KINGS PARK SCHOOL

STAFF EQUALITY & DIVERSITY POLICY

POLICY NO.	KPS-SED-004
POLICY OWNER	HEADTEACHER
DATE FIRST ISSUED	
LATEST REVIEW DATE	01/09/2025
NEXT REVIEW DATE	01/09/2026

	SIGNED	DATE
HEADTEACHER MISS S J WATSON		**01/09/2025**
PROPRIETOR MRS AMY SAUNDERS		**01/09/2025**
RATIFIED BY CHAIR OF GOVERNING BOARD MR ALEX RICHARDS		

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1.0 INTRODUCTION

Kings Park School is an independent specialist provision, offering support and education for children and young people from ages 7-16 with various individual needs. Each child and young person's support is guided by their Education, Health and Care Plan (EHCP), which outlines the provision required to meet their individual needs. With spacious, light-filled classrooms and a highly skilled team of specialist SEN staff, our school provides a calm and supportive environment where children and young people are empowered to move beyond past challenges.

Each learner follows a personalised timetable tailored to their individual needs and interests, with clear, achievable targets that promote motivation, confidence and progress. In addition to the statutory annual review process, we carry out a broad range of formal and informal assessments throughout the year to monitor progress and adapt provision where necessary.

Classes are small with up to 8 pupils, depending on the individual needs. Each class is led by a teacher and supported by a dedicated teaching assistant, with additional teaching assistants provided where necessary and stated on the child's EHCP. Children and young people will be placed in a class based on suitability rather age. Our nurture-based approach ensures that emotional wellbeing is prioritised alongside learning, and our classrooms are designed to be sensory-friendly, providing calm, supportive environments that help students feel safe, regulated and ready to engage.

At Kings Park School (KPS), we place the safety, well-being and development of our students at the heart of everything we do. We are committed to providing a safe, inclusive and aspirational learning environment for children and young people with a range of neurodivergent profiles and social, emotional and mental health needs.

2.0 LEGAL FRAMEWORK AND GUIDANCE

This policy complies with and reflects:

- The Equality Act 2010 and all nine protected characteristics
- The Human Rights Act 1998
- The UK GDPR and Data Protection Act 2018
- The Protection from Harassment Act 1997
- The Public Sector Equality Duty (s.149 Equality Act 2010)
- ***KCSIE 2025***, ***Working Together 2024***, and the ***DfE Equality, Diversity and Inclusion Strategy 2023–2027***
- ***EHRC Employment Code of Practice 2023*** and ***ACAS Guidance 2024***

PSED requires KPS to:

- Eliminate unlawful discrimination, harassment, and victimisation.
- Advance equality of opportunity between people with and without protected characteristics.
- Foster good relations across all groups.

3.0 PURPOSE OF THIS POLICY

At Kings Park School, we are committed to equality, equity, diversity, and inclusion in every aspect of employment. We aim to create a culture where all staff and applicants feel valued, respected, and able to thrive as their authentic selves.

We do not tolerate discrimination, harassment, or victimisation on any grounds. All employment decisions are based on merit, and we actively celebrate the diversity of our workforce and community.

This policy applies to all individuals working at KPS, including the Governing Board, SLT, teachers, teaching assistants, support staff, contractors, volunteers, trainees, and agency workers.

Our approach is underpinned by the Equality Act 2010 and our values of ***Kind Words, Positive Minds, Strong Hearts***.

4.0 OUR ETHOS AND VALUES

We are guided by our school motto: ***"Inspiring Dreams, Building Bright Futures Together."*** Our core values are:

- ***Kind Words***: We speak with empathy and understanding
- ***Positive Minds***: We approach challenges with optimism and resilience
- ***Strong Hearts***: We show courage, compassion and strength in our relationships.

These values are more than aspirations—they are embedded in every interaction, decision and environment within Kings Park School.
Kind Words reflect our belief in the power of language to heal, uplift and include. Whether it is peer encouragement, staff guidance or family communication, we model respectful, thoughtful speech in all we do.
Positive Minds encourage our students and staff to reframe difficulties as opportunities to learn and grow. We promote a strengths-based approach that focuses on what each individual child can do and how they can build confidence through success.
Strong Hearts remind us of the importance of compassion, resilience and relationships. We teach students to persist through challenges, support others and show bravery in being true to themselves.
Together, these values underpin our approach to behaviour, learning and building a safe, inclusive school community.

5.0 PRINCIPLES

We commit to:

- Providing a workplace free from discrimination, harassment, and victimisation.
- Valuing individual difference and recognising diverse contributions.
- Promoting dignity, respect, and fairness at work.
- Embedding inclusive practice through all policies and decision-making.
- Ensuring equality of access to professional development and progression.
- Acting swiftly and proportionately to address breaches of this policy.

6.0 ROLES AND RESPONSIBILITIES

Governing Board and Headteacher

- Ensure compliance with equality legislation.
- Monitor workforce data and representation.
- Review progress against equality objectives annually.
- Approve and publish annual PSED data and four-year objectives.

Senior Leadership Team (SLT)

- Model inclusive leadership and behaviour.
- Ensure fair recruitment, performance management, and progression.
- Provide and promote EDI training for all staff.
- Adjust working practices where needed to accommodate individual needs.

All Staff

- Treat colleagues and pupils with respect and dignity.
- Challenge and report discriminatory behaviour.
- Undertake training and contribute to a culture of inclusion.
- Recognise that harassment or discrimination may lead to disciplinary action.

7.0 RECRUITMENT AND SELECTION

KPS ensures recruitment and employment decisions are based on merit and potential.

- All adverts, job descriptions, and shortlisting criteria are reviewed to avoid bias.
- Recruitment panels are trained in fair selection.
- Applicants are not asked about health or disability until a conditional offer is made (except where required for reasonable adjustments).
- Immigration and right-to-work checks are applied equally to all candidates.
- Workforce and applicant diversity are monitored anonymously to inform inclusive practice.

8.0 TRAINING, PROMOTION, AND CONDITIONS OF SERVICE

- All staff have equitable access to training and progression opportunities.
- Career development is based on merit and aligned to appraisal outcomes.
- Data on recruitment, retention, and promotion are analysed to identify barriers.
- Working arrangements, pay, and benefits are reviewed regularly to ensure fairness.
- Flexible working is supported where possible to promote work–life balance and inclusion.

9.0 TERMINATION OF EMPLOYMENT

- Redundancy, disciplinary, and grievance procedures are applied consistently and without discrimination.
- Decisions are based on objective criteria and documented fairly
- Reasonable adjustments are made to ensure equity during any process.

10.0 DISABILITY AND REASONABLE ADJUSTMENTS

KPS is committed to supporting disabled staff and those with long-term health conditions.

- We encourage open discussion to identify adjustments that enable individuals to perform effectively.
- The physical environment and working practices are reviewed regularly to ensure accessibility.
- Adjustments may include flexible hours, modified duties, or assistive technology.

11.0 PART-TIME, FIXED-TERM, AND AGENCY STAFF

- These staff have the same access to benefits, development, and promotion as permanent colleagues.
- Requests for flexible or part-time arrangements are considered fairly under the Flexible Working Policy.
- Use of temporary or zero-hours contracts is monitored to ensure equitable treatment.

12.0 BREACHES OF THIS POLICY

- Concerns of discrimination or harassment should be raised through the Grievance Policy or with the Headteacher.
- Allegations will be handled sensitively and investigated promptly.
- Staff will not be victimised for raising a genuine complaint.
- Proven misconduct may constitute ***gross misconduct***, resulting in disciplinary action or dismissal.

13.0 EQUALITY OBJECTIVES (2025 – 2029)

1. Improve representation of staff with disabilities or from minority ethnic groups across all levels by 2027.
2. Ensure annual EDI and unconscious bias training for all staff and governors.
3. Conduct annual workforce diversity and pay-equity audits, publishing key findings.
4. Embed equality impact assessments in all HR and recruitment policies.

14.0 MONITORING AND REVIEW

- Workforce data (e.g. recruitment, retention, promotions) will be reviewed annually.
- The policy will be reviewed each year by the Headteacher and Proprietor Board to ensure compliance with legislation and effectiveness in practice.
- Staff are encouraged to provide feedback to improve inclusivity across the school.

APPENDIX A – PROTECTED CHARACTERISTICS

KPS recognises and protects against discrimination on the grounds of:

- Age
- Disability

- Gender Reassignment
- Marriage and Civil Partnership
- Pregnancy and Maternity
- Race (colour, nationality, ethnic or national origin)
- Religion or Belief (or lack thereof)
- Sex
- Sexual Orientation