

Equalities Checklist

Objective 1: Undertake an analysis of recruitment data and trends with regard to race, gender and disability annually, and report on this to the Principal.

Why we have chosen this objective:	To achieve this objective we plan to:	Progress we are making towards this objective:
<p>At CHS we are committed to ensure that our recruitment processes match with our belief in operating using equalities criteria with regards to race, gender and disability.</p>	<ol style="list-style-type: none"> 1. We will review our job descriptions and person specifications to eliminate any discriminatory criteria 2. We will incorporate a statement in all adverts for staff highlighting our commitment to 'equality' 3. We will offer an anonymous 'equalities monitoring checklist' for all candidates 4. We will demonstrate our commitment to equality across the organisation and model excellent relationships with staff of different race, gender and disability. 	<ol style="list-style-type: none"> 1. In a recent advertisement for an administration officer, we shortlisted one male candidate, (who was the only male candidate out of thirty one, and one ethnic minority candidate who was the only one out of thirty one candidates). 2. Our pupil data indicates 20% of the children are from ethnic minority groups, but our staff team cohort has 40% representation from ethnic minority groups. 3. We offered a one-year contract to a person with ASD to fill a role within our organisation

Objective 2: Have in place a reasonable adjustment agreement for all staff with disabilities annually, to meet their needs better and ensure that any disadvantages they experience are addressed.

Why we have chosen this objective:	To achieve this objective we plan to:	Progress we are making towards this objective:
<p>We offer a reasonable adjustment agreement for all staff with disabilities. This is reviewed annually.</p>	<ol style="list-style-type: none"> 1. Meet with the staff member to ask them what they need to fulfil the requirements of the post 2. Make reasonable adjustments where possible for them to fulfil their duties 3. Offer regular supervision meetings and support to monitor how they are managing the role 	<ol style="list-style-type: none"> 1. The staff member who was appointed with ASD, had difficulty in understanding the job description. To support him, we broke down his tasks into simple steps and wrote these down clearly for him to follow 2. We held regular supervision meetings for him to help keep him on track 3. We included him in all staff functions and events to ensure that he felt part of the team

Objective 3: Increase the representation of teachers from local black and minority ethnic communities over a 4-year period (from this July to July in 4 years' time), so that this group increases from 10% to 25% of the teaching workforce.

Why we have chosen this objective:	To achieve this objective we plan to:	Progress we are making towards this objective:
<p>We already have 40% of the team from ethnic minority staff groups. We wish to continue to</p>	<ol style="list-style-type: none"> 1. To maintain positive levels of local and black minority ethnic communities across the organisation 	<ol style="list-style-type: none"> 1. We have frequent theme days 2. We model acceptance for equality

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maintain at least these ratios and will monitor future recruitment practices	2. To celebrate the different cultures across the organisation and to demonstrate this to the pupils	3. We value our staff members from different ethnic groups
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Objective 4: Train all members of staff and governors involved in recruitment and selection on equal opportunities and non-discrimination by the beginning of the next academic year. Training evaluation data will show that 100% of those attending have a good understanding of the legal requirements.

Why we have chosen this objective:	To achieve this objective we plan to:	Progress we are making towards this objective:
To ensure that all staff members involved in recruitment and selection are trained on equal opportunities and are non-discriminatory when recruiting	<ol style="list-style-type: none"> 1. To update equalities policies and procedures 2. Hold an 'equalities' workshop with all staff members who are involved with recruitment 3. For staff members involved in recruitment to undergo 'equalities training' 4. To ensure that the training covers legal requirements with regards to equalities 5. To consult with our 'equalities officer' regarding recruitment 	Policies are updated annually Date for 'equalities workshop has been set for 13.9.21 For all recruiting staff to be enrolled on high quality 'equalities training' To include the 'equalities officer in meetings to decide training in future For the Equalities Officer to review the policy

Objective 5

Include the 'Two Ticks' positive about people with disabilities symbol on all job adverts, application forms and information by January of next year, (2022), to help address the under-representation of people with disabilities in the school workforce.

Why we have chosen this objective:	To achieve this objective we plan to:	Progress we are making towards this objective:
We currently do not include this symbol in our job adverts, application forms and information packs	<ol style="list-style-type: none"> 1. We intend to review all paperwork to do with job adverts, and application forms 2. We intend to use the 'Two ticks' positive in our recruitment packs and on our website 3. we are committed to provide opportunities for people with disabilities in our school workforce 	To follow up on the 'Two ticks' process

Date:2/2/21.....

Assessment Officer: .(Print name)Jennifer Collighan..... (Sign)

Assessment Verifier: (Print name)Nathan Murray..... (Sign)