

EQUALITY, DIVERSITY AND INCLUSION POLICY – FOR CLIENTS

Date of Issue: May 2021

1 POLICY STATEMENT

We strongly believe that we will be a better company if we embrace and promote diversity in all its forms and take action to become a more inclusive organisation. Furthermore, we recognise that we hold a great position of responsibility and will use our influence to promote diversity and inclusion in schools both in the UK and internationally.

We have a clearly defined Equality, Diversity and Inclusion strategy and action plans in place to achieve our objectives, which are:

1. To ensure RSAcademics is a diverse and inclusive organisation in which everyone has a voice and is valued, people feel psychologically safe and there are role models and career progression opportunities for all
2. To provide services and solutions for our clients which help them to reach their diversity and inclusion goals
3. To challenge and influence the sector more widely to become more diverse and inclusive over the next ten years

2 EQUAL OPPORTUNITIES EMPLOYER

RSAcademics is an equal opportunity employer and is committed to a policy of treating all its employees, consultants, clients and candidates equally. We aim to ensure that nobody in our community receives less favourable treatment or consideration. We avoid unlawful discrimination in all aspects of employment including recruitment and selection, promotion, opportunities for training, pay and benefits, other terms of employment, discipline and selection for redundancy and dismissal.

RSAcademics takes all reasonable steps to employ, engage and promote colleagues based on their abilities, experience and qualifications without regard to age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race (including colour, nationality and ethnic or national origins), religion or belief, sex and sexual orientation (known as “protected characteristics”).

Our employees and consultants have a duty to make sure that this policy is effective and they receive relevant training to ensure they can carry out their duties effectively. We remind our clients of their own Equal

Opportunity responsibilities and support them to be inclusive in their approach.

3 LEADERSHIP APPOINTMENTS FOR CLIENTS

When working with a client on an appointment, it is RSAcademics' role to provide our client with a diverse range of suitably qualified candidates and to facilitate a fair assessment process, enabling the client to select the most suitable person for the position, in respect of merit, ability, experience or qualifications. The client is responsible for final decisions.

3.1 DEFINING THE ROLE

We work with our clients to produce clear and realistic job descriptions. We aim to avoid biases and exclusive criteria (although we accept this is sometimes necessary e.g. in faith schools). Where relevant, we support our clients in identifying flexible working opportunities. We discuss the importance of a diverse field with our clients at an early stage of the process.

3.2 GENERATING APPLICATIONS

The advertising and candidate search we undertake on behalf of our clients positively encourages applications from all suitably qualified and experienced people. We aim to use a variety of channels and work with contacts from diverse networks to ensure the opportunity reaches a broad range of potential candidates. We are careful to use language which appeals to a diverse range of candidates in our adverts and candidate information packs and seek to avoid unnecessary jargon. Person specifications are carefully written to ensure that the descriptors are relevant to the role. Where relevant, flexible working opportunities will be flagged.

We highlight RSAcademics' and our client's commitment to Equal Opportunities and our focus on running an inclusive recruitment process.

3.3 SELECTION

We will do all that we possibly can to ensure that the selection processes which we undertake in conjunction with our clients will be carried out fairly and consistently.

We remind our clients that the selection of the successful candidate must be based on the requirements of the role (as detailed in the candidate information brochure or job description) and the individual's suitability and ability to do, or to train for, the role.

The application form is standardised for each vacancy. Two people are involved in reviewing applications and conducting initial interviews using agreed selection criteria. Wherever possible, we encourage our clients to run diverse panels.

Our colleagues are trained in anti-bias recruitment, and we use a structured approach to gather evidence from candidates on which clients can make informed decisions. Questions in interviews will relate to the requirements of the role and we are careful to consider the 'cultural add' which different candidates bring and encourage our clients to avoid thinking about a 'cultural fit'.

For candidates with disabilities, our client must make reasonable adjustments to the role, or to physical features of the location or provide aids or services to ensure that they are not disadvantaged.

3.4 MONITORING AND REVIEW

In accordance with our Equal Opportunities policy, we gather, monitor and analyse data to enable us to assess whether our policies and processes are effective and fair. The personal information provided by candidates is kept strictly confidential and in line with data protection requirements and will not be seen by staff directly involved in the recruitment process.

We are committed to regular review of our practices and will make changes as appropriate. We are also proactive in inviting honest feedback from our candidates about their experiences through the recruitment process. We support our colleagues with professional development and nurture a culture internally of review and reflection to ensure we continue to learn and evolve.