

# Equality and Diversity Policy

Policy	<b>Equality and Diversity</b>
Lead Manager	Vice Principal Student and Learning Support
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# Equality and Diversity Policy

## 1. Introduction

- 1.1 In order for City College to achieve its mission to deliver high quality education and training for today's and tomorrow's workforce we must reach and include all who fall within our community.
- 1.2 All members of our community have the right to access education and training and to achieve success so that they can reach their full potential and contribute towards serving their community. This approach is a business case model that recognises that the inclusion of all potential students will bring us business as well as social returns.
- 1.3 The college has students from a wide variety of backgrounds who have the right to work and study free from discrimination or any other actions that may limit their potential to participate and succeed. In addition all our students and staff should have their contributions valued and recognised.
- 1.4 Some groups in our society have faced and still face discrimination. Our equality and diversity policy recognises that the college is committed to taking an active role in removing barriers that limit the potential of our students or staff. It is a reflection of our commitment to inclusion and to eliminating discrimination through education, training and practices which will bring benefits to all our students and staff and the wider community.

## 2. Policy Statement

- 2.1 The Policy of the College is to provide equality of opportunity for all existing and potential students and employees.
- 2.2 We aim to ensure that no existing or potential student or employee receives less favourable treatment than other students or employees on the grounds of race, disability, gender, sexual orientation, religion or belief, age or other factors such as ethnic or national origin, socio-economic background or marital status.
- 2.3 We aim to create an environment for work and study where students and staff feel safe, respected and listened to regardless of their backgrounds or personal attributes and where individual differences are recognised and celebrated. In addition we are committed to taking positive action to identify and eliminate inequality and promote inclusiveness in all aspects of College life.
- 2.4 We will ensure the College meets its legal obligations under the Single Equality Act to eliminate unlawful discrimination and harassment and to also actively promote equality in relation to race, disability, gender, faith, sexual orientation and age. To meet our overall legal obligations under the general duties we will:
  - Produce and publish a Single Equality Scheme and action plan
  - Gather information on how our work affects different groups

- Consult employees, service users, trade unions and other stakeholders, and involve disabled people.
- Assess the impact of our policies and practices.
- Using this evidence decide what should be the priorities for taking action.
- Take actions that will deliver the best outcomes in race, disability and gender equality.

### **3. Purpose of the Policy**

- 3.1 The purpose of this policy is to establish clear College guidance regarding equality and diversity and to establish key principles, structures and monitoring arrangements for the College. The guidance will be applicable to all employees and learners in the College, contractors, volunteers and visitors.

### **4. Supporting Policies, Codes of Practice**

- 4.1 The principles and aims of this policy complement and are supported by other policies and procedures relating to equality and diversity including:

- Equality and Diversity Statement.
- Race Equality Policy and Action Plan.
- Disability Statement and Action Plan.
- Policy on Employment of People with Disabilities.
- Be Safe Be Heard.
- Dignity at Work.
- Reducing the Risk – Dealing with aggression at work.
- Code of Conduct for staff and learners.
- Disciplinary Procedures (staff and learners).
- Staff Grievance Procedure.
- Student Complaints Procedure.
- Guidance on Religion and Belief Equality in employment.
- Guidance for Sexual orientation in employment.
- Statement on the recruitment of Ex-offenders.
- Retirement Policy and procedures.
- Family Friendly Policies.

### **5. Impact Assessments**

- 5.1 We recognise that the potential for discrimination exists in many areas of college operations. As such, part of our commitment is to undertake equality impact assessments for all our policies, practices and procedures. This will evaluate if our operations have or could have a negative impact on specific groups that may discriminate against them or limit their potential to participate and achieve.

## 6. Key Principles

6.1 The College believes that all forms of prejudice and discrimination are unacceptable. Although discrimination and prejudice can take a variety of forms against different groups and there are issues specific to different groups, our aim is to take positive action to work towards the elimination of inequality in all areas of College. To support this, below are some key principles that apply to all students and staff. These are reflected in the Single Equality Scheme and Equality and Diversity Action Plans

- Ensure understanding that the achievement of equality is the responsibility of each individual member (students and staff) of the college community.
- Create a positive inclusive ethos with a shared commitment to respecting diversity and difference and to encouraging good relations between people of different groups.
- Value positively the achievements of all learners and support them to realise their full potential.
- Encourage in all students high expectations of achievement and progression to education or relevant work.
- Actively work to raise the awareness of learners of the importance of equality and diversity issues and the college's expectations of them to contribute to a safe and inclusive environment.
- Promote positive images of achievement by students of all backgrounds that recognises and celebrates the knowledge and experience they bring.
- Development of a curriculum offer that meets the needs of our wide community and supports under represented groups.
- Collect, analyse and report on a range of data that will identify areas of inequality, and develop appropriate strategies and actions that will address those inequalities.
- Make reasonable adjustments to ensure learners and staff are supported to participate and achieve. This includes potential staff and learners with physical or mental impairments
- Encourage applications from potential learners and potential employees into non-traditional areas of work or study to minimise stereotyping (and especially gender imbalance).
- Carry out impact assessments on the range of our policies, practices and procedures to assess potential or actual negative impact on specific groups.
- Assess all potential learners or job applicants on their individual merits and their ability to undertake employment/ training/ education successfully.
- Provide suitable training and support for staff so they have the skills, knowledge and confidence to implement equality and diversity throughout their work.

- Respect , and where necessary provide for, the practices which support the religious beliefs of learners and/or employees.
- Respect the sexual orientation of all employees and learners.

## **7. Equality Principles within Employment**

- 7.1 The College aims to employ a workforce which reflects, at every level, the community which it serves.
- 7.2 In seeking to achieve a balanced workforce at all levels, the College will ensure that no employee, job applicant or candidate for promotion will be disadvantaged or treated less favourably because of conditions or requirements that are not related to the job.
- 7.3 Reasonable adjustments will be made to arrangements and premises to ensure equal access for employees or potential employees who are disabled.
- 7.4 In order to ensure equality and fairness at all stages of employment, the College will ensure that equality issues are embedded into all its recruitment and staffing policies and procedures and will audit these against REES standards.

## **8. Structures and Responsibilities**

- 8.1 The Governing Body is responsible for ensuring that the College adheres to the law in relation to equality and diversity and for promoting the College's policy on equality and diversity.
- 8.2 The Principal is responsible for giving a high profile lead on equality and diversity issues and integrating equality objectives into the strategic plans. A designated person will ensure regular reports are made to the Corporation.
- 8.3 It is the responsibility of all employees and learners to uphold the College policy on equality.
- 8.4 There will be a College Equality and Diversity Committee chaired by the Principal. The membership of the Committee will include representation from students, curriculum and business support teams and managers. It will meet termly.
- 8.5 The remit of the Committee will be to promote policies and practices that ensure a College environment in which equality flourishes and prejudice and discrimination are eliminated. To this end, it will encourage and support the development of policies related to the curriculum, teaching and learning, the built environment, student support etc.
- 8.6 The committee will review and report on progress made against the agreed Equality and Diversity Action Plans and Equality Impact Assessments.
- 8.7 The committee will monitor and analyse the statistics produced, develop action plans and propose positive actions where necessary. This will be reported to the College Senior Leadership team.

## **9. Contract and Service Providers**

- 9.1 All contractors and providers of services to the College are responsible for ensuring that they and their staff adhere to the College's policy on equality and diversity and to the conditions in such contracts or agreements.

## **10. Consultation**

- 10.1 The College will aim to consult within and outside the College with members of the under represented groups in the College/community in furtherance of this policy.

## **11. Monitoring**

- 11.1 The College is committed to the collection of statistics, analysis of data and presentation of data in relation to identifying areas of inequality. This information will be used to set targets, monitor progress and inform the development of appropriate strategies or changes in practice.
- 11.2 All data will be collected, stored and distributed with regard to data protection principles.
- 11.3 The College undertakes to conduct comprehensive and effective monitoring of both the staff and student body and the profile of the community which the college serves.

## **12. Staff**

- 12.1 The College will collect data on its staff to monitor progress towards recruitment of a workforce which reflects, at every level, the community which it serves.
- 12.2 The College will use the two main forms of monitoring, ie. of the composition of the existing workforce and the recruitment process, with particular reference to race, ethnicity, disability and gender.
- 12.3 The College will also categorise employees according to: grade; contract type, ie. whether full-time or part-time, permanent or temporary; length of time in post; place of work; salary. Records will also be kept of training, appraisals, promotions, regradings and discretionary pay awards.
- 12.4 After the employment relationship has ended, the College may retain statistics and data about the composition of the workforce, including appraisal and promotion records, for the purpose of carrying out equal opportunities monitoring, and will evaluate exit interviews and turnover statistics.

### **13. Learners**

13.1 The College will monitor all learners and potential learners in order to inform the identification of areas of inequality, the setting of targets and the measurement of our progress in achieving them.

- The key data will be on: age, disability, gender, ethnicity and social deprivation.
- The key terms of analysis will be: recruitment; conversion from application to enrolment ; retention, achievement and success; participation in events; learner survey satisfaction and destinations; disciplinaries; complaints.
- The key levels of analysis will be: all, mode of attendance, level, SSA tier 1 and 2, course.

13.2 The data will be collected and used by:

- The Equality and Diversity Committee.
- Course Review Evaluations (CRE).
- Self-Assessment Review (SAR) process.
- Employee Forum

### **14. Positive Action**

14.1 The College undertakes to follow positive action measures allowed by law to rectify disadvantages in employment or education provision revealed by monitoring.

14.2 Positive action allows the College to:

- provide facilities or services (in the form of training, education, or welfare) to meet the special needs of people from particular under-represented groups.
- target job training at particular groups that are under-represented in a particular area of work.
- encourage applications from groups that are under represented in particular areas of work.

14.3 Positive action strategies must be kept under regular review, and they cannot be used once the special needs have been met, or if under-representation no longer exists. The College will ensure that when using positive action as a strategy, it falls within the law.

### **15. Meeting Our Duties**

15.1 We will seek to ensure that:

- Governors, staff, learners and their sponsors (including work placement providers) are aware of our equality policy and the action needed for its implementation.
- Staff, learners and their sponsors (including work placement providers) are aware of the value we place on equality and diversity

practice and that action will be taken in the event of any breach of the policy.

- Governors and staff have access to comprehensive information, which assists them to plan, implement and monitor actions to carry out their responsibilities under the policy.

## **16. General**

- 16.1 Any learner, applicant or employee may raise complaints of unfair and/or discriminatory treatment either informally or formally. The College will deal with all complaints fully and sensitively. In some cases this may involve initiating disciplinary action.
- 16.2 Complaints from learners can be raised through the College Complaints Procedure or through the College Anti-Bullying Policy.
- 16.3 Complaints from employees can be made via the College Grievance Procedure through Human Resources.

## **17. Publicising Our Policy and Progress**

- 17.1 Our commitment to equality and diversity will be highlighted in our prospectuses and all major publications including the annual report and annual financial statement.
- 17.2 The Equality and Diversity Committee will regularly publish newsletters and leaflets on the impact of equal opportunities and related legislation on the College.
- 17.3 A summary of the results of our monitoring information will be included in our annual report and annual financial statements, where this does not breach individual confidentiality.

## **18. Review**

- 18.1 This policy will be reviewed annually in accordance with legislative developments and the need for good practice.