Magnum Opus
TRAINING LIMITED

POLICIES AND PROCEDURES

Equality and Diversity Policy

Magnum Opus Training Limited

LAST REVIEWED	NEXT REVIEW DUE
September 2026	September 2027
APPROVED BY	**ROLE**
Mr S King	Headteacher

Signature



Karting Academy
MAGNUM OPUS TRAINING LTD

Boxing Academy
MAGNUM OPUS TRAINING LTD

Construction Academy
MAGNUM OPUS TRAINING LTD

Purpose and scope

Magnum Opus Training Limited is committed to fair access to employment and a respectful workplace. This policy applies to employees and people applying for a job with us. It covers recruitment, selection, induction, training, promotion, working arrangements, conduct and the end of employment. It applies at our three sites and in work-related communications, meetings, events and travel. The Headteacher, Scott King, is responsible for implementing and reviewing it.

Student access, placement decisions and adjustments are addressed through our student-facing policies and individual placement arrangements. This policy does not decide whether a school or local authority commissions a student placement.

Our standard

We will not discriminate against, harass or victimise an applicant or employee. We will treat people fairly in relation to the protected characteristics under the Equality Act 2010: age; disability; gender reassignment; marriage and civil partnership; pregnancy and maternity; race; religion or belief; sex; and sexual orientation. We will also consider individual circumstances and avoid unnecessary barriers that may disadvantage people.

Direct discrimination means less favourable treatment because of a protected characteristic. Indirect discrimination can arise when a rule or practice applied to everyone puts people with a protected characteristic at a particular disadvantage and cannot be justified. Harassment includes unwanted conduct related to a relevant protected characteristic, or of a sexual nature, that violates a person’s dignity or creates an intimidating, hostile, degrading, humiliating or offensive environment. Victimisation means treating someone badly because they raised or supported a complaint under equality law. We prohibit these behaviours even where a legal definition does not apply to every circumstance.

Fair recruitment and development

Job descriptions and selection criteria will focus on the skills, experience and requirements of the role. Vacancies, interviews and decisions will be handled consistently and recorded. Applicants will be told how to request a reasonable adjustment to the application or interview process. We will not ask health or disability questions before a job offer except where the law permits them, such as to arrange an adjustment or establish whether an intrinsic function of the job can be carried out. Staff will have fair access to training and development based on role and need.

Reasonable adjustments for disability

The legal duty to make reasonable adjustments relates to disability. An applicant or employee may tell us about a barrier or request an adjustment, and a manager may also discuss a possible barrier when it becomes apparent. We will consider the individual's views, the job, the disadvantage, available options and what is reasonable, without assuming that a diagnosis or a particular document is always required before support can be considered.

Adjustments may include an accessible interview, changes to communication or instructions, equipment, working arrangements, training or the way a task is carried out. All three sites are physically accessible; if a particular feature or arrangement causes a barrier, we will assess it with the employee or applicant and, where building work is involved, speak to the landlord. We will record agreed adjustments securely, explain any decision and review them when the role or circumstances change.

Preventing harassment and responding to concerns

We will take all reasonable steps to prevent sexual harassment and other unlawful harassment at work. The Headteacher will consider risks in our setting, including one-to-one work, contact with students, families, visitors and contractors, and work-related messages. Staff will receive equality, respectful conduct and reporting information at their staff INSET day and during induction. Managers will respond to concerns promptly, address inappropriate conduct and review whether preventive measures need to change. Harassment by a third party will be taken seriously; we will act to protect staff and address conduct within our control.

An employee may report a concern directly to Scott King or another manager they trust. They do not have to confront the person complained about. If the concern is about Scott King, it should be raised with Rachel King. If Rachel King is involved, it should be raised with Scott King. Where both directors are involved, or no impartial internal person is available, we will arrange independent external HR support. A job applicant may request confidential contact with Scott King or Rachel King through office@magnumopustraining.com without putting sensitive details in the initial email.

We will listen to the person raising the concern, assess any immediate safety or safeguarding issue, investigate fairly and give those involved an opportunity to respond. We will explain the outcome and any action that can properly be shared, while respecting others' confidentiality. Employees will not be penalised for raising a concern or supporting an investigation in good faith. A concern about employee misconduct may also be addressed under the Disciplinary Policy. An allegation that a person working with children or adults may have caused harm follows the Child Protection and Safeguarding Policy and the relevant external referral route before an internal investigation proceeds where required.

Records and confidentiality

Staff and applicant equality concerns and adjustment records will be stored in restricted personnel files on the secure cloud, separate from student records on LearnTrek. Scott King normally has access to these staff files. Where he has a conflict of interest, only the information necessary for an uninvolved director or external HR consultant to manage the matter will be shared securely. We will keep records accurate, limit access and retain them only for as long as necessary under our retention arrangements and legal obligations.

Responsibilities and review

Every employee must treat others respectfully, follow this policy and report concerns. Managers must make fair decisions, consider adjustments, respond to concerns and seek advice when needed. The Headteacher will review this policy at least annually, including lessons from recruitment, adjustments, reported concerns and staff feedback. The board of directors approves the policy.