



Woodfield Primary School

## Equality Policy

### Document Approval

This document was reviewed and approved by the Governing Body as appropriate and effective.

Signed:		
Date:		
Name:	Mrs L Porter	Mrs J A Charnley
Position:	Chair of Governing Body	Headteacher

### Document Review

The Governing Body will review this policy to ensure that it is appropriate and effective whenever necessary, and not less than once every three years.

### Document Control

There is one controlled paper copy of this document located in the Business Manager's Office.

The master electronic copy is held within a designated folder. The latest issue will be marked with the highest number, ie Issue 2 is later than Issue 1. Files in the process of being edited have the words 'In Progress' in the file name.

**All other copies (electronic and paper) are uncontrolled.**

### Document History

Filename: Equality Policy				
Issue	Description of Change	Author	Checked	Date
1.0	Reviewed and agreed by staff/ approved by governors.			2007/2010
2.0	Reviewed and updated:	SB	JC	Sep 2013
3.0	Reviewed (no changes)	SB	JC	Sep 2016
4.0	Review date: Sept 2019			

### Woodfield Primary School

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### **Overarching statement**

- In accordance with our mission statement and school values, we pledge to respect the equal human rights of all our pupils and to educate them about equality.
- We will also respect the equal rights of our staff and other members of the school community.
- In particular, we will comply with relevant legislation and implement school plans in relation to race equality, disability equality and gender equality.

### **Who is responsible?**

The governors are responsible for:

- making sure the school complies with the relevant equality legislation; and
- making sure the school Equality Scheme and its procedures are followed.

The head teacher is responsible for:

- making sure the school equality scheme and its procedures are followed;
- making sure the race, disability and gender equality plans are readily available and that the governors, staff, pupils, and their parents and guardians know about them;
- producing regular information for staff and governors about the plans and how they are working;
- making sure all staff know their responsibilities and receive training and support in carrying these out;
- taking appropriate action in cases of harassment and discrimination, including racist bullying, homophobic bullying and bullying related to gender or disability.

All staff are responsible for:

- dealing with racist, homophobic and other hate-incidents;
- being able to recognise and tackle bias and stereotyping;
- promoting equal opportunities and good race relations;
- avoiding discrimination against anyone for reasons of ethnicity, disability or gender
- keeping up to date with the law on discrimination;
- taking up training and learning opportunities.

Mrs J Charnley (Headteacher) is responsible overall for dealing with reports of hate-incidents

Visitors and contractors are responsible for knowing and following our Equality Scheme.



## Race Equality Plan

### 1. Introduction

This plan sets out how Woodfield School will work to promote race equality.

This plan addresses our specific duties under the Race Relations (Amendment) Act 2000. It forms part of our general Equality Scheme and also relates to the Wigan Council procedure for reporting racist incidents involving pupils in schools.

### 2. Ethnic monitoring

***To demonstrate clearly our commitment to the belief, 'That every person matters', our school will collect information on the ethnic backgrounds of all members of our school community. This is in order to ensure that we that we meet individual needs, promote race equality, embrace cultural diversity and support school self evaluation.***

The school community will collect information through:-

- admission procedures;
- appointment (staff) procedures; and
- through other relevant agencies

All of this will be done in accordance with data protection regulations.

### 3. Impact Assessment

All school policies, plans and procedures will be assessed regularly and amended if necessary, in regard to the general duty under the Race Relations (Amendment) Act 2000

Fundamental to all aims will be to promote race equality, eliminate discrimination, racial bullying and harassment, in all aspects of school life and the community

Our policies are reviewed on a regular basis as part of a planned programme. When policies are reviewed impact assessments will be carried out as a matter of course and policies amended as necessary, in regard to the general duty under the Race Relations (Amendment) Act 2000

### 4. Action Plan to address the General Duty to promote race equality

#### (i) (ii) Promote equality of opportunity and eliminate unlawful discrimination

Action	By Whom	Start/Finish	Evidence of completion
1. Review and amend, where necessary, policies and procedures with reference to the promotion of equality opportunity	Headteacher and Governors	Complete	Amended policies state that the policy has been reviewed with due regard to the Equality Act 2006
2. Ensure that the relevant support services are used fully and effectively	Headteacher and SLT	Complete	Evidence of involvement of support services
3. Provide opportunities for staff to attend appropriate and relevant CPD	Headteacher	Complete	Evidence of training opportunities
4. Provide opportunities for pupils to comment on the five outcomes of the ECM agenda	All Staff	Complete	
5. Analyse pupil's achievement and attainment data in relation to different ethnic groups	All Staff	Complete	School Data Analysis
6 Use opportunities to discuss with parents and guardians, issues relating to equal opportunities	All Staff	Complete	

#### (i) (ii) Promote equality of opportunity and eliminate unlawful discrimination



Action	By Whom	Start/Finish	Evidence of completion
7. Contact Governor Services to promote the recruitment of governors from ethnic minorities	Governors	Complete	Governors Minutes
8. Consider the recruitment of a member of staff who has an additional language or is from an ethnic minority	Headteacher and Governors	Complete	Governors Minutes
9. Ensure that the School Council is involved in the promotion of equality of opportunity	Deputy Headteacher	Complete	School Council Minutes
10. As part of the ongoing monitoring of attendance monitor the attendance of ethnic minority pupils	Headteacher and Admin Staff	Complete	Attendance Data Analysis
11. Target under achieving children	All Staff	Complete	Attainment Data Analysis
12. Improve access to all school information	Admin Staff and Headteacher	Complete	Parents Survey

**(iii) Eliminate racist harassment**

Action	By Whom	Start/Finish	Evidence of completion
1. Training to address acceptable/ unacceptable behaviour	All Staff	Complete	Training available to staff
2. Continue with current bullying policy and procedures, specifically to address racial bullying	All Staff	Complete	Anti-Bullying policy renewed

**(iv) Promote good relations between different ethnic groups**

Action	By Whom	Start/Finish	Evidence of completion
1. Use of SEAL, PSHE & Citizenship lesson time	All Staff	Complete	Planning shows that good relations between different ethnic groups are actively promoted in lessons
2, Promote multi cross cultural links in equality procedures and policies	All Staff	Complete	Evidence of multi-cultural links in policies
3. Encourage and positively invite into school, visitors from different cultures, communities and disability groups	All Staff	Complete	Evidence of visits taking place

**5. Race Equality monitoring**

- The collection of relevant information and data to support the action plan on race and equality
  - Pupil attainment data
  - Behaviour records
  - Attendance
  - Participation in Extra Curricular activities
  - SEN & GNT registers
  - Pupil consultation
  - Parents attending parents evening and school events
  - “Expressions of interest” - by BME persons to advertised job vacancies in school.

**6. How information gathered is used**

- To inform future actions



- Stakeholders consulted and account taken of relevant data and information in order to determine its race equality objectives
  - Support SEF
  - Opportunities and outcomes for targeted groups of pupils
  - Informing school community through SIP
  - Identify CPD opportunities

#### **7. Staff development**

- All Professional Development opportunities will take into account guidance from the School Equality Scheme
  - Staff competent and compliant
  - Opportunities provided for staff to attend training.

#### **8. Annual reporting**

- Annual Reporting in relation to progress within the Action Plan will be made by the governing Body
  - Headteacher's Report to Governors
  - S.E.F.
  - S.D.P.
  - Newsletters, website, publications to parents

#### **9. The next Race Equality plan**

- The next Race Equality Plan, in September 2016, will build upon this plan's actions, the results of monitoring, and other information.



**Woodfield Primary School  
 Disability Equality Plan**

**1. Introduction**

- This plan sets out how Woodfield Primary School will work to promote disability equality. A person is disabled if he or she has a physical or mental impairment that has a substantial and long-term adverse effect on his or her ability to carry out normal day to day activities.
- This plan addresses our specific duties under the Disability Discrimination Act 2005. It forms part of our general Equality Scheme and also relates to our Accessibility Plan.

**2. Involvement of disabled people**

Disabled people are involved in its formulation through:

Inviting parents/carers to be involved in a consultation as part of an information gathering exercise.

*The outcomes of this have informed our future planning and have given us a better understanding of the needs of our wider school community and the best ways to address those needs.*

**3. Impact Assessment**

Over the next three years all our policies will be reviewed on a regular basis as part of a planned programme. When policies are reviewed impact assessments will be carried out as a matter of course and policies amended as necessary, in regard to the general duty under the Disability Discrimination Act 2005

Fundamental to all aims will be to promote disability equality, eliminate discrimination and harassment, promote equality of opportunity, encourage participation by disabled people, promote positive attitudes to disability and ensure steps are taken to take account of disabled people's disabilities, in all aspects of school life and the community

**4. Action Plan to address the General Duty to promote disability equality**

**(i) Promote Equality of opportunity between disabled persons and other persons**

Action	By Whom	Start/Finish	Evidence of completion
To ensure that robust policies and practices are in place which promote equality and inclusion (Accessibility Plan / SEN / School Visit Policies etc.)	Headteacher and SLT	Complete	Amended policies state that the policy has been reviewed with due regard to the Equality Act 2006 Comprehensive Relationships Policy
Ensure Home / School correspondence is appropriate	Headteacher SLT Admin Staff	Complete	Evidence of correspondence
Appropriate Staff Training by Lead Professionals	Headteacher and SLT		Training Records

**(ii) Eliminate unlawful discrimination**

Action	By Whom	Start/Finish	Evidence of completion
Ensuring all visitors are aware of School Policies / Protocols (e.g. signing in book)	Admin Staff	Complete	Evidence that visitors are made aware of School Policies / Protocols
Raising general equality awareness through internal reviewing structures, training, consultation etc	Headteacher and SLT	Complete	Reports to Governors (Governors Minutes) Staff Training Opportunities School Council Minutes Parent Consultation / Newsletters



Ensure that the relevant support services are used fully and effectively	Headteacher and SLT	Complete	Evidence of involvement of support services
Provide opportunities for pupils to comment on the five outcomes of the ECM agenda	Headteacher and SLT	Complete	
Use opportunities to discuss with parents and guardians, issues relating to equal opportunities	Headteacher and SLT	Complete	
Ensure that the School Council is involved in the promotion of equality of opportunity	Deputy Headteacher	Complete	School Council Minutes
Improve access to all school information	Admin Staff	Complete	Parents Survey

**(iii) Eliminate harassment related to disabilities**

Action	By Whom	Start/Finish	Evidence of completion
Ensure all relevant Policies / Protocols are adhered to (i.e. Anti-bullying Policy Behaviour Policy)	All Staff	Complete	Amended policies state that the policy has been reviewed with due regard to the Disability Discrimination Act 2005 Comprehensive Relationships Policy Monitoring of Policies shows compliance
Appropriate Staff Training by Lead Professionals	Headteacher and SLT		Training Records

**(iv) Promote positive attitudes to disability**

Action	By Whom	Start/Finish	Evidence of completion
Ensure the provision of a diverse range of stories / curriculum materials featuring disabled people (not focussing on their impairment)	All Staff	Complete	Curriculum materials are available and in use for all children
Inviting disabled people / charities into school	All Staff	Complete	Record of Visits Reports to Governors (Governors Minutes)
The use of inclusive posters (e.g. Seals - PSHE & C)	All Staff	Complete	Posters available and on display in school
Promotion of respect and moral values	All Staff	Complete	School Ethos. All people have regard to disabled parking spaces Disability access and facilities are available
School Newsletter on VLE and Website	Headteacher and SLT		Reports to Governors (Governor Minutes)

**v) Encourage participation by disabled people**

Action	By Whom	Start/Finish	Evidence of completion
Invite a range of disabled people into school, classes, assemblies and informally	All Staff	Complete	Reports to Governors (Governors Minutes) School Planning Records



Sharing good practice within the disability field	All Staff	Complete	Records of Meetings / Events Excellence Cluster Records / Minutes Reports to Governors (Governors Minutes)
Ensuring after school clubs / activities are inclusive and accessible	All Staff	Complete	Amended after school policies state that the policy has been reviewed with due regard to the Equality Act 2006 Comprehensive Relationships Policy
Positively promote disabled pupils onto the School Council	All Staff	Complete	School Council Membership

**(vi) Take steps to take account of disabled people's disabilities**

Action	By Whom	Start/Finish	Evidence of completion
Access Plan	Headteacher and SLT	Complete	Access Plan modified if necessary and presented to Governors (Governors Minutes)
Curriculum material is appropriate and does not reinforce prejudices PSHE & C Policy to be amended	All Staff	Complete	PSHE & C Policy amended as necessary (Governors Minutes)
Ensure appropriate Healthcare plans are established and adhered to / initial risk assessment on entry into school for disabled pupil takes place	All Staff	Complete	Records are in place and regularly monitored
Multi agency consultation / CAF's are in place as appropriate	Headteacher and SLT	Complete	Records are in place and regularly monitored
Audit / consultation of physical environment in relation to access by pupils/parents/carers with an identified disability	Headteacher and SLT		Access Records

**5. Accessibility Plan, as required by the Special Educational Needs and Disability Act (SENDA) 2001**

**(i) Improvements in access to the curriculum**

Action	By Whom	Start/Finish	Evidence of completion
Review School Visits arrangements - identifying strategies to overcome potential disability access barriers	All Staff	Complete	School Visits Policy modified and presented to Governors (Governors Minutes)

**(ii) Physical improvements to increase access to education and associated services**

Action	By Whom	Start/Finish	Evidence of completion
Review Access Plan	Headteacher and SLT	Complete	Access Plan Reviewed (Governors Minutes)
Identify and implement appropriate healthcare plans / multi agency referral systems / CAF's	Headteacher and SLT	Complete	Record of healthcare plans / referrals
Staff training	Headteacher	Complete	Training Records



	and SLT		
Adapting / ensuring the prompt provision of / access to / physical resources	Headteacher and SLT	Complete	School record of actions taken

**(iii) Improvements in the provision of information in a range of formats for disabled pupils**

Action	By Whom	Start/Finish	Evidence of completion
Identification of a range of communication strategies - written, audio, Braille, translation etc	Inclusion Manager	Complete	Appropriate materials available for pupils

**6. How policies and practice are monitored**

Reviewing, monitoring and evaluating tools are:

- SEF
- Policy reviewing as part of Governor responsibility
- Review of impact assessment plan / action plan
- Review of individual healthcare plans
- Talking /observing / consulting with all stakeholders
- Data analysis of children with disability

**7. How information gathered is used**

- To inform future planning
- To adapt practice
- To inform / consult with the wider community / governors
- To identify future staff training needs
- To review policies

**8. Staff development**

- Staff training related to the specific identified needs of the current pupils
- Rolling programme of generic training (e.g. PSHE&C, Circle Time, COOL etc)
- Provision mapping of staff
- Governor Training needs

**9. Annual reporting**

Annual Reporting in relation to the Action Plan will occur as follows:

- Within Head teacher's report to Governors etc

**10. The next disability equality plan**

The next Disability Equality Plan, in July 2016, will build upon this plan's actions, the results of monitoring, and other information.



**Woodfield Primary School  
 Gender Equality Plan**

**1. Introduction**

This plan sets out how Woodfield Primary School will work to promote gender equality.

This plan addresses our specific duties under the Equality Act 2006.

**2. Impact Assessment**

Over the next three years our policies will be reviewed on a regular basis as part of a planned programme. When policies are reviewed impact assessments will be carried out as a matter of course and policies amended as necessary, in regard to the general duty under the Equality Act 2006.

Fundamental to all aims will be to promote gender equality, eliminate unlawful sexual discrimination and promote equality of opportunity, in all aspects of school life and the community

**3. Action Plan to address the General Duty to promote gender equality**

**(i) Eliminate unlawful sex discrimination**

Action	By Whom	Start/Finish	Evidence of completion
Impact assessments carried out on all current policies	Headteacher and SLT	Complete	Amended policies state that the policy has been reviewed with due regard to the Equality Act 2006
Review curriculum areas to ensure that they promote equality of opportunity	Headteacher and SLT	Complete	Curriculum Plans adapted
Recruitment, appointment and pay policies that have been adopted by the Governors are strictly adhered to	Headteacher and Governors	Complete	Amended policies state that the policy has been reviewed with due regard to the Equality Act 2006 Governor's Minutes
Ensure that the relevant support services are used fully and effectively	Headteacher and SLT	Complete	Evidence of involvement of support services
Provide opportunities for pupils to comment on the five outcomes of the ECM agenda	All Staff	Complete	
Use opportunities to discuss with parents and guardians, issues relating to equal opportunities	All Staff	Complete	
Ensure that the School Council is involved in the promotion of equality of opportunity	Deputy Headteacher	Complete	School Council Minutes

**(ii) Eliminate harassment related to gender**

Action	By Whom	Start/Finish	Evidence of completion
The School Ethos is very clearly understood by everyone	Governors Headteacher SLT All Staff	Complete	School ethos
Training to address acceptable and unacceptable behaviour	Headteacher and SLT	Complete	Training available to staff
The school will actively pursue the promotion of positive role models within policies, resources, visits, visitors	All Staff	Complete	Pupils show mutual respect to each other and adults of both sexes



**(iii) Promote equality of opportunity between men and women**

Action	By Whom	Start/Finish	Evidence of completion
Review curriculum areas to ensure they promote equality of opportunity – with particular regard to sex and relationships education, sexist attitudes and language, stereotypical career choices, sexual exploitation and domestic violence.	All Staff	Complete	Amended policies state that the policy has been reviewed with due regard to the Equality Act 2006 Governor's Minutes
Provide opportunities for staff to attend appropriate and relevant CPD	Headteacher and SLT	Complete	School CPD Records
Analyse and respond to pupil's achievement and attainment data to ensure that both boys and girls are making maximum progress	All Staff	Complete	School Data Analysis SEF
Ensure that the School Council is involved in the promotion of equality of opportunity	Deputy Headteacher	Complete	School Council Minutes
Recruitment, appointment and pay policies that have been adopted by the Governors are strictly adhered to	Headteacher and Governors	Complete	Amended policies state that the policy has been reviewed with due regard to the Equality Act 2006 Governor's Minutes

**4. Gender monitoring**

- The collection of relevant information and data to support the action plan on gender and equality

**5. How information gathered is used**

- To inform future actions
- To adapt practice
- To review policies
- Stakeholders consulted and account taken of relevant data and information in order to determine its gender equality objectives

**6. Staff development**

- All Professional Development opportunities will take into account guidance from the School Equality Scheme

**7. Annual reporting**

- Annual Reporting in relation to progress via Headteacher Reports will be made by the Governing Body

**8. The next gender equality plan**

The next Gender Equality Plan, in July 2016, will build upon this plan's actions, the results of monitoring, and other information.