



Bronte Academy Trust

Preventing Bullying and Harassment Policy

Bronte Academy Trust has adopted the PACT HR recommended model procedure as agreed by Trade Unions

- ASCL*
- GMB
- NAHT
- NEU
- UNISON

*ASCL recognises that meaningful consultation took place prior to the adoption and implementation of this policy

Reviewed By	Approved By	Date of Approval	Version Approved	Next Review Date
DH	Trustees	27.01.2026	1	27.01.2027

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1 BULLYING, HARASSMENT AND VICTIMISATION

Introduction

The Equality Act 2010 defines bullying, harassment and victimisation in employment under the work provisions in the Equality Act 2010 (the Act). The work provisions are based on the principle that workers should not be bullied, harassed, discriminated or victimised at a place of work with employers having a duty to prevent bullying, harassment and victimisation in the workplace.

This policy covers concerns arising from:

- Bullying including Upward Bullying
- Harassment
- Victimisation

Please refer to Section 3 for definitions and examples of the above.

This policy ensures compliance to subsequent updates to the Equality Act 2010 including April 2011 Public Sector Equality Duty. The Worker Protection (Amendment of Equality Act 2010) Act 2023 all of which apply to a public sector and education-based settings including school / academies / trusts. This policy also ensure provisions are met in line with current version of KCSIE and DfE Guidance of the Equality Act and schools.

PACT HR Linked Policies

By implementing this policy, Bronte Academy Trust, has also implemented the following PACT HR's policies enabling a comprehensive framework in its approach to dignity at work, bullying, harassment, sexual harassment and victimisation.

- PACT HR Sexual Harassment Policy
- PACT HR Grievance Policy and Procedure
- PACT HR Equality at Work Policy (Pending)

Scope

This policy applies to bullying, harassment and victimisation that is committed or is alleged to have been committed by any of the following:

- Employees
 - Contractors including supply staff, agency workers and peri teachers
 - Clients
 - Pupils, pupil parents/carers
 - Trustees/Governors
 - Service users and visitors
-

Irrespective of where and how this has occurred and the medium used, the alleged misconduct may have occurred whether:

- On the Trust's property
- During out of school conduct
- On pupil off-site learning facilities such as leisure centres, and during the day trips or residential
- Via the school's IT systems e.g. MS Teams, Outlook or Parental / Staff Communications Online Messaging Portals
- Via phone devices such as Text Messages or WhatsApp

Dignity at Work

Threatening or intimidating behaviour can create a work environment that interferes with job performance, undermines job security, impact health and wellbeing, the working environment and in turn leaving outcomes for our pupils.

This policy enables Bronte Academy Trust to deal with complaints of harassment, bullying and victimisation promptly, fairly and confidentiality.

The policy moves away from procedure-driven methods of conflict resolution, towards achieving a working environment that encourages personal and professional respect, supported by mechanisms for early intervention and mediation between parties with the aim that all workers are treated with dignity at work; an ethos which we aim to embed throughout.

Commitments

Board of Trustees / Governing Body is committed to providing a safe working environment for all staff, volunteers or workers recognising the right to attend work without being subjected to any form of bullying, harassment or victimisation; ensuring that an anti-bullying, harassment and victimisation ethos is embedded throughout.

School Leadership Team will have the responsibility of ensuring that this policy and the required framework, training and awareness is accessible to all employees, workers and volunteers as well as being committed to resolving instances of harassment, bullying or victimisation quickly, sensitively and confidentially.

Workers (Employees, Contractors and Volunteers) at all levels are expected to comply with this policy. All individuals have a responsibility to behave in a manner that is not offensive to others. As part of this responsibility, all workers must not ignore offensive behaviours in others and should report the matter to senior leaders.

Equality Impact Assessment

Schools, Academies and Trusts must ensure that all strategies, policies, services and functions, both current and proposed have considered equality, diversity and inclusion. It is recommended that an Equality Impact Assessment (EIA) form is used in conjunction with PACT HR Policies. An EIA template is attached to this policy, or a word version can be found within the SLA Advisory Information Hub on the PACT HR website.

2 PREVENTATIVE APPROACH TO BULLYING, HARASSMENT AND VICTIMISATION

Introduction

Bronte Academy Trust aims to provide a safe working environment for all staff and volunteers to attend the Trust without being subjected to any form of bullying, harassment or victimisation through the following framework:

- Risk Reduction in the workplace
- Training, awareness and accountability
- Pro-active interventions
- Responding to incidents as they arise
- Supporting Employees
- A clear and consistent reporting process
- Taking appropriate action

Risk reduction in the workplace

The Trust may undertake a Risk Assessment to identify and implement preventative measures. A template Risk Assessment can be found in Appendix 1 of this policy, or a MS Word version is available in the Advisory Client Information Hub on the PACTHR website. The Risk Assessment should identify any risks associated with bullying, harassment and victimisation. The Risk Assessment includes the following consideration:

- Situations where employees work one to one with pupils
 - After school or off-site school activities
 - Travel to different sites e.g. MAT / Federation Settings
 - Attendance at events outside of the usual working environment, for example, training, conferences or work-related social events
 - Working from home
 - Power imbalances between workers
 - Job insecurity e.g. use of zero hours contracts, agency staff or contractors
 - Particular events that raise tensions locally or nationally
 - Lack of diversity in the workforce, especially at a senior level
 - Socialising outside work
 - Social media contact between workers
 - The workforce demographic, for example, the risk of sexual harassment may be higher in a predominantly male workforce
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It is recommended that a Risk Assessment for bullying (excluding Sexual Harassment) and victimisation is completed for best practice purposes including the Trust's preventative duty to safeguard its workers, improved working environment and taking a pro-active approach to bullying, harassment and victimisation in the workplace. For support in completing the Risk Assessment, please contact your allocated PACT HRBP

Awareness, training and accountability

To help develop a preventative ethos, it is important to promote a safe working environment through the use of awareness, training and accountability as follows:

- Awareness training should be provided to all Leaders on identifying, assessing and mitigating the risks of bullying, harassment and victimisation in the workplace and understanding dignity at work principles
- Up to date training and awareness should be given to all staff which could form part of INSET Days
- Pupils should be given understanding and awareness as per curriculum guidance and expectations regarding bullying, harassment and victimisation behaviour or safeguarding in addition to this preventative bullying and harassment policy

Pro-active interventions such as staff surveys and exit interviews

It is recommended that Trusts regularly undertake anonymous staff surveys to inform that risk assessment process and ensure that preventative measures are in place to reduce the risk of bullying, harassment or victimisation in the workplace. Please refer to PACT HR's Staff Surveys or your named PACT HRBP should you require further support.

It is recommended that questions pertaining to behaviours are included in exit interview and exit questionnaires. Exit interviews offer a valuable data source to inform risk assessments and measures against bullying, harassment and victimisation. Resigning employees may feel better equipped to share candid feedback on undesirable behaviours. Pattern analysis and recurring themes related to discriminatory practices can assist the school leaders to proactively address vulnerabilities, refine policy and implement targeted intervention to mitigate future risk.

Employee Conduct

Suspected breaches of this policy will be investigated under the Trust's disciplinary procedures. Employees who are found to have bullied, harassed or victimised another could be dismissed from service. Incidents which constitute a crime could also be referred to the police depending upon the circumstances.

Confidentiality

Confidentiality is very important in dealing with cases of alleged unacceptable behaviour. The complainant, the named individual(s) and Leaders handling the incident should only divulge information to authorised people on a 'need-to-know' basis and in accordance with the Data Protection Act.

Data protection legislation should not be seen as a barrier to sharing information on imposed sanctions or outcomes with the complainant. Decisions to share information of this nature should be made on a case-by-case basis and ensure that the legal principles of the Data Protection Act are adhered to.

Trade Unions

An employee raising a bullying, harassment or victimisation concern has a right to be accompanied by either a Trade Union representative or work colleague to support them through the process. Equally, an employee who is accused of bullying, harassment or victimisation also has the right to be accompanied and supported by either a Trade Union representative or work colleague.

Arrangements for contractors and agency workers/supply staff

The Trust should liaise with the supply agency and agree responsibilities in relation to handling complaints of bullying, harassment and victimisation towards and against the agency worker/contractor; with those arrangements being confirmed in writing.

Support for Employee

Experiencing and / or reporting unacceptable behaviour or being the subject of a concern can be extremely difficult. The following support can be offered by the Trust.

- **Employee Health and Well-being:** Dependent on the nature of the alleged behaviour, a referral to Employee Health and Wellbeing (Occupational Health) will be made and this includes employees who the allegations are made against
- **Confidential Support Person:** can be allocated to employees who are suspected of bullying or harassment or and employees who are affected by bullying or harassment. This could be a named PACT HRBP

The following organisations / charities also provide useful information for anyone who is accused or affected by allegations of bullying, harassment or victimisation:

- **Member of a Trade Union:** For employees who are a member of a trade union, they can contact their local branch for confidential support and advice or refer to the Trade Union Advice Line or website for more information
 - www.bullying.co.uk Bullying UK is a part of a charity called Family Lives. It provides advice and support on a wide range of issues relating to bullying including bullying at work. Information is available online and they run a telephone helpline
 - www.victimsupport.org.uk Victim Support is a charity which provides free and confidential information and support relating to a wide range of crimes and antisocial behaviours, including sexual harassment. Individuals do not need to have reported a matter to the police in order to use their services. It provides information online, has a telephone support line and local support teams who may be able to provide face-to-face advice and support
 - www.nationalbullyinghelpline.co.uk The National Bullying Helpline is a charity which provides advice and support relating to bullying including workplace bullying. It has advice online and provides a telephone helpline
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- www.stonewall.org.uk Stonewall supports members of the LGBTQ+ community with a wide range of matters. Local area contract details can be found on the website

Reporting Process

Informal Process: Reporting incidents of bullying, harassment or victimisation

The informal stage does not preclude an individual from raising a formal complaint where concerns remain.

Escalation to the formal stage from the outset can occur should the nature or seriousness of the allegations be deemed not appropriate to be progressed through the informal stage.

Any incident of bullying, harassment or victimisation must be reported to SLT. Incidents can be reported by person(s) who witnessed the events or by the target of the alleged bullying harassment or victimisation.

Dependent on the severity of the alleged concerns it may be appropriate for the matter to be raised with the police. The affected individual must determine whether this is an appropriate course of action. Personal safety is paramount and where the affected individual has any concerns about potentially criminal behaviour from the perpetrator, the Trust recommend reporting to the police.

Recording Complaints

Leaders or the Line Manager who is receiving a complaint of bullying, harassment, or victimisation will record the date, time and facts of the incident/s including how the affected person wishes to progress the matter. A template bullying harassment or victimisation reporting form is attached as Appendix 2, or a work version can be found on the PACT HR Website in the Advisory SLA Client Information Hub.

Responding to employee's concerns

Addressing issues in an informal way at the outset can be an effective way of resolving interpersonal conflict, tackling minor inappropriate behaviour and minimising any negative impact on the individuals involved. This allows for problems to be settled quickly.

Informal resolution is encouraged if the incident(s) is not considered serious by the target of the behaviour and if it can be remedied through open dialogue. Serious incidents are not likely to be appropriate for informal resolution and should be reported so that support and advice can be offered and where there is a serious incident of misconduct is alleged, a police investigation may be required. It is for the person affected to determine the preferred pathway for resolution and engaging in informal resolution initially is not a barrier to bringing a formal complaint at a later time.

If a colleague is approached and told that their behaviour could be construed as bullying, harassment or victimisation, whilst it may be upsetting, they should be prepared to listen patiently and calmly.

The SLT Member, Line Manager or Investigating Officer who is dealing with the alleged incident(s), should allow both parties to express their concerns, and if appropriate, try to reach common ground to remedy the situation and allow a positive learning / working relationship to be resumed. Any resolution may include an expectation from the Trust that training is undertaken where appropriate. Support for employees who are affected by its policy, can be found on pages 8 and 9 of this policy.

Mediation

Mediation can offer a structured, confidential approach to address workplace bullying and harassment, aiming to repair damaged relationships. For individuals experiencing bullying, harassment or victimisation, it provides a platform to voice their experiences and concerns, with the potential for finding resolutions and agreements that ensure their safety and wellbeing. For individuals whom allegations are made against, it can foster self-awareness and accountability, encouraging them to understand the impact of their actions and commit to behavioural change.

Mediation may be recommended dependent on the severity of the concerns and the feasibility of maintaining a safe and equitable process for all involved. For more information regarding PACT HR's Workplace Mediation Services, please refer to the PACT HR website.

Anonymous Concerns

Employees are able to anonymously report incidents of bullying, harassment or victimisation against themselves and others. An incident reporting form (Appendix 2) should be completed, sealed in an envelope, and placed in the internal post for the attention of a member of the Leadership Team.

Completion of an anonymous referral may not automatically result in the commencement of the formal complaints process. However, if the submission includes identifying information such as someone's name, and the Trust have concerns about the risk towards the employee, the Trust can take appropriate action.

Formal Procedure: Making a Formal Complaint

Complaints against Employees or members of the board of Trustees / Governing Body

- Someone who feels they have experiences or witnessed bullying, harassment or victimisation may make a formal complaint against another colleague using the Trust's Grievance Policy and Procedure

Complaints against Managers or Senior / Executive Leaders

- Where the concern relates to a member of the Senior Management or the Leadership Team, reporting forms should be addressed to the Chair of Governors or Trustees as appropriate. From this point forward, the complaint will be progressed in accordance with the Trust's Grievance Policy and Procedure

Complaints made against a pupil and / or third party

- Staff who feel they have experienced or witnessed bullying, harassment or victimisation by a third-party; parent/carer of a pupil, or a member of the public should discuss this with their line manager, headteacher or Executive Leader in the first instance; or the Trustee / Governors. This may involve notifying third parties and / or the police when involving members of the public or where there is an on-going risk to the individual's safety
- Where pupils are involved, it will be necessary to link in the necessary pupil related policies in order to ensure the Trust is adhering to relevant provisions such as Keeping Children Safe in Education

Complaints by a third party

Third parties or members of the public who feel they have experienced or witnessed bullying, harassment or sexual misconduct by an employee, may make a formal complaint to the Trust following the appropriate process i.e. Grievance (employees), complaints (external stakeholders), so the complaint can be investigated accordingly.

Outcome of a Formal Complaint

At the conclusion of the investigation process, the Investigating Officer will write to the complainant within five working days to advise whether their complaint has been upheld or not; and informed of the outcome as appropriate.

If the complaint is not upheld, appropriate information will be shared with the employee making the complaint to minimise any adverse effects in accessing their work environment, where possible. However, there may be limits to the information about the consequences to the named individual (s) that can be shared with the employee making the complaint.

Where the employee who is making the complaint is informed of the outcome they will be asked to respect confidentiality with regards to the outcome.

If the complainant remains unsatisfied with the outcome conveyed, they should refer to the Trust's Grievance Policy and Procedure for details of the Appeals process.

Interim Measures

In some circumstances, where the incident (s) has not triggered formal procedures (or a police investigation), an interim measure may be put in place whilst an investigation is taking place. For example, working in different classrooms, providing the complainant with a separate safe space during breaks or identifying a support person within school.

Police Investigations

Where the criminal investigations and/or judicial proceedings are ongoing or are likely to commence in respect of a disclosure or report, the Trust will usually continue its own investigation and any disciplinary action, subject to the circumstances of the case and police advice.

Where, following police advice or otherwise, the Trust decides not to undertake its own investigation until the case has concluded, the Trust reserves the right to review this decision and to initiate its own investigation and/or disciplinary action at a later stage in or on completion of the criminal investigation.

False, bad faith or misleading complaints

The Trust operates on the understanding that complaints are made in good faith and will commence from a position of belief whilst also following the duty to act fairly to both parties.

Submitting a complaint that is not in good faith or providing false or misleading information is prohibited. If, following an investigation or hearing, a complaint is found to be deliberately false, misleading or in bad faith, it will be dealt with in accordance with the Trust's Disciplinary Policy and Procedure as appropriate.

Restoring Working Relationship

Dependent on the severity of the complaint and the resultant outcome, it is management's responsibility to restore and re-establish effective working relationships amongst the employees involved. The Trust may seek agreement from both the complainant and the person whom the complaint has been made against, for the case to be referred to mediation, if this has not been attempted previously, facilitated communication or individual counselling. Engagement with these processes will be on a voluntary basis. A key principle of any restorative intervention is safety. The well-being of all parties should be considered prior to engaging in any intervention.

Sickness Absence as a result of a complaint

Employees may absent themselves from work as a result of raising a complaint or having a complaint raised against them. In the event of sickness absence occurring any communication surrounding the reasons for absence should be discussed with the employee and their Trade Union representative where appropriate. Appropriate action in terms of sickness absence should be considered on a case-by-case basis. Please contact your named PACT HR Business Partner for further guidance.

3 DEFINITIONS AND TYPES OF BULLYING, HARASSMENT AND VICTIMISATION

Introduction

Individuals may experience multiple forms of bullying, harassment and victimisation simultaneously. The following definitions are provided to clarify the specific behaviours associated with each type:

Bullying is offensive, intimidating, malicious or insulting behaviour involving the misuse of power that can make a person feel vulnerable, upset, humiliated, undermined or threatened. Power does not always mean being in a position of authority but can include personal strength and the power to coerce through fear or intimidation. Bullying usually involves a repeated course of conduct.

- Be a regular pattern of behaviour or a one-off incident
- Happen face to face, on social media, in emails or calls
- Happen at work or in other work-related situations
- Not always be obvious or noticed by others

It's possible someone might not know their behaviour is bullying. It can still be bullying even if they do not realise it or do not intend to bully someone. Bullying can be a form of following:

- Persistently ignoring views and opinions
- Withholding information that can affect a person's performance
- Setting unreasonable or impossible deadlines
- Setting unmanageable workloads
- Humiliating people in front of others
- Spreading malicious rumours
- Intentionally blocking promotion or training opportunities
- Ridiculing or demeaning by picking on an individual or setting them up to fail
- Overbearing supervision or other misuse of power or position
- Deliberately undermining a competent person with constant criticism
- Cyber-bullying using email, text messages, camera phones, social media

Upward Bullying can also happen from staff towards someone more senior, for example their immediate Line Manager or Team Leader, a Key Stage Leader or a member of SLT. This is sometimes called 'upward bullying' or 'subordinate bullying'. It can be from one employee or a group of employees. Examples of upward bullying can include:

- Showing continued disrespect
 - Refusing to complete tasks
 - Spreading rumours
 - Constantly undermining someone's authority
 - Doing things to make someone seem unskilled or unable to do their job properly
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Upward bullying may not be recognised as such initially, but it is important to consider this when considering reasons for staff behaviour as part of any wider issues with the culture of the organisation that may need to be addressed.

Harassment is unlawful under the Equality Act 2010 and is defined in the legislation as any unwanted physical, verbal or non-verbal conduct that has the purpose or effect of violating a person's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for them. A single incident can amount to harassment and unlawful harassment under the Equality Act 2010 must be related to a relevant protected characteristic, which means it may involve conduct of a sexual nature (sexual harassment) – see below; or it may be related to age, disability, gender reassignment, race, religion or belief, sex or sexual orientation as follows:

- **Age:** ageist jokes, being excluded from activities because of age, pressuring colleagues to retire, making assumptions about a person's ability or competence due to their age
 - **Disability:** asking intimate and inappropriate questions about a person's impairment, mimicking, name calling and jokes, unwelcome interference with personal aids or equipment
 - **Gender reassignment:** transphobic comments, refusing to treat a person as their new gender when they transition, denying people access to appropriate facilities, 'outing' a person as transgender without their consent
 - **Race:** racist jokes, banter or insinuations, making assumptions about someone based on their race, persistent racialised micro-aggressions and racialised exclusionary behaviour
 - **Religion or belief:** jokes about particular religious or philosophical practices making it unnecessarily difficult for people to conform to their religious beliefs making assumptions based on belief, perpetuating negative stereotypes and tropes, for example in relation to anti-Semitism and Islamophobia
 - **Sex:** treating someone as inferior because of their sex, persistent unwarranted criticism on the grounds of sex, misogynistic behaviour, sexual harassment
 - **Sexual Orientation:** homophobic or biphobic comments, repeated and unnecessary references to a person's sexual orientation, 'outing' a person without their consent, intrusive questioning about an individual's personal or sex life, spreading prejudiced myths
 - **Sexual Harassment and misconduct:** Is an unacceptable behaviour of a sexual nature. It can be a one-off incident or an ongoing pattern of behaviour and covers a spectrum including sexual violence such as rape and sexual assault, sexual harassment, intimate partner, violence, grooming, coercion or bullying with sexual elements, sexual invitations and demands; sexual comments, sexual non-verbal communication, creation of atmospheres of discomfort, and promised resources or advancement in exchange for sexual access
 - **Sexual Misconduct:** The term sexual misconduct is used in this policy as it is a more effective recognition of forms of power enacted in further education and the
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term 'sexual harassment' captures only some of the possible abuses of power that may occur

*Please refer to PACT HR's Sexual Harassment Policy for understanding and dealing with sexual harassment and misconduct.

- **Victimisation:** When someone is treated less favourably as a result of being involved with a discrimination or harassment complaint – defined by laws as 'suffering a detriment' because an employee has either done or intends to do a 'protected act'. For example; A worker gives evidence to the employment tribunal which supports his colleague's claim of sexual orientation discrimination. As a result, the worker is denied a promotion. The worker has been subjected to a detriment because he did a protected act – giving evidence in connection with a claim under the Equality Act. This is victimisation. The worker's sexual orientation is irrelevant to whether he has been victimised or not.
 - **Unwanted:** means 'unwanted by the worker' and should be considered from the worker's subjective point of view
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MONITORING AND REVIEW

The Bullying, Harassment, Victimization Policy will be reviewed annually

Responsibility for reviewing the procedure belongs to the board of Trustees.

This Bullying, Harassment, Victimization Policy was reviewed and formally adopted by Bronte Academy Trust on:

.....27 January 2026.....



.....Signed Chair of Trustees



.....Signed Chief Executive Officer

Appendix 1: Bullying, Harassment, Victimisation Risk Assessment Form

This form is to be completed to demonstrate how you take reasonable steps to protect staff, workers and volunteers from bullying, harassment and victimisation.

Please keep a copy of this Risk Assessment as a record and ensure it is reviewed on a regular basis.

Part A: Assessment Framework

Insert Name of School/Academy/Trust:			
Assessor/ Person(s) assisting with the assessment:		Date:	

Likelihood of Occurrence	Situation / area where an employee may be more exposed from Sexual Harassments				
	1 Negligible	2 Slight	3 Moderate	4 Severe	5 Very Severe
1 Very Unlikely	Low (1)	Low (2)	Low (3)	Low (4)	Low (5)
2 Unlikely	Low (2)	Low (4)	Low (6)	Medium(8)	Medium(10)
3 Possible	Low (3)	Low (6)	Medium(9)	High (12)	High (15)
4 Probable	Low (4)	Medium(8)	High (12)	High (16)	High (20)
5 Very Likely	Low (5)	Medium(10)	High (15)	High (20)	High (25)

Likelihood of occurrence X Severity of outcome = Risk Rating

Example: Likelihood (possible 3) X Severity (Moderate 3) = Risk Rating (Medium 9)

Persons / groups who are identified as posing a potential risk to employees			
A	Employees	E	Pupils
B	Contractors / sub-contractors	F	Parents / Guardians of Pupils
C	Work Experience / Volunteers	G	Visitors
D	Trustees/Governors	H	General Public

Part B: Assessment *(insert more rows as needed)*

Situation where an employee may be more exposed from Bullying, harassment or victimisation.	Persons identified who could pose a risk to employees (refer to grid A-H)	What are the existing measures	Risk rating (refer to chart)	Further action required to eliminate or reduce the risk of exposure (who by and Date)	Residual risk rating (refer to chart)

Part C: Details and Review

Completed By: <i>When the assessment is complete it should be signed to say that is the case and all identified actions have been implemented</i>		Date
Review Date Due:		

Appendix 2 : Incident Reporting Form

This form may be used to report incidents of Bullying, Harassment and Victimisation. Please complete in as much detail as possible and retain a copy for your records.

School/Academy/Trust		
Name of person reporting incident OR Anonymous		
	<input type="checkbox"/>	Tick the box if you wish to remain anonymous. Please note that by doing so any support may be limited.
Name of person the incident is being reported to		
Date and Time report made		
Date of incident(s)		

Please provide full details of the incident facts include named individuals and dates/occurrences of incidents:

[Expand box / Use additional sheets as necessary]

Please provide details of how the person affected would like to resolve the incident(s):

[Expand box / Use additional sheets as necessary]

Please indicate actions / plan to follow up and who is completing:

[Expand box / Use additional sheets as necessary]

Trade Union Representative or a fellow employee's details supporting through this process

Name:			
Role:			
Contact Details:			

Submission:

Signature of Employee:		Date:	
Print Name			

Date Resolved:		Name:	
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Appendix 2: Equality Impact Assessment

A word version for adaptation of this Appendix is available on the PACT HR Website: HR Business Partnering: Advice and Guidance Section.

Introduction

All Schools, Academies and Trusts need to ensure that all strategies, policies, service and functions, both current and proposed have considered equality, diversity and inclusion. The below is a recommended Equality Impact Assessment (EIA) Form for use in conjunction with PACT HR Policies. For further advice regarding the completion of this form, please contact your named PACT HR Business Partner.

Assessment

School Name:	
Policy Name:	
Name of staff member conducting assessment:	
Date of assessment:	
Reason for assessment: (what are you aiming to do?)	
Main Stakeholders/Beneficiaries: (e.g., Staff; Pupils; Governors; Trustees)	

Will the proposed policy/project/ strategy etc. impact on equality groups?

What information / data do you have? What further information do you need? What cross strand issues do you need to consider? Please include any actual or potential impacts on stakeholders (e.g., Staff; Pupils; Governors; Trustees,)

Race	
Sex	
Age	
Disability	
Pregnancy and Maternity	
Gender Reassignment	
Marriage and civil partnership	
Religion or Belief	
Sexual Orientation	

Improvement Plan

The Improvement Plan needs to outline actions you propose to take to mitigate actual or potential negative impacts.

Issues Identified	Action Required	Lead	Timescale	Comments

Governance, ownership and approval

Please state here who has approved the actions and outcomes of the assessment (add rows as required)

Name	Job title	Date

Publishing

This document will act as evidence that due regard to equality and diversity has been given. For record keeping purposes a copy will be kept on file with a copy of the policy and one with the Governing Body / Board of Trustees approval.

Date screening completed:	
Date agreed: Governors Body / Board of Trustees	

