

Equality, Diversity & Inclusion Policy

February 2026

POLICY DOCUMENT	Equality Diversity & Inclusion Policy
Legislation/Category: Academy Schools	REQUIRED
Lead Member of Staff:	Head of People & Culture
Approved by:	Trust Board
Date of approval:	March 2026
Date of Renewal:	March 2027

EMMAUS CATHOLIC ACADEMY TRUST

The Diocese of Salford provides Catholic Academy Trusts, schools, and colleges for the following reasons:

1. To assist in the mission of making Christ known to all people;
2. To assist parents and carers, who are the prime educators of their children, in the education and religious formation of their children;
3. To be of service to the local Church – the Diocese – the Parish and the Christian home;
4. To be of service to society.

Emmaus Catholic Academy Trust Vision:

To provide great Catholic education across Greater Manchester.

Journey with Emmaus CAT...



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1. Policy Statement

Our core purpose is to create a healthy Catholic organisation serving the pupils in our Catholic schools, communities, families, and parishes across Greater Manchester. We are aligned in our mission to work collegially to ensure that we have great schools, strong in faith, serving society. Schools where every pupil has an equal opportunity to thrive and receive the very best Catholic education and formation. Our guiding principles and this Equality, Diversity & Inclusion Policy exist to ensure that each Emmaus Catholic Academy Trust (CAT) school has a clear and compelling vision for all of its pupils, focused on creating an inclusive environment, tailored to the needs and abilities of each and every pupil. At Emmaus CAT we will succeed with our philosophy of aligned agency, the belief that talent is key and the sharing of curriculum knowledge and academic rigor.

2. Aim of Emmaus CAT Policies

The aim of this, and all Emmaus CAT policies, is to support the seven major themes of Catholic Social Teaching, which include;

- The dignity of work and the rights of the worker;
- Solidarity with all people;
- A preferential option for the poor;
- Stewardship and care for creation;
- The call to community and participation;
- The sacredness of life and the dignity of the human person;
- Human rights and the responsibility to protect them;

as well as ensuring that national legislation and guidance are implemented across all our schools.

Our policies should not be viewed in isolation, but along with our guiding principles, as integral to all aspects of school improvement. With our policies we aim to create an effective partnership with parents and carers, the prime educators of their children, to ensure that all children reach their potential whilst setting high expectations and aspirations, in a positive and supportive environment. All Emmaus CAT policies will clearly define and communicate the core principles which underpin our Catholic culture, mission and vision.

3. Definitions

In this Equality, Diversity & Inclusion Policy, unless the context otherwise requires, the following expressions shall have the following meanings:

- i. 'Trust Board' means the Trust Board of Directors as constituted from time to time.
- ii. 'Local Governing Body' means the governing body of the school as constituted from time to time.
- iii. 'Governors' means the governors appointed or elected to the Local Governing Body from time to time.



- iv. 'CEO' means the most senior executive in the central team who is responsible for its management and administration.
- v. 'Headteacher' means the most senior teacher in the school who is responsible for its management and administration.

4. Introduction

- 4.1 Emmaus CAT is committed to promoting equality and providing an environment where all members of its community are treated with respect and dignity. We are committed to seeking to employ a workforce and educate a student body that reflects the diverse communities that we serve and are part of. Our schools are inclusive and welcoming, with a focus on the wellbeing and progress of every child and with an acknowledgement that all members of our community are of equal worth. We believe that the Equality Act 2010 provides a framework to support our commitment to valuing diversity, tackling discrimination, promoting equality and fostering good relationships between people.
- 4.2 Emmaus CAT aims to create a working environment in which all individuals are able to make best use of their skills, free from discrimination or harassment, and in which all decisions are based on merit.
- 4.3 Emmaus CAT is committed to providing equality of opportunity and will work to ensure that our employees, students, visitors and broader community are treated fairly and are not subjected to unlawful discrimination on the basis of (their protected characteristic/characteristics):
- age
 - disability
 - gender reassignment
 - marriage or civil partnership
 - pregnancy and maternity
 - race - (includes race, colour, nationality (including citizenship), ethnic or national origins)
 - religion or belief including philosophical belief and a lack of belief
 - sex
 - sexual orientation
- 4.4 Emmaus CAT will meet its statutory obligations under relevant legislation including the Equality Act 2010, which prohibits discrimination, harassment and victimisation in employment. This policy conforms to the Equality Act 2010 and is monitored to ensure compliance with the requirements of the relevant legislation in force from time to time. The principles of non-discrimination and equality of opportunity also apply to the way in which Staff treat students, parents, visitors, suppliers, former colleagues and other third parties.

5. Purpose of this policy

- 5.1 The Equality Act 2010 was introduced to ensure protection from discrimination, harassment and victimisation on the grounds of specific characteristics (referred to as protected characteristics as outlined in section 4.3). The Act requires all public organisations, including schools to comply with the Public Sector Equality Duty and two specific duties:



5.1.1 The Public Sector Equality Duty or “general duty”. This requires all public organisations, including schools to:

- Eliminate unlawful discrimination, harassment and victimisation
- Advance equality of opportunity between different groups
- Foster good relations between different groups

5.1.2 Like many large public organisations, Emmaus CAT is also required to comply with the following ‘specific duties’:

- Publish information to show compliance with the ‘general duty’
- Publish Equality objectives at least every 4 years which are specific and measurable
- Publish gender pay gap data by 31st March every year

5.2 This policy describes how Emmaus CAT is meeting these statutory duties in line with national guidance. It includes information about how schools & the Emmaus Central Team comply with the Public Sector Equality Duty and also provides guidance to school staff and outside visitors.

6. Scope

6.1 This policy applies to every individual working for and with Emmaus CAT, irrespective of their status, role or grade. Alongside Emmaus CAT employees, this includes trustees, consultants, contractors, trainees, volunteers and casual and agency workers (collectively referred to as “Staff” in this policy).

6.2 All Staff are required to support this policy to ensure that discrimination does not occur in the workplace. All Staff have a duty to act in accordance with this policy and treat colleagues with dignity and respect at all times, and not discriminate against or harass other colleagues, regardless of their status.

6.3 All Staff must set an appropriate standard of behaviour, lead by example and ensure that those they manage adhere to this policy and promote the Trust’s aims and objectives with regards to equality, diversity and inclusion. Staff will be given appropriate training on equality, diversity and inclusion awareness – including as it relates to recruitment and selection best practice.

6.4 This policy applies to all aspects of the Trust’s relationship with Staff and to relations between Staff at all levels. This includes:

- 6.4.1 job advertisements;
- 6.4.2 recruitment and selection;
- 6.4.3 training and development;
- 6.4.4 opportunities for promotion;
- 6.4.5 conditions of service;
- 6.4.6 pay and benefits;
- 6.4.7 conduct at work;
- 6.4.8 capability, disciplinary and grievance procedures; and



6.4.9 termination of employment

- 6.5 Emmaus CAT will take appropriate steps to accommodate the requirements of different religions, cultures and domestic responsibilities.
- 6.6 This policy does not form part of any employee's contract of employment, and we may amend it at any time.
- 6.7 Any questions about the content or application of this policy should be referred to the Head Teacher/Emmaus CAT People & Culture Team in the first instance.

7. Roles and responsibilities

- 7.1 Our Trust Board has overall responsibility for the effective operation of this policy and for ensuring compliance with discrimination law. Day-to-day operational responsibility for this policy, including regular review of this policy, has been delegated to the Chief Executive Officer.
- 7.2 The Local Governing Body of a school is responsible for:
 - ensuring that all governors are aware of their responsibilities under equality legislation;
 - having due regard to the school's general equality duty when making decisions;
 - ensuring that this policy is implemented by the Headteacher;
 - ensuring that all the school policies promote equality
 - maintaining aspects of the school's commitment to equality under review, for example in terms of standards, curriculum, admissions, exclusions, personnel issues and the school environment;
 - ensuring that schools publish details of how they comply with the public sector equality duty, updating this every year
 - ensuring that schools publish their equality objectives, updating these at least every 4 years
- 7.3 The Headteacher has responsibility for:
 - making sure this policy and any related policies and procedures are implemented in school;
 - ensuring the school's equality objectives are published and actively pursued;
 - monitoring how and whether the school's equality objectives are being met;
 - producing information for pupils, staff and governors about the school's equality objectives and how they are working;
 - ensuring reasonable adjustments are made in relation to disability, with regard to pupils, staff, parents, carers and visitors to the school;
 - ensuring that the school follows its Disability Accessibility Plan;
 - making sure that this policy (and any other policies through which the school addresses equality matters) are published and are readily available to governors, staff, pupils, parents, carers and the wider school community;
 - making sure all members of staff are aware of their responsibilities under the Act and receive appropriate training and any support in carrying these out;
 - ensuring that appropriate action (including disciplinary action) is taken in cases of discrimination, harassment and victimisation including cases involving bullying and harassment related to any of the protected characteristics;
 - ensuring that members of staff and pupils are aware of the procedure for reporting and following up bullying and prejudice-related incidents;



7.4 All managers and leaders must:

- set an appropriate standard of behaviour
- lead by example
- ensure that those they manage adhere to the policy and promote our aims and objectives with regard to equal opportunities

Managers will be given appropriate training on equality, diversity and inclusion awareness and equal opportunities recruitment and selection best practice.

7.5 All members of staff are responsible for:

- being aware of their responsibilities under the Act and this policy and recognising that they have a role and responsibility in their day-to-day work to promote equality, inclusion and good community relations;
- keeping up to date with equality legislation relevant to their work;
- highlighting any training or development they require to carry out their responsibilities under the Act or this policy and attending any related training or learning opportunities;
- promoting equality of opportunity and good relations and not discriminating on any grounds;
- fostering good relations between groups with protected characteristics and those without protected characteristics;
- dealing fairly and professionally with any bullying and discriminatory incidents;
- being able to recognise and challenge prejudice, bias, discrimination, stereotyping and any inappropriate language or behaviour;

7.6 Visitors (including parents, carers and contractors) are expected to:

- support the school's approach and commitment to equality and to comply with the provisions of this policy;
- refrain from engaging in any behaviour which is unlawful under the Act whilst on school premises.

8. Forms of discrimination

8.1 Discrimination by or against Staff is generally prohibited unless there is a specific legal exemption.

8.2 Discrimination may be direct or indirect and it may occur intentionally or unintentionally.

8.3 Direct discrimination occurs where someone is treated less favourably because of one or more of the protected characteristics set out above. For example, rejecting an applicant on the grounds of their race or sex because they would not "fit in" would be direct discrimination.

8.4 Indirect discrimination occurs where someone is disadvantaged by an unjustified provision, criterion or practice that also puts other people with the same protected characteristic at a particular disadvantage. For example, a requirement to work full time puts women at a particular disadvantage because they generally have greater childcare commitments than men. Such a requirement will need to be objectively justified.

8.5 Harassment related to any of the protected characteristics is prohibited. Harassment is unwanted conduct that has the purpose or effect of violating someone's dignity, or creating an intimidating, hostile, degrading, humiliating or offensive environment for them.

8.6 Victimisation is also prohibited. This is less favourable treatment of someone who had complained or given information about discrimination or harassment or supported someone else's complaint.

9. Genuine Occupational Requirements

- 9.1 As a matter of Christian principle and in order to promote the Trust's Catholic mission and service, and in accordance with the relevant provisions in the Equality Act 2010, the Trust may rely on an occupational requirement when recruiting or promoting teaching Staff, for example where a position of Headteacher or RE Leader requires someone to be Catholic. Before applying any occupational requirement, Emmaus CAT will consider whether there is a defined legitimate aim and will act proportionately. Requirements based on management preference will not be lawful. Any job applicant or Staff who are excluded from an appointment on account of the application of an occupational requirement may challenge that decision.
- 9.2 During the recruitment process, Emmaus CAT may ask Staff or job applicants about their willingness and ability to support the Catholic ethos of the Trust.
- 9.3 All Staff are required to behave in a manner that is compatible with the precepts and the upholding of the tenets of the Roman Catholic Church.
- 9.4 Managers shall have regard to such requirements when managing capability, disciplinary and grievance matters under the Trust's policies and procedures.

10. Recruitment and Selection

- 10.1 With the exception of the rights, powers and exceptions set out above in respect of religion and belief, Emmaus CAT aims to ensure that no job applicant suffers unlawful discrimination because of any of the protected characteristics.
- 10.2 Emmaus CAT's recruitment procedures are reviewed regularly to ensure that individuals are treated on the basis of their relevant merits and abilities. Job selection criteria are regularly reviewed to ensure that they are relevant to the job and are not disproportionate.
- 10.3 With the exception of the rights, powers and exceptions set out above in respect of religion and belief, job advertisements will avoid using wording that may discourage particular groups from applying.
- 10.4 Emmaus CAT will take steps to ensure that its vacancies are advertised to a diverse labour market and, where relevant, to particular groups that have been identified as disadvantaged or underrepresented in the Trust.
- 10.5 Applicants will not be asked about health or disability before a job offer is made. There are limited exceptions which Emmaus CAT may use, for example:
 - a) questions necessary to establish if an applicant can perform an intrinsic part of the job (subject to any reasonable adjustments);
 - b) questions to establish if an applicant is fit to attend an assessment or any reasonable adjustments that may be needed at interview or assessment;
 - c) positive action to recruit disabled persons;
 - d) equal opportunities monitoring (which will not form part of the decision-making



process).

- 10.6 Applicants will not be asked about past or current pregnancy or future intentions related to pregnancy.
- 10.7 Applicants will not be asked about matters concerning age, race, sexual orientation, gender reassignment or religion or belief without first considering whether such matters are relevant and may lawfully be taken into account.
- 10.8 Emmaus CAT is required by law to ensure that all members of Staff are entitled to work in the UK. Assumptions about immigration status will not be made based on appearance or apparent nationality.
- 10.9 All prospective members of Staff, regardless of nationality, must be able to produce original documents (such as a passport) before employment starts, to satisfy current immigration legislation.
- 10.10 A list of acceptable documents is available from the Central Administration Team / School Business Manager.
- 10.11 To ensure that this policy is operating effectively, and to identify groups that may be underrepresented or disadvantaged in the Trust, Emmaus CAT will monitor applicants' ethnic group, sex, disability, sexual orientation, religion and age as part of the recruitment procedure. Provision of this information is voluntary. The information will be removed from applications before short listing and kept in an anonymised format solely for the purposes stated in this policy. Analysing this data helps the Trust to take appropriate steps to avoid unlawful discrimination and improve equality and diversity.

11 Recruitment of applicants with a criminal record

- 11.1 Emmaus CAT uses the Disclosure and Barring Service (DBS) service to assess candidates' suitability for positions of trust working in an environment with children and young people. Emmaus CAT complies fully with the DBS Code of Practice and undertakes to treat all candidates fairly.
- 11.2 Emmaus CAT undertakes not to discriminate unlawfully against any candidate who is required to provide information (a check) through this process. Having a criminal record will not necessarily prevent a candidate from working with the Trust. Whether or not it does will depend on the nature of the position and the circumstances and background of the offences.
- 11.3 Emmaus CAT's policy on the recruitment of applicants with a criminal record will be made available to all candidates at the outset of the recruitment process. The Trust will ensure that it makes any candidate who is subject to a check is aware of the DBS Code of Practice and will provide a copy of the Code on request.
- 11.4 As a DBS check is part of the Trust's recruitment process, Emmaus CAT encourages all candidates called to interview to provide details of any criminal record (except cautions and convictions which are "protected" (as defined in the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2013 and 2020)) at any early stage of the application process. Emmaus CAT requests that this information is sent under separate confidential cover to a designated person with Emmaus CAT, who may vary on a case-by-case basis depending on the nature of the post being recruited. Emmaus CAT guarantees that only those who need to see this



information as part of the recruitment process will be privy to it.

- 11.5 Emmaus CAT will ensure that it discusses with the candidate the relevance of any offence to the job in question. A candidate's failure to reveal information directly relevant to the job could result in withdrawal of an offer of employment.

12 Staff training, promotions and conditions of service

- 12.1 Staff training needs will be identified through informal and formal staff appraisals.
- 12.2 All Staff will be given appropriate access to training to enable them to progress within the Trust and all promotion decisions will be on the basis of merit.
- 12.3 Subject to the rights, powers and exceptions set out above in respect of religion and belief, where appropriate Emmaus CAT will take steps to identify and remove unnecessary or unjustifiable barriers and provide appropriate facilities and conditions of service to meet the special needs of disadvantaged or underrepresented groups.
- 12.4 Emmaus CAT's conditions of service, benefits and facilities will be reviewed from time to time to ensure that they are available to all Staff who should have access to them and that there are no unlawful obstacles to accessing them.

13 Termination of Employment

- 13.1 Subject to the rights, powers and exceptions set out above in respect of religion and belief, Emmaus CAT will ensure that redundancy criteria and procedures are fair and objective and are not directly or indirectly discriminatory.
- 13.2 Subject to the rights, powers and exceptions set out above in respect of religion and belief, Emmaus CAT will also ensure that absence, capability and disciplinary procedures and penalties applied are without discrimination and are carried out fairly and uniformly for all Staff, whether they result in formal warnings, dismissal or other action.

14 Disability discrimination

- 14.1 If you have a disability, or develop a disability in the course of your employment with Emmaus CAT, you are encouraged to tell your manager about the condition. This is to enable the Trust to support you as much as possible.
- 14.2 If you experience difficulties at work because of your disability, you may wish to contact the Line Manager/Head Teacher/Emmaus CAT People and Culture Team to discuss any reasonable adjustments to your working conditions or duties which you consider to be reasonable and necessary, or which would assist you in the performance of your duties.
- 14.3 The Line Manager/Head Teacher/Emmaus CAT People and Culture Team may wish to consult with you and your medical adviser/occupational health about possible adjustments. Careful consideration will be given to any such proposals, and they will be accommodated where



reasonable, practicable and proportionate in all the circumstances of the case.

- 14.4 Nevertheless, there may be circumstances where it would not be reasonable for the Trust to accommodate a particular adjustment and in such circumstances, it will ensure that it provides you with its reasons and will try to find an alternative solution where possible.
- 14.5 Emmaus CAT will monitor the physical features of its premises to consider whether they place Staff, job applicants or service users with a disability at a substantial disadvantage compared to other Staff. Where reasonably practicable and proportionate, the Trust will take steps to improve access for disabled Staff and service users.

15 Fixed-Term employees and agency workers

- 15.1 Emmaus CAT will monitor its use of fixed-term employees and agency workers, and their conditions of service to ensure they are being offered appropriate access to benefits, training, promotion and permanent employment opportunities. Emmaus CAT will also, where relevant, monitor their progress to ensure that they are accessing permanent vacancies.

16 Part-time employees

- 16.1 Emmaus CAT will monitor the conditions of service of part-time employees and their progression to ensure that they are being offered appropriate access to benefits and training and promotion opportunities. It will also ensure that requests to alter working hours are dealt with appropriately under the Emmaus CAT Flexible Working Policy.

17 Complaints of unlawful discrimination, victimisation and harassment due to protected characteristics

- 17.1 Emmaus CAT will treat all complaints of unlawful discrimination, harassment or victimisation connected to any of the protected characteristics made by any of its Staff, students or other third parties seriously and will take action where appropriate.
- 17.2 Staff who consider that they may have been unlawfully discriminated against, victimised or harassed within the meaning of this policy should discuss the matter in the first instance with their manager/Headteacher or, if inappropriate given the circumstances of the case, with a member of the Trust's People & Culture Team. In some cases, it may be possible to resolve the matter informally and reach a satisfactory resolution.
- 17.3 If Staff wish to make a formal complaint, then they should follow Emmaus CAT's Grievance Policy.
- 17.4 Allegations regarding potential breaches of this policy will be treated in confidence and will be investigated in accordance with the relevant procedure. Staff will be given the opportunity to respond to the allegation and provide an explanation for their actions.
- 17.5 Staff who make allegations in good faith will not be victimised or treated less favourably as a result. If the Trust concludes that the allegations are false or have been made maliciously then this may be considered as a disciplinary matter.



18 Breaches of this policy

- 18.1 We take a strict approach to breaches of this policy, which will be dealt with in accordance with our Disciplinary Procedure and/or Bullying & Harassment Procedure. Serious cases of deliberate discrimination may amount to gross misconduct resulting in dismissal. If you believe that you have suffered discrimination you can raise the matter through our Grievance Policy. Complaints will be treated in confidence and investigated as appropriate.
- 18.2 There must be no victimisation or retaliation against staff who complain about discrimination. However, making a false allegation deliberately and in bad faith will be treated as misconduct and dealt with under our Disciplinary Policy.

19. Monitoring of equality, diversity & inclusion

- 19.1 Emmaus CAT will monitor the make-up of the workforce regarding information such as age, sex, ethnic background, sexual orientation, religion or belief, and disability in encouraging equality, diversity, and inclusion, and in meeting the aims and commitments set out in the Equality, Diversity, and Inclusion policy.
- 19.2 Monitoring will also include assessing how the Equality, Diversity and Inclusion policy, and any supporting action plan, are working in practice, reviewing them annually, and considering and taking action to address any issues

20. Review of this Policy

This policy will be reviewed annually by Emmaus CAT in consultation with the Joint Negotiation Consultative Committee (JCNC). The policy will be reviewed in accordance with the information detailed at page 2.

