** TE TOTARA**

**PRIMARY SCHOOL**

**POLICY:**  **Valuing Diversity – Equal Employment Opportunities**

**Why have this policy?**

1. The Board is aware that our community and workforce are becoming increasingly diverse and our school needs to recognise and respond to this diversity.

2. Equal Employment Opportunities (EEO) is about creating a workplace that attracts, retains and values diverse staff, and enables all staff to contribute to their full potential. It is about getting the best staff, and making sure they can give of their best, so that our school creates an effective learning environment for all students.

3. When referring to diversity, this includes such things as: gender, age, ethnic or cultural background, nationality, religion, sexual orientation, family responsibilities, disability or illness, the job they do, whether they work part-time or full-time, and whether they are employed on a permanent, fixed term or casual basis.

4. The Board of Trustees have a statutory responsibility to be a good employer and to meet the needs of staff belonging to groups that are disadvantaged in the workplace. The State Sector Act 1988 defines these groups as Maori, other ethnic groups, women and people with disabilities.

**What is it for and how do we do this?**

1. When recruiting employees, the Board will impartially select suitably qualified persons.

2. The Board will plan for ways to consolidate or strengthen processes that foster inclusion or the valuing of diversity in the school, and may make this a strategic priority in its charter.

3. Te Totara Primary school will keep a summary profile of current staff and will use this, where appropriate, to help inform any appointment process and support required. This will include an outline of experience, strengths, gender, ethnicity, disabilities of current staff and the levels of responsibility they hold. The same information will be collected from applicants and reported to the Board, so we primarily get a sense of who is (and is not) applying for jobs at our school.

1. Note - All information collected, stored and used must be in line with the Privacy Act. i.e. used only for the purposes it was collected, held in a secure manner, collected directly from the person and made available to the individual if requested.

4. The Board will review the effectiveness of systems and attitudes relating to this policy through a number of methods.

Information may come from:

a. Climate/attitude surveys. At least three yearly when renewing the school charter in its entirety, a full community survey will be undertaken which seeks information about the school culture, and its inclusiveness.

b. A staff ‘exit’ survey.

c. A personnel report, following any appointment procedure.

d. Any concern/complaint.

e. Performance Appraisal information.

f. Impressions from school website, newsletters, word of mouth etc.

g. ERO reports or similar.

5. The above may include information on such things as: communication, decision-making, job design, opportunity for career development, selection of staff, work allocation, professional development, performance management, staff culture, family-friendly practice, staff leave, harassment, support for diverse staff, and the physical environment.

6. New staff will undergo a full induction process.

7. When carrying out an appointment process, the Principal will provide guidance to the ‘appointments committee’ to ensure the avoidance of bias.

8. The Board recognises the relevant employment agreements.

9. Annually, the school will check that work responsibilities and opportunities are being allocated fairly, and not being unconsciously influenced by factors such as gender or ethnicity.

10. Individual employees will have opportunity to engage in professional learning and development to enhance their ability.

11. The school will have a safe working environment for all.

12. The Board will expect all employees to treat one another with respect and operate professionally.

13. The Board will work with employees to find solutions that work for the school and the people who work in it.

**Related Documents**

* Appointments Policy
* Employment Agreements, as relevant
* Complaints Policy
* Health and Safety Policy
* Education Act 1989
* National Administration Guideline (NAG) 3
* State Sector Act 1988.

BOT Chair …………………………..... Principal ………………………….....

Date Adopted: 30 May 2019 Next Review Date: May 2021