



# Stanford Lake College

Policy Title	TRANSFORMATION, EQUALITY AND DIVERSITY POLICY			
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## TRANSFORMATION, EQUALITY and DIVERSITY POLICY

### 1 AIMS

As a school community, we at Stanford Lake College are fully committed to acting according to the values and principles of our Christian faith, and to promote the fundamental rights and freedoms of every person at Stanford Lake College as required by our South African Constitution and related legislation. Stanford Lake College is committed to promoting a positive, diverse culture and achieving equality of opportunity for all pupils, staff, parents, and visitors; ensuring all are respected, valued, and supported to fulfill their potential, irrespective of their particular characteristics. Stanford Lake College is committed to promoting mutual understanding across differences in (but not limited to) race, gender, culture and religion; and eliminating prejudice. The College wishes to equip all those who pass through the school for a better collective future. Stanford Lake College will therefore not tolerate the expression of racism, prejudice, or discrimination whether in speech, writing, attitudes, actions, or any other form. Derogatory, hurtful, and hateful practices of any form have no place in our school community and are not in keeping with our ethos or values.

### 2 OVERVIEW

Transformation, Equality and Diversity at Stanford Lake College are expressed through the staff and pupils' commitment to equality and the treatment of all individuals with respect.

Stanford Lake College is committed to developing a rich culture, a diverse workforce and a healthy learning environment in which every employee and learner is treated fairly, respected, and has the opportunity to contribute to the success of the College while having the opportunity to achieve their full potential as individuals.

- **Transformation** refers to the name given to the process when a school changes to become an integrated school.
- **Equality** is about ensuring individuals are treated fairly and equally, no matter their race, gender, age, disability, religion, or sexual orientation, etc.
- **Diversity** refers to all the characteristics that make individuals different from each other. It includes characteristics or factors such as religion, race, ethnic origin, language, gender, sexual orientation, disability, age, or any other potential factor of difference.

At Stanford Lake College, we understand that the wide range of experiences and perspectives resulting from such transformation and diversity promotes and leads to innovation and the greater success of the College. Transformed and diverse management makes the College, colleagues and learners creative, productive, responsive and competitive; and creates value for the shareholders and stakeholders.





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## 3 SCOPE

The policy applies to all current learners and employees of Stanford Lake College as well as the staff employed by the external contractors working at the College; including full-time and part-time, contractual, permanent, and temporary employees; it also applies to new job applicants.

## 4 DEFINITIONS

The College recognises its obligations under the Equality Act of 2010 and is committed to promoting equality and diversity of all those learning and working on campus. The College opposes all forms of unlawful and unfair discrimination, bullying, and harassment and will make every effort to comply with the requirements of the Act and its subsequent provisions.

The following terms as explained in the Equity Act of 2010 will be used in this policy:

**DISCRIMINATION** means any act or omission, including a policy, law, rule, practice, condition, or situation which directly or indirectly:

- a) imposes burdens, obligations or disadvantage on; or
- b) withholds benefits, opportunities, or advantages from, any person on one or more of the prohibited grounds.

**EQUALITY** includes the full and equal enjoyment of rights and freedoms as contemplated in the Constitution and includes *de jure* and *de facto* equality and also equality in terms of outcomes;

**HARASSMENT** means unwanted conduct which is persistent or serious and demeans, humiliates, or creates a hostile or intimidating environment or is calculated to induce submission by actual or threatened adverse consequences and which is related to:

- a) sex, gender or sexual orientation; or
- b) a person's membership or presumed membership of a group identified by one or more of the prohibited grounds or a characteristic associated with such group.

## 5 VALUES, PRINCIPLES, AND STANDARDS

Equality of opportunity is fundamental to good practice in education, in which fairness of opportunity for all is a basic right. This policy is therefore underpinned by the following values, principles, and standards:

- Equality and social justice;
- Acknowledging and valuing diversity;
- Respect for others;
- Compliance with equal opportunities legislation;
- Elimination of all forms of prejudice and unfair discrimination;
- An active challenge to stereotypes, prejudiced attitudes and unfair discriminatory behaviour;
- Commitment to inclusive education which enables and supports all pupils to develop their full potential;
- Accountability for compliance with this policy by all members of the school, communities and others engaged in school business or activities.

## 6 COMMITMENT FROM STANFORD LAKE COLLEGE

**Stanford Lake College does not condone any form of unfair discrimination as a result of our differences in race, language, gender, sexual orientation, culture, physical or intellectual ability, religion, or socio-economic position.**





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At the College we believe that all people are of equal value and are entitled to equality of opportunity. The following characteristics are protected under the Equality Act of 2010. We will not unlawfully discriminate against people because of:

- Age;
- Disability;
- Gender reassignment;
- Pregnancy and maternity;
- Marriage and civil partnership;
- Race (including colour, nationality and ethnic or national origin);
- Religion and belief;
- Gender;
- Sexual orientation.

Stanford Lake College is opposed to all forms of unfair discrimination. All learners as well as employees, no matter whether they are part-time, full-time, or temporary, will be treated fairly and with respect. Stanford Lake College is committed to:

- Create an environment in which the individual differences and contributions of all people are recognised and valued;
- Create an environment that promotes dignity and respect for every employee and learner;
- Develop an ethos that respects and values all people;
- Actively promote equality of opportunity;
- Take positive action to provide encouragement and support to individuals and groups whose progress has been limited by stereotyping and cultural expectations;
- Encourage anyone who feels they have been discriminated against to express their concerns so that corrective action can be taken;
- Provide, to the greatest extent possible, universal access to safe, inclusive, and accessible premises that allow everyone to participate and work to their full potential;
- Monitor the implementation of transformation, equality, and diversity within the school.

Stanford Lake College will deliver equality and diversity through our school policies, procedures and practice. Through our HR Policies and practices, Stanford Lake College is committed to:

- Attract and retain a skilled and diverse workforce;
- Select candidates for employment, promotion, training and advancement opportunities based on their skills, abilities, and merit;
- Provide training, development, and advancement opportunities for all staff based on merit;
- Ensure appropriate selection criteria based on diverse skills, experience, and perspectives are used when hiring new staff. Job specification, advertisements and contracts will not contain any direct or inferred discrimination;
- Ensure that applicants and employees of all backgrounds are encouraged to apply for and have a fair opportunity to be considered for all available roles;
- Comply with equal opportunity and anti-discrimination legislation;
- Ensure to the greatest extent possible that the Senior Management Team is representative of our community;
- Ensure to the greatest extent possible that all selection/interview panels at Stanford Lake College are representative of our community;





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- Regularly review all employment practices and procedures as well as other policies that affect learners so that fairness is maintained at all times.

Through our Admission Policy and practices, Stanford Lake College is committed to:

- Accept pupils based on each applicant's aptitude and ability, within the context of their parents/guardians being able to fulfill their financial commitments. Acceptance to the College will not be based on race, gender or any other discriminatory factors;

Through the use of the School Disciplinary Procedures, Tutor groups, Pastoral interventions and other Educational Strategies, Stanford Lake College is committed to:

- Eliminate all forms of unfair discrimination, bullying, harassment, or other oppressive behaviour;
- Prepare pupils for life in a diverse society;
- Educate individuals to think critically for themselves and to interact with their community with empathy, reason, an open mind and curiosity;
- Challenge and invite deep reflection on racist and discriminatory belief systems through debate in student and staff forums, assemblies and tutor groups;
- Promote good relations amongst people within the school community and the wider communities within which we work.

## **7 IMPLEMENTATION OF TRANSFORMATION, EQUALITY AND DIVERSITY POLICY**

Stanford Lake College will inform all employees and learners and other stakeholders that the Transformation, Equality and Diversity policy is in operation and that they are obligated to comply with its requirements and promote fairness in the workplace and on the school premises.

Through relevant educational programmes, and in line with our Communication and our Further Education and Training policies we will continue to take active steps to communicate this Transformation, Equality and Diversity Policy to all pupils, parents, staff, and contracted companies to Stanford Lake College. This will be by way of inclusion in the new staff induction process, specific training, and regular refresher training for all learners and staff.

### **Transformation, Equality and Diversity Committee**

In addition, a Transformation, Equality and Diversity Committee will be instituted. This committee will be made up of a member of the SMT, 3 or 4 staff members and at least four grade 11 and 12 students. Pupils will be elected in their Grade 11 year and will serve a 2-year term. The size of the committee can be adjusted to meet the school's needs.

#### **7.1 EMPLOYEE/LEARNER RESPONSIBILITIES**

- All employees and learners of Stanford Lake College have the responsibility to treat others with dignity and respect at all times;
- All employees and learners are expected to exhibit conduct that reflects inclusion during work or school, functions on or off-campus, and at all other school-sponsored and participative events;
- All employees and learners are also required to attend and be involved in diversity awareness issues and sessions run at school in order to enhance their knowledge to fulfil this responsibility.





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## 7.2 SENIOR MANAGEMENT TEAM (SMT) RESPONSIBILITIES

- The SMT are responsible for understanding their role in promoting Transformation, Equality and Diversity; communicating and implementing policies and procedures effectively; and working with staff and learners to integrate the values of diversity into the school practice;
- Build an environment that is provided with opportunities to develop skills and experience for career advancement, learning and development;
- The SMT will lead and approve policy review and revision as appropriate;
- Interact closely with the Transformation, Equality and Diversity Committee on issues deemed to be relevant to Transformation, Equality and Diversity.
- Receive and action Discrimination Grievances as per Annexure A.

## 7.3 TRANSFORMATION, EQUALITY AND DIVERSITY COMMITTEE RESPONSIBILITIES

- Arrange events that celebrate our diversity.
- Provide input to the Tutor Group programme based on the perceived needs of the organisation at the time.
- Raise any issues of concern related to Transformation, Equality and Diversity with SMT.
- Work in partnership with SMT to ensure that Stanford Lake College provides a conducive environment in which all may flourish.

## 8 COMPLIANCE, TRAINING, REVIEW AND BREACH

- All staff and pupils' executive committees are responsible for complying with Stanford Lake College's transformation and diversity policy and for reporting violations or alleged violations in accordance with that policy;
- This policy will be reviewed on an ongoing basis to reflect changing legislation, demographics and organisational priorities;
- The policy will be monitored and reviewed annually to ensure equality and diversity are continually promoted in the College;
- Any breach of this diversity policy must be reported directly to the chair of the Transformation, Equality and Diversity Committee. Anyone who contravenes this transformation and diversity policy may be subject to disciplinary action.

## 9 GRIEVANCE PROCEDURE

Any pupil, member of staff, contracted employee or management who believes that they have been unfairly discriminated against on one of the above-mentioned grounds should report such conduct immediately by following the procedures set out in the Discrimination Grievances Procedure as referred to in Annexure A.

**All Employees and Pupils are required to sign and return the ANNEXURE B Agreement on the Transformation, Equality and Diversity Policy.**





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## **ANNEXURE A:**

### **DISCRIMINATION GRIEVANCES PROCEDURE**

#### **Lodging a discrimination complaint:**

- Complaints of discriminatory behaviour must be lodged in writing or discussed in person with one of the designated transformation and diversity members or s/he may complain directly to the head of the committee;
- The designated officer must prepare a written complaint setting out the facts alleged by the complainant in conjunction with the complainant;
- If the alleged discriminatory conduct was committed by a pupil, the designated officer must submit the complaint to the Head of the Committee, who will then communicate with the Head of Discipline, and the matter will be dealt with in the manner prescribed for serious infringements relating to conduct as provided for in the School's Code of Conduct read with the Policy on Disciplinary Procedures and Appeals;
- If the alleged discriminatory conduct is employment-related, the designated officer must submit the complaint to the Head of School and the matter will be dealt with by following the School's employment policies;
- In all other cases, the designated officer must follow the procedures set out below for consideration of complaints by the designated officer (Head of Transformation, Equality and Diversity);
- If the complaint does not relate to alleged discriminatory conduct by a pupil or employment-related discrimination, the designated officer must, after preparing the complaint, meet with the alleged offender to establish their version of events;
- Once the designated officer has met with the alleged offender, they must arrange a meeting between the complainant and the alleged offender in an attempt to facilitate an amicable resolution to the matter. The process will entail an informal discussion, held in private, and the parties will not be entitled to have representatives present, unless only in the case where one of the parties is a minor, in which event their parent or legal guardian may be present. Applicable solutions will be those agreed to by the parties, but may, for example, include an apology, a public statement, community service, or any other lawful solution to which the parties may agree;
- After the meeting between the parties, the designated officer must prepare and submit a written report summarising both parties' versions of events, the possible solutions discussed at the meeting, and the outcome of the meeting. The report must be submitted to the Senior Management Team (SMT) to keep on record or to take such further action as the SMT may deem necessary if the matter was not resolved at the meeting;
- Should any party fail to cooperate with the designated officer or to attend any meeting, the designated officer must indicate this in their report and submit the report to the Head of School.





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## **ANNEXURE B:**

### **EMPLOYEE/PUPIL AGREEMENT ON TRANSFORMATION, EQUALITY AND DIVERSITY POLICY**

I acknowledge that I have received a copy of the Stanford Lake College Transformation, Equality and Diversity policy. I have read and understood the policy. I understand that, if I violate the policy, I may be subject to disciplinary action. I further understand that I will contact the Chairman of the Committee if I have any questions about any aspect of the policy.

**FULL NAMES:** \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

