

Equal Opportunities Policy

Keystage Education LTD | Version 1.0 | Reviewed August 2026 | Next review August 2027

Keystage Education LTD is committed to equality of opportunity. We select candidates, make placements and treat our own staff on the basis of merit, ability and suitability alone.

As a recruitment business we occupy a position where discrimination — ours or a client's — can shape someone's working life. That places a particular responsibility on us.

The law

We comply with the Equality Act 2010, which protects people from discrimination on the basis of nine protected characteristics: age; disability; gender reassignment; marriage and civil partnership; pregnancy and maternity; race; religion or belief; sex; and sexual orientation. We also comply with the Agency Workers Regulations 2010, the Part-time Workers Regulations 2000 and the Rehabilitation of Offenders Act 1974.

In practice

- Advertisements are written in neutral terms and selection criteria relate to the requirements of the role.
- Compliance checks are carried out on every candidate in the same way and at the same stage, regardless of nationality, name, accent or perceived immigration status.
- Interview questions are consistent and role-related. We do not ask about marital status, family plans, pregnancy, religion or sexual orientation.
- Selection decisions and their reasons are recorded, so they can be explained if challenged.
- Monitoring data is collected voluntarily and anonymously, kept separate from selection decisions, and reviewed annually.

Discriminatory instructions

We will not act on a discriminatory instruction. If a client asks us to exclude candidates by reference to a protected characteristic — however it is phrased, including indirect phrasings such as "someone young and energetic" or "a good cultural fit" — we will decline, explain why, and record it. Complying would make us liable alongside the client.

Reasonable adjustments

We ask every candidate whether they need an adjustment, at registration and before interview, and make clear that asking will not affect the work they are offered. Adjustments may include accessible venues, additional time, alternative formats, adjusted hours or specific equipment. Where an adjustment is needed on assignment we raise it with the client and support the request.

Harassment and bullying

We operate a zero-tolerance approach to harassment, bullying and victimisation, whether by a colleague, candidate, client or member of the public, and whether in person or online. Our Sexual Harassment Policy sets out our approach and the preventative steps we take.

Raising a concern

Anyone who believes they have been discriminated against, harassed or victimised should raise it under our Complaints Policy, or with the Director directly at abdullah@keystage-education.co.uk. Nobody who raises a concern in good faith will suffer any detriment. Free confidential advice is available from ACAS on 0300 123 1100 and the Equality Advisory and Support Service on 0808 800 0082.