

## Policy for Equal Opportunities in Employment/Recruitment

Date	Review Date	BoM	Co-Author
May 19	May 21	Anne Martin	Ellie Drake

The Quest School recognises that it is essential to provide equal opportunities to all persons without discrimination. This policy sets out the organisation's position on equal opportunity in all aspects of employment. Our equal opportunities policy aims to treat all current and prospective employees fairly and with dignity and respect.

We will not tolerate unfair treatment on the grounds of age, disability, employment status, ethnic origin, gender, marital status, nationality, religious belief or non-belief, responsibility for dependants, sexual orientation, social background, trade union or political activity or any other reasons which cannot be shown or justified.

The school is committed not only to its legal obligations but also to the positive promotion of equality of opportunity in all aspects of employment.

All employees and potential employees will be made aware of this policy as a matter of course. The Board of Management of the School will be responsible for ensuring that all aspects of the policy and practice are being observed.

This policy covers all aspects of employment, from vacancy advertising, selection and training to conditions of service and reasons for termination of employment.

### Recruitment

The School will achieve the aims of the equal opportunities in employment/recruitment Policy by ensuring that:

- Advertisements for posts will give sufficiently clear and accurate information to enable potential applicants to assess their own suitability for the post.
- Recruitment literature will not imply a preference for one group of applicants unless there is a genuine occupational qualification which limits the post to this particular group, in which case this must be clearly stated.
- All job descriptions for posts will include only requirements that are necessary and justifiable for the effective performance of the job.
- All selection will be thorough, conducted against defined criteria and will deal only with the applicant's suitability for the job. Where it is necessary to ask questions relating to personal circumstances, these will be related purely to job requirements and asked to all candidates.
- All staff involved in the recruitment and selection process are given adequate training on the School's Policy and Procedures and their responsibilities.
- More than one person must be involved in the selection interview and recruitment process, and have awareness of equal opportunities and at least one person will have received relevant training in Safer Recruitment with regard to Safeguarding Children.

# The Quest School

- Vacancies reach as wide a pool of potential applicants as practicable Wherever possible, efforts will be made to identify and remove unnecessary/unjustifiable barriers and provide appropriate facilities and conditions of service to meet the special needs of disadvantaged and/or underrepresented groups. However, actual recruitment to all jobs will be strictly on merit.

On all external job advertisements we include the following statement:

*"We are committed to equality of opportunity for all staff and applications from individuals are encouraged regardless of age, disability, employment status, ethnic origin, gender, marital status, nationality, pregnancy and maternity, religious belief or non-belief, responsibility for dependants, sexual orientation, social background, trade union or political activity or any other reasons which cannot be shown or justified."*

## Employment

The Quest School will not discriminate on the basis age, disability, employment status, ethnic origin, gender, marital status, nationality, religious belief or non-belief, responsibility for dependants, sexual orientation, social background, trade union or political activity or any other reasons which cannot be shown or justified in the allocation of duties between employees employed at any level with comparable job descriptions.

The Quest School will strive to put in place any reasonable measures and/or adjustments within the workplace for those employees who become disabled during employment or for disabled appointees.

All employees will be considered solely on their merits for training opportunities, career development and promotion with equal opportunities for all.

## Grievances and Victimisation

The Quest School emphasises that discrimination is unacceptable conduct which may lead to disciplinary action under the school's disciplinary procedure.

Any complaints of discrimination will be pursued through the organisation's Grievance Procedure.

## Implementation

The cooperation of all employees is essential for the success of this policy.

All Quest Staff will be required to undertake mandatory equal opportunities training for all staff.

Responsibility for advising, developing, implementing and monitoring this policy lies with the Board of Management. Day to day operation of the policy is the responsibility of the School Principal who will delegate to the HR Manager, to ensure that the recruitment and selection principles and procedures are adhered to.