs	Academy student council group includes representation from diverse groups Food culture days with different menus	Academy Catering provider Business Manager	September 2017 – Ongoing	Increased take-up of academy meals – variety in types of academy meals served to reflect differing cultures
Eliminate unlawful discrimination, harassment and victimisation	Sexual Orientation/ Race/Gender identity/ Disability/ Religion or belief	To prevent and respond to all hate incidents and prejudiced based bullying	Students/students feel safe as they are assured that incidents will be dealt with promptly and fairly Increased staff confidence	Whole Academy and specifically vulnerable and equality groups students/student s or those from a faith background	Review and update existing policies and procedures relating to bullying using the Equality Impact Assessment method Whole Staff training on anti-bullying and FGM Ensure continuing professional development for staff to develop	ALG Caroline Stevenson	September 2017 - Ongoing	Staff undertake anti-bullying and FGM awareness training

Link to Public Sector Equality Duty	Protected Characteristic / Equality Group	Aim	Objective	Target Group (s): e.g. whole Academy, girls, boys, SEN, staff etc.	Action	Who's responsible?	Dates from and to:	Indicator of Achievement
			Accurate reporting rates		skills in identifying and challenging homophobia and transphobia. Promotion of hate incident recording to students/students.			
Eliminate unlawful discrimination, harassment and victimisation Fostering and improving good relations	Sexual orientation	To ensure difference and diversity (LGBT) is understood and accepted and homophobia is challenged	Reporting rates of LGBT bullying decrease	Whole Academy	Utilise a variety of resources in Personal Development lessons SMSC Day Assemblies to promote difference and diversity including different partnerships/marriages during LGBT History Month	PD Co-ordinator VP – Student Welfare	September 2017 – on-going	Resources successfully used and students demonstrate understanding and tolerance of difference including LGBT group
Advance equality of opportunity	Gender	To ensure that girls are equally involved in physical activity	Participation of girls in targeted sports activities	Girls	Monitor attendance of girls at out-of-academy hours' sports clubs Survey girls and understand barriers to participation	PE Head of Department and teachers AP Disadvantaged	September 2017 - on-going	Increase in number of girls taking part in competitive sports
Advance equality of opportunity	Disability/All	To increase social and emotional skills for students with behavioural, emotional and social difficulties (BESD)	Improved ability by students to handle difficult situations and a reduction in classroom disruption	Students / students with BESD	Continue to train staff to deliver small group work sessions to support targeted students/students in developing social and emotional skills Introduce nurture groups for the most vulnerable in learning support and Inclusion	AP SEND VP Welfare	September 2017 – July 2018	Improved classroom behaviour. Reduced challenging behaviour and reduction in need to physically restrain
Advance equality of opportunity	Disability	To better understand the needs of disabled parents/carers within our Academy community	Improved access and communication with disabled parents/carers	Disabled parents/carers	Monitor information relating to disabled parents	Business Manager/ Principal	September 2017 – July 2018	Information obtained and identified disabled parents included
Advance equality of opportunity	Other	To improve the attainment of Pupil Premium students	Improved attainment	Pupil Premium Children	Collate and analyse data relating to attainment by target group Inter-school/academy working to identify proven strategies to improve attainment of this group See detail within Pupil Premium Plan	ALG	September 2017 – July 2018	Improved attainment levels of Pupil Premium students
Advance equality of opportunity	Race	To improve the attainment of Gypsy, Roma Traveller (GRT) students	Improved attendance and attainment by this group	Gypsy, Roma Traveller children	Collate and analyse data relating to attainment and attendance by target group	ALG VP Welfare	Sep 2017 - July 2018	Improved attendance and attainment year on year of students.
Fostering good relations	Age	To improve understanding and to challenge	Increased positive attitudes towards each other	All year groups	PD lessons Various initiatives Work with Age UK	Class teachers Andrew Haslop	September 2017 – on-going	Improve relationships with

Link to Public Sector Equality Duty	Protected Characteristic / Equality Group	Aim	Objective	Target Group (s): e.g. whole Academy, girls, boys, SEN, staff etc.	Action	Who's responsible?	Dates from and to:	Indicator of Achievement
		stereotyping between young and older people			Christmas boxes Writing letters and poems to Grandparent			older members of the community
Fostering good relations	All	To promote good relations between people from different backgrounds	Improved understanding of Cumbria and the diversity within it. Increased positive attitudes towards disabled people	All year groups	Consider setting up Academy linking with another Academy in a different part of England or internationally with differing population make-up Consider inviting in representatives from disability equality groups to meet with children	ALG VP Welfare PD co-ordinator	September 2017 – June 2018	Contact made with another Academy Representatives visit the Academy and meet with students

Date Action Agreed: From September 2017

Date Agreed for Review: Yearly up to and including September 2019

KEY LEGISLATION

EQUALITY ACT 2010

On 1 October 2010, the Equality Act 2010 replaced all existing equality legislation such as the Race Relations Act, Disability Discrimination Act and Sex Discrimination Act. It has consolidated this legislation and also provides changes particular to schools and academies.

The Act protects staff, students and others from discrimination and harassment based on 'protected characteristics':

- Disability
- Gender
- Race
- Age (staff only)
- Religion and belief
- Sexual orientation
- Gender reassignment
- Marriage and Civil Partnership
- Pregnancy and maternity

This relates to:

- Prospective students
- Students at the Academy
- In some limited circumstances, former students

PUBLIC SECTOR EQUALITY DUTIES

Public sector equality duties are legal requirements on public bodies to have 'due regard' to the need to eliminate discrimination, advance equality of opportunity and promote good relations between people with different protected characteristics when they are exercising their public functions.

The purpose of the Equality Duties is not to be process driven and bureaucratic but rather an outcome based method of ensuring that academies are best meeting the needs of all their students. Prior to April 2011 maintained schools and academies were bound by the three public sector equality duties to promote disability, race and gender equality.

The Equality Act 2010 introduces a *single* equality duty on public bodies. The single equality duty came into effect in April 2011 and has three main elements. In carrying out their functions, public bodies will be required to have due regard to the need to:

- Eliminate conduct that is prohibited by the Act,
- 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.

NEW PROTECTION IN SCHOOLS AND ACADEMIES

Protection against discrimination is now extended to students who are pregnant or have recently given birth, or who are undergoing gender reassignment.

HEALTH RELATED QUESTIONS FOR JOB APPLICANTS

It is now unlawful for employers to ask health-related questions of applicants before a job offer, unless the questions are specifically related to an intrinsic function of the work. This means that schools and academies should no longer, as a matter of course, require job applicants to complete a generic health questionnaire as part of the application procedure. DfE are considering the implications of this in relation to existing guidance for schools and academies on establishing fitness and ability to teach (as required by the Health Standards (England) Regulations 2003). In the meantime, schools and academies are advised to review their existing practices to ensure they are complying with both the Health Standards Regulations and Section 60 of the Equality Act 2010. Schools and academies may decide to ask necessary health questions after job offer. In any case, they should ensure that any health-related questions are targeted, necessary and relevant to the job applied for.

POSITIVE ACTION

New Positive Action provisions will allow schools and academies to target measures that are designed to alleviate disadvantages experienced by, or to meet the particular needs of, students with particular protected characteristics. Such measures will need to be a proportionate way of achieving the relevant aim. Previously a Academy providing – for example – special catch-up classes for Roma children or a project to engage specifically with alienated Asian boys might have been discriminating unlawfully by excluding children who didn't belong to those groups.

VICTIMISATION

It is now unlawful to victimise a child for anything done in relation to the Act by their parent or sibling.

AUXILLIARY AIDS

The Act extends the reasonable adjustment duty to require schools and academies to provide auxiliary aids and services to disabled students. At the time of writing, the relevant provisions of the Act relating to this area had not come into force. Schools and academies will be advised of when this is the case.

PUBLICATION OF THE SCHEME

Details of the Academy Scheme and the objectives were required to be published from 6 April 2012.

ACCESSIBILITY PLANNING

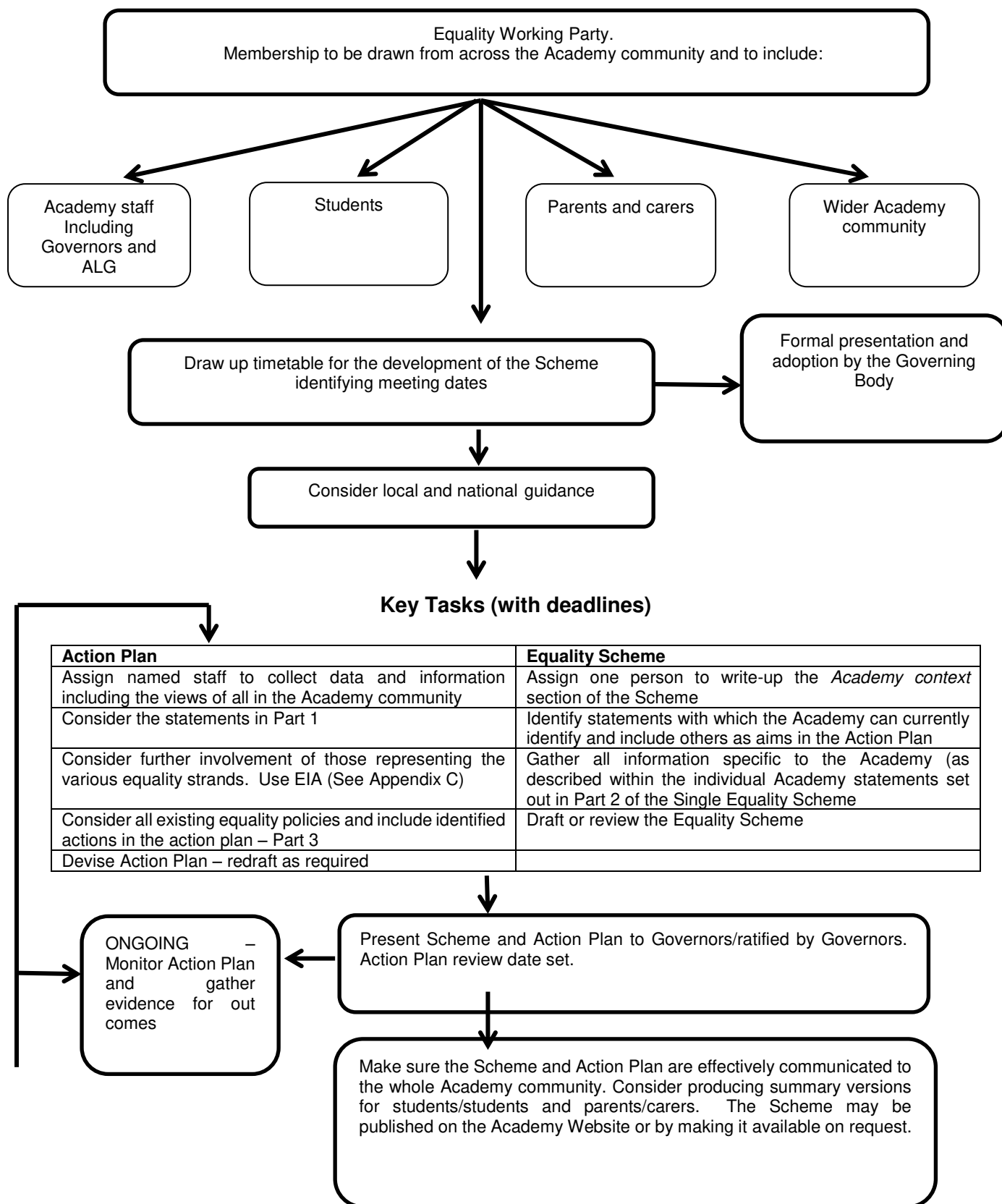
Accessibility planning is a statutory duty and can be incorporated into the Single Equality Scheme. Your Accessibility Plan can, if you wish, be provided as an Appendix to the Single Equality Scheme.

Schools and academies must plan for:

- Increasing access for disabled children and young people to the academy curriculum
- Improving access to the physical environment; and
- Improving the delivery of written information to disabled children and young people

The first plans were required to be in place by April 2003. Therefore as schools and academies come to review their accessibility plans they should consider building these actions into their Equality Scheme.

PROCESS CHART FOR THE DEVELOPMENT AND REVIEW OF EQUALITY SCHEME, OBJECTIVES AND ACTION PLAN



EQUALITY IMPACT ASSESSMENTS (EqIAs) - GUIDANCE

Some Frequently Asked Questions

What is an equality impact assessment (EqIAs)?

To enable children or people within your Academy community to be treated fairly and equitably sometimes you have to treat them differently. In order to identify how best to do this you have to think ahead and predict how to best serve the needs of the different groups within your Academy community. This is what equality impact assessment is all about.

Undertaking EqIAs is similar to undertaking health and safety risk assessments. It involves predicting and assessing what the implications of a policy or practice will be on a wide range of children or people with different and varied needs within your Academy community and trying to ensure they are not disadvantaged by it.

Your Academy community covers any person who is likely to use your Academy. This means students, parents, carers, staff, governors, volunteers and also visitors to your Academy. It also covers anticipating the needs of possible future members of your Academy community.

What is meant by 'impact'?

Two possible impacts are considered as part of the process:

A negative or adverse impact

This is an impact which could disadvantage one or more groups within your Academy community. The disadvantage which is highlighted may be greater on one group than it is on another group.

For example:

- An open evening for students and parents and carers which is held in rooms that are only accessible by stairs will prohibit anyone with a mobility issue from attending the meeting.

In some cases the disadvantage may be unavoidable – such as the reorganisation of a service to save money. EqIAs provide the opportunity to explore the disadvantage on different groups, question if the disadvantage is fair considering the circumstances and either find solutions or alternatives, or justify the decision in an open, transparent and informative way.

A positive impact

This is an impact that could be advantageous for one or more groups. This positive impact may be greater for one group than it is on another group.

For example:

- A targeted training programme aimed at developing women to be able to apply for leadership positions in secondary academies would have a positive impact on women but would not, however, necessarily disadvantage men.
- An intervention programme aimed at raising the attainment level of underachieving boys in English would have a positive impact on boys, but it would not necessarily disadvantage girls.

Identifying positive impact is a good way of promoting equality and to share good practice for example, between departments or year groups and academies.

Why should we undertake equality impact assessments?

Undertaking EqIAs is a legal requirement for academies under current race, disability and gender legislation. The purpose of the legislation is to improve the efficiency and effectiveness of public

sector bodies, including academies, by anticipating the needs of service users and removing potentially anti-discriminatory practices. In the case of academies service users would include students, staff, parents, carers, governors, volunteers and visitors – anybody within your academy community.

In reality this means taking into account of the needs of your academy community in the development and review of any Academy policies and practices which are likely to affect them.

Undertaking EqIAs should not be a tick-box exercise. They should be considered a useful tool for mainstreaming equality into all our work. Services will improve through making improvements in the way policies are formulated and services delivered. This will enable barriers to be tackled and the needs of a diverse Academy population to be met. Your academy community will also be aware that you are considering their needs at the planning stages.

What should be equality impact assessed?

You need to assess academy policies or practices which are likely to affect children or people within your academy community.

Written policies may be easy to identify but EqIAs also apply to practices and customary ways of doing things, even if they are not written down (e.g. arrangements for parent consultation events, arrangements for student extra-curricular activities).

In accordance with legislative requirements, an EqIA must be carried out on all policies and practices whether they are existing, being changed or are being proposed.

It is also important to remember that this includes proposals to changes in organisation structures, budget proposals and capital projects.

For example:

- **Impact on workforce of organisational change**

All staff should be treated fairly and equitably through any proposed change to the workforce. You may need to consider whether any groups of staff will be adversely affected by the proposed change. It is also important to be aware of the outcome of any change on the workforce profile. You may need to address any identified under-representation in the workforce profile as part of any future recruitment activity.

Ensure the EqIA process includes the recruitment, selection and appointment procedures for staff.

- **Impact on service provision**

If there is likely to be an impact on the way a service is provided as a result of any organisational change, you then need to ensure your EqIA considers the proposed changes in relation to how your Academy community will be affected and whether any negative impact can be justified.

What equality strands/groups should be covered by EqIAs?

Some groups may experience disadvantage, whether intentional or not as a result of characteristics specific to that group. These characteristics are known as equality strands. It is common practice to identify the characteristics into nine groups:

- Disability
- Gender

- Race
- Religion and/or belief
- Age (in relation to staff recruitment /selection)
- Sexual orientation
- Gender reassignment
- Pregnancy and maternity
- Marriage and Civil Partnership

Who is responsible for carrying out equality impact assessments?

The person(s) who holds responsibility for the policy is ultimately responsible for ensuring an EqIA is undertaken. The EqIA may be done in conjunction with or by a person who knows that particular area of work.

It may be helpful to have a team of people who can help with the process. Try to get a mix of staff at different levels to get different perspectives. Ensure that they have enough knowledge of the area being assessed to make valid judgements.

To ensure ownership at the most senior level all EqIAs should be signed off by a member of the senior management team and a member of the governing body.

When should Policies/Procedures be equality impact assessed?

All existing policies and practices should be reviewed on a three year rolling programme. It can be done in conjunction with the three-year cycle of your own equality scheme.

By undertaking a policy mapping exercise, you can prioritise which policies and practices have a higher priority for EqIAs based on their likely proportionate impact.

To make sure that decision makers are provided full and clear information about policy or service implications, all new or proposed policies or practices should have an EqIA before they are implemented.

What happens as a result of an EqIA?

If any potential adverse impact is identified, then policies and practices may have to be made amended as a result. If any adverse impact could amount to unlawful discrimination the policy or practice must be changed unless there is an objective, lawful reason to justify this.

The results of EqIAs can be used to set equality objectives leading to improvement in services and practices. These should be placed within your equality action plan(s), for example ensuring relevant Academy policies can be made available in alternative formats, as required.

Do I have to do a separate EqIA for every similar policy?

No – in fact it makes sense to review all similar policies together as part of an overall review. What you are looking for is how those different policies, as well as the way the policy is delivered in practice, are affecting different groups within your Academy community. If you think it would be more manageable to review a large policy or policy framework on its own then you can complete a separate EqIA – whatever makes the process manageable and meaningful for your Academy.

Do I need to do an EqIA on an adopted policy?

No - you don't need to repeat an EqIA on an adopted policy which has already been assessed as long as any amendments you have made would not result in a different impact. If there are any doubts as to whether the policy has been assessed, then the best route is to do your own EqIA.

Where can I obtain further information?

Further guidance about undertaking equality impact assessments can be found at the Commission for Equality and Human rights website: www.equalityhumanrights.com or the DCSF website: www.dcsf.gov.uk/des/

EQUALITY IMPACT ASSESSMENT – NAME OF POLICY/PROCEDURE:

1.	Identify the aims of the policy/procedure/service/function and how it is implemented.		
	<i>Key Questions</i>	<i>Answers/Notes</i>	<i>Actions required</i>
1.1	Is this an existing or new Policy/Procedure?		
1.2	Who defines or defined the Policy/Procedure?		
1.3	What is the objective or purpose of the Policy/Procedure?		
1.4	<p>In relation to the Protected Characteristics (Equalities Groups) is there anything in the Policy/Procedure or how the Service is delivered that could discriminate or disadvantage any of these groups?</p> <ul style="list-style-type: none"> • Disability • Gender • Race • Religion and/or belief • Age (in relation to staff recruitment /selection) • Sexual orientation • Gender reassignment • Pregnancy and maternity • Marriage and Civil Partnership 		
2.	Assessment of Impact		
2.1	Have you identified any differential impact and does this adversely affect any of the Protected Characteristics (Equalities Groups)?		
NEXT STEPS/ACTIONS:			

SINGLE EQUALITY SCHEME – OBJECTIVES AND ACTION PLAN

Action Planning Principles

- Identification of objectives and subsequent action planning is undertaken in accordance with the Academy's values, priorities and aims as identified in Part A of our Single Equality Scheme.
- Accurate knowledge of the Academy enables us to plan in a way that is **relevant and proportionate**.
- **Participation** of an appropriately selected working group is reflected in wider representation built into action plans.
- Through the Equality Impact Assessment process, consideration is given to the **anticipation** of equality issues not presently evidenced but for which there is a potential.
- Action plans are seen as the starting point for action but not followed slavishly where monitoring and further Impact Assessments reveal alternative opportunities or needs.
- Managing the process in a planned yet responsive way.
- Action plans are checked against the objectives and the Impact Assessment that informed their selection.
- SMARTER target thinking means plans are **Specific, Measurable, Achievable, Relevant, Timed, Evaluated and Reviewed**.
- The golden rule for action planning is to **be SMARTER and get started**.

The Process:

- Action planning is done in response to identified priorities arising from the analysis of all the information, including the Overview of Outcomes and the Equality Impact Assessments we have undertaken.
 - We plan for action over 1 and 3 years so that it is possible to implement change and development in a responsive yet systematic way.
 - Action plans are reviewed annually and in the third year we undertake a review of the impact of our actions over three years.
 - Initially, many of our actions have been in relation to ensuring that we establish our Single Equality Scheme effectively and embed the process of Equality Impact Assessments more widely throughout our thinking and initial planning.
-