
	<b>Diversity, Equity and Inclusion Policy</b>			
	<b>Last Reviewed: July 2024</b>	<b>Next Review: July 2025</b>	<b>Author: CCR</b>	

## 1. AIM

Sandringham School recognises and is committed to ensuring applicants and employees from all sections of the community are treated with equity free from discrimination on the grounds of gender, gender identity, gender reassignment, colour, race and ethnicity, nationality, marital or civil partnership status, religion or belief, sex, sexual orientation, disability or age. The Equal Opportunities Monitoring form will assist us in monitoring our adherence to equal opportunities, best practice and our progress towards identifying any barriers to diversity among our workforce.

The Equal Opportunities Monitoring form is not mandatory, it is voluntary, but the more information supplied, the more effective our monitoring will be in maintaining equal opportunities.

## 2. GUIDELINES

### Why do we collect this data?

Sandringham School collects and analyses data on the diversity of their workforce in order to gain a deeper understanding of its community and their lived experiences. Data can be used to identify any existing biases, gaps or issues and will allow the school to work towards improving them, allowing for focused initiatives to take place in order to make a real change to the workplace, culture and to achieve inclusion and diversity goals helping to mitigate the risks of unconscious bias and discrimination.

The data will be used to help the development of recruitment and retention policies and to develop a comprehensive picture of the workforce and how it is deployed including recruitment requirements, staff professional development and succession planning.

### What data will be collected?

Under the 2010 Equalities Act there are nine protected characteristics. We all have some of these characteristics such as Sex or Age, so the Act protects everyone from discrimination. Discrimination means being unfairly treated because of who you are.

Age  
 Disability  
 Gender Identity  
 Gender  
 Reassignment  
 Marriage or civil partnership (in employment only)  
 Pregnancy and maternity  
 Race and ethnicity  
 Religion or belief  
 Sex  
 Sexual Orientation

In addition to the nine protected characteristics, we will also ask for role and current working pattern which will enable us to more carefully analyse data by subgroups and identify trends. All data collected is on a voluntary basis. Sharing information anonymously will help the school provide an inclusive workplace eliminating any inequalities, unfair treatment or discrimination, whilst increasing representation of our student demographics.

### When will this data be collected?

All applicants to the school are asked to submit data as part of the application process for the role applied, regardless of whether they are successful or not in obtaining the role. All fields are optional, and it is at the discretion

of the candidate as to which questions they choose to answer. No identifying details such as names or email addresses are stored when collecting this data, so participants' data remains anonymous.

Existing staff will be asked annually (September) to voluntarily complete the Equal Opportunities Monitoring Form anonymously by way of Google Form so that data can be updated and monitored. It is completed annually so that any changes in data and staff numbers are captured. No identifying details such as names or email addresses are stored when collecting this data, so participants' data remains anonymous.

### **How will this data be collected?**

The data will be collected by Google Form and results captured and stored in a secure drive with limited access to those who have a genuine business need to know and who are subject to a duty of confidentiality and abiding by the 'data protection principles' of GDPR. Any names on the forms will not be captured or stored with this data.

Limited Access will be restricted to the following Individuals and will be reviewed regularly:

- Business Manager
- Assistant/Deputy Headteacher for Diversity, Equity and Inclusion
- Human Resource Manager
- Business Manager Administrator

Please refer to the School's Data Retention Policy for more information.