
Kingsbrook School

Equality and Diversity Procedure

Kingsbrook School

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Introduction

This procedure describes the way in which Kingsbrook School will meet the requirements of the Equality Act 2010. This act replaced previous equality legislation such as the Race Relations Act, the Disability Discrimination Act and the Sex Discrimination Act. This Procedure will be applied to all staff and students.

Access

Employees and students are made aware of the existence of this procedure and where it can be accessed.

Procedure Statement

Kingsbrook School will adhere to the requirements of the Equality Act 2010 by not discriminating against learners, staff or anyone involved in external agencies the organisation may be working with on the grounds of the following Protected Characteristics:

- Age, gender, race, disability, religion or belief or sexual orientation.
- Pregnancy and maternity
- Staff or learners undergoing gender re-assignment
- Learners due to the behaviour of their parents/carers and or/siblings
- Marriage and civil partnership

When recruiting staff, health related questions will not be asked until after a job offer is made, and then, only if it is necessary to the role.

Kingsbrook School may decide to use the 'Positive Action' clause of the Equality Act 2010, which allows for additional provision specifically for certain groups, such as those whose English is a second language and whom would be disadvantaged without this additional provision. (Previously this could have been considered discriminatory)

It is expected that every person in the organisation will make a positive contribution to this procedure, namely:

- All staff
- All visitors
- All learners

In addition, Kingsbrook School will:

- Ensure that the service it provides are accessible to all and endeavour to positively encourage and benefit people from disadvantaged groups.
- Supply specialist aids and facilities to enable disabled people.
- Monitor any issues that arise within the organisation and take appropriate action, fully supporting any person in the organisation who is faced with prejudice or discrimination.

- In the use of advertisement, wall displays and any promotional correspondence associated with Kingsbrook School these will be inclusive of persons with Protected Characteristics.
- Undertake an annual evaluation process to ensure that the procedure is clear, in keeping with current legislation and is being adhered to.
- Treat seriously any breaches of the procedure, regarding them as misconduct which may lead to disciplinary proceedings.
- If any visitor to the school to include parents/carers are found to be in breach of the Equality and Diversity procedure they may be asked to leave the premises by a member of the senior leadership team.

Monitoring the Equality and Diversity Culture within School:

Any breaches to the Equality and Diversity procedure will be taken seriously and the appropriate action taken, this applies to students, staff, and visitors to the school.

As per the Equality Duty tracking of discriminatory acts against staff as an organisation are available upon request.

The key duties of the Equality Act expected of an organisation are recorded on a monthly basis to highlight a breach in duty, the Protected Characteristic of the person involved, and the action taken by a member of the senior leadership team.

For students where they feel they have experienced inequality particularly involving a Protected Characteristic; this will be logged, and the student will be supported to make a formal complaint by an appropriate member of staff.

If a Member of Staff is Subject to Discrimination:

- Inform their line manager of the breach in the Equality Duty and Equality and Diversity procedure.
- If a member of staff feels they cannot approach their line manager than an alternative member of the senior leadership team can be approached.
- Follow Aspris Whistleblowing Policy.
- The member of staff will be asked if they wish to make a formal complaint.
- If the member of staff wishes to make a formal complaint then they will be supported to do so by an appropriate member of senior leadership and/or Aspris HR team.
- The member of staff will be offered additional support via Well-Being solutions where free and impartial help, advice, guidance, and counselling can be provided. A member of staff can self-refer or a member of the senior leadership team can make a management referral.

If a Student is Subject to Discrimination:

- Students will be listened to by a member of staff and reassurance provided.
- The student will be asked if they wish to make a formal complaint.
- The student will be supported by an appropriate member of staff to make a formal complaint.
- As the 'victim' the student's incident will be recorded onto Kingsbrook School's MIS, Engage.

- A member of the senior leadership team will review the incident and decide upon the most appropriate course of action to take.
- If a student has made a formal complaint, then the student complaint procedure will be followed.
- Parents/carers will be informed of the incident at the time and any subsequent action taken.

If a Student Exhibits Discriminatory Behaviours:

- If staff have been witness to the discriminatory act they will immediately address the issue with the perpetrator.
- As the 'perpetrator' the student's incident will be recorded onto Kingsbrook School's MIS, Engage and will also be entered onto the Child-on-Child Abuse tracker with the student being named as 'perpetrator'.
- A member of the senior leadership team will review the incident and decide upon the most appropriate course of action to take.
- The student will lose potential reward points earned as part of Kingsbrook School's reward system.
- Staff may plan for additional or topic specific lessons upon discrimination and prejudice to support a student's understanding.
- Parents/carers may be asked to meet with the school to discuss the incident and/or ongoing discriminatory behaviours exhibited.

Supporting Staff and Students to Understand Equality and Diversity:

Staff:

- All staff need to be aware of the Aspris Equality and Diversity Policy.
- All staff need to have read and understood Kingsbrook School's Equality and Diversity procedure.
- Staff are to complete within given times scales their mandatory training upon Equality and Diversity.
- Additional training beyond Equality and Diversity mandatory training can be requested by a member of staff for their line manager to approve.

Students:

- Students will work with school staff who have a good understanding of the importance of working within the Equality and Diversity duties.
- Staff will be role models to students as to their non-discriminatory behaviours.
- Equality and Diversity and the learning of Protected Characteristics is provided within the citizenship curriculum. Year 7 through to Year 13 have Equality and Diversity as part of their citizenship planning for their year group.