



Equality & Race Equality Policy

Date Approved:
Date for Review:

May 2010
May 2012

EQUALITY POLICY

1 POLICY STATEMENT

- 1.1 The college will meet the requirements of all equality legislation. The college is committed to ensuring that all actual or potential employees and those seeking access to and participating in its education and training provision are treated fairly and will not experience inequality, prejudice and discrimination on the grounds of their:

age; colour; disability; family responsibility; gender; health; marital status; mode of study; nationality; race or ethnic group; religion or belief; sexual orientation; social background; trade union activity; type of contract; unrelated criminal convictions and other irrelevant criteria.

2 SCOPE

- 2.1 The purpose of this policy is to establish a clear college approach to equality and to establish key principles, structures and monitoring arrangements for the college. The policy will be applicable to all staff and students in the college.

3 KEY PRINCIPLES

- 3.1 The college believes that all forms of inequality, prejudice and discrimination on the grounds listed in 1.1 are unacceptable. In recognition of the fact that these may exist and can take a variety of forms, depending on the group against whom they are directed, the college will adapt/develop policies embodying the issues specific to discrimination on the grounds listed in 1.1.
- 3.2 The College will seek to challenge inequality, prejudice and discrimination on the grounds listed in 1.1.
- 3.3 The college embraces diversity in all its aspects, and aims to employ a workforce and recruit a student body which reflects, at every level, the local and national community it serves.
- 3.4 The college will treat everyone with respect and dignity, and seek to provide an environment free from harassment, discrimination and victimisation. The college will not tolerate any form of discriminatory behaviour described in this policy, either from employees, students, or members of the public.

- 3.5 In seeking to achieve a diverse 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.
- 3.6 Reasonable adjustments will be made to arrangements and premises to ensure equal access for people with disabilities who seek access to the college provision and facilities.
- 3.7 In order to ensure that all staff, potential staff, students and those seeking access to provision are treated with equality and fairness based solely on objective criteria, the college will ensure that equality issues are embedded into all its policies and procedures. These may include:

For Staff:

- Capability
- Conditions of Service
- Contract Terms [including fixed-term and casual]
- Discipline
- Employment of Part-time Employees
- Equal Pay
- Family and Dependants' Leave
- Grading
- Grievance
- Harassment and Bullying
- Induction
- Maternity Leave
- Parental Leave
- Promotion
- Recruitment and Selection
- Sickness Leave
- Termination [including Redundancy]
- Training and Career Development

For students:

- Admissions
- Induction
- Advice, guidance and support
- Assessment
- Complaints
- Student discipline
- Sickness
- Harassment and bullying
- Student Entitlement

- 3.8 In ensuring that this policy is fully effective, and that all college staff and students are committed to it, the college undertakes to work locally in partnership with the recognised trade unions, the student body and with staff in general, in its development and implementation.
- 3.9 The college will ensure all employers and local business who contract with them to provide work placements, Apprenticeship training, etc, comply

with the legal requirements and are informed of the key principles of the college Equality Policy.

4 STRUCTURES

4.1 The Corporation, through the Principal, designates a member of the Senior Management Team, currently the Vice Principal, as having overall responsibility for equality issues. The designated person will ensure regular reports are made to the Corporation.

4.2 There will be a college Equality Forum chaired by the designated member of the Senior Management Team (SMT). The membership of the Forum will include:

Two representatives of Academic Staff; Two representatives of Support Staff; One representative of the Sales Team; One representative of the Management Information Systems (MIS) Team; One representative of the HR Team; One representative of each trade union recognised by the College; Two representatives of the Student body; the Student Services Manager; open seats as required.

4.2.1 The remit of the Equality Forum will be to promote policies and practices that ensure a college environment in which equality flourishes. It may consider issues related to the curriculum, student intake, the built environment, student services, marketing material etc, which seek to ensure the removal of inequality, prejudice and discrimination. It is the responsibility of all staff and students to uphold the college policy on equality.

4.2.2 Employment policies and procedures will continue to be dealt with through existing consultation/negotiation arrangements, as appropriate.

4.3.5 The Equality Forum will develop action plans, analyse the statistics produced by monitoring and propose positive action where necessary.

5 MONITORING

5.1 The college undertakes to conduct comprehensive and effective monitoring of the equality aspects of staffing and the student body.

5.2 The college is committed to the collection of statistics, analysis of data and presentation of results, as well as monitoring on an ongoing basis and using this data to drive improvement.

5.3 The college will monitor the composition of the existing workforce and the recruitment process, together with the composition of the student body, the admissions process, retention and achievement with reference to ethnicity, disability, age and gender, in particular.

5.4 The college will also categorise employees according to grade; contract type, i.e. whether full-time or part-time, permanent or temporary; age;

length of time in post; place of work; salary. Records should also be kept of training, appraisals, promotions, regradings and discretionary pay awards.

5.5 When an employee or student has left the college:-

For staff the college may retain data about the composition of the workforce, including appraisal and promotion records on an anonymous basis for the purpose of carrying out equal opportunities monitoring, and may also look at reasons for resignation and resignation rates.

For Students the college may retain data about the composition of the student body, retention and achievement rates for the purposes of carrying out equal opportunities monitoring.

5.6 Monitoring will be undertaken in accordance with best practice recommendations, particularly from bodies such as the Equality & Human Rights Commission and with regard to data protection principles.

6 POSITIVE ACTION

6.1 The college undertakes to follow positive action measures allowed by law to rectify disadvantages revealed by monitoring.

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.

6.2 Positive action strategies are intended to be temporary measures only. They will be kept under regular review, and they cannot be continued 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.

7 COMPLAINTS

7.1 If an employee believes they have not been treated fairly, due to inequality, prejudice or discrimination, they should inform their Line Manager, the HR Manager or a member of the Senior Management Team in writing immediately.

7.2 If a student believes they have not been treated fairly, due to inequality, prejudice or discrimination they should use the college complaints procedure immediately and, if they so wish, should seek advice and support from the Student Union.

- 7.3 For any other person not covered in points 7.1 and 7.2 above, if they believe they have not been treated fairly, due to inequality, prejudice or discrimination, they should use the College Complaints Procedure immediately.

8 REVIEW

- 8.1 This policy will be reviewed on a regular basis in accordance with legislative developments and the need for good practice, using the local consultation/negotiating arrangements within the college.

9. PUBLICISING OUR POLICY AND PROGRESS

- 9.1 To the public (including learners, work placement providers, contractors and staff):

- Our commitment to equality will be highlighted in our prospectuses, and annual financial statement.
- Our Equality Policy and Race Equality document will be publicised, including publication on the college website and intranet.

- 9.2 To learners:

- All learners will receive a summary of this policy. Summaries of the policy will be on display in the college.
- The induction programme for learners will highlight the college's commitment to equality, the action to be taken by learners who suffer inequality, prejudice or discrimination and the action to be taken against such perpetrators of inequality, prejudice or discrimination.
- Student tutors will reinforce this information during tutorials or work-based monitoring visits.

- 9.3 To work placement providers:

- All work placement providers and employers on apprenticeship programmes will receive a summary of the key principles of the College equality policy and will signify their understanding of, and agreement to, these responsibilities.
- The college will publish the requirement to offer appropriate training covering diversity issues to their staff.
- The college will promote the requirement of students from under-represented groups to providers.

- 9.4 To Staff:

- All staff will receive a full copy of the policy as part of the Staff Handbook.
- The staff induction programme will highlight the college's commitment to equality, action to be taken by staff who suffer from inequality, prejudice or discrimination and the action to be taken against any perpetrators of such inequality, prejudice or discrimination.

10. General

- 10.1 This policy should not be read in isolation, but cross-referenced with all relevant College employment and student policies.



RACE EQUALITY

1. Introduction

1.1 The Race Relations (Amendment) Act 2000 has introduced requirements upon the college to positively promote equality. It is intended that this document, and reference to other related documents such as the 'Equality Policy', will support the College to this end.

2. Definitions and scope

2.1 Both institutional and individual racism "can be seen or detected in processes, attitudes and behaviour which amount to discrimination through unwitting prejudice, ignorance, thoughtlessness, and racist stereotyping which disadvantages ethnic minority people." [Macpherson]

2.2 The College recognises that institutional racism can exist, and that no organisation is immune to it.

3. Our Commitment

3.1 The College celebrates and values the diversity brought by individuals, and believes that the College will benefit from engaging with people from a variety of racial, ethnic and national backgrounds, thus allowing it to meet the needs of a diverse community within a multi-cultural society. The College will treat all people with respect and dignity, and seek to provide a positive working and learning environment free from racial discrimination, harassment or victimisation.

3.2 The College will seek not only to eliminate discrimination, but also to create an environment based on positive relations between members of different racial groups. To this end, the College undertakes to provide training and support for staff, to consult with people from ethnic minority communities about their experience of the environment and to provide diverse images in any material which it produces for learners and staff. The aim is to create a positive inclusive ethos where issues of racism, stereotyping and discrimination can be discussed openly with a shared commitment to challenging and preventing racism and discrimination, to respecting

diversity and difference, and to encouraging good relations between people of different groups.

3.3 The College will work towards the elimination of racism whether overt or covert, and will seek to ensure that individuals and communities have equal access to learning programmes and facilities.

4. Our Statutory Duties

4.1 Under the Race Relations Act 1976 (as amended by the Race Relations (Amendment) Act 2000), the College has a general duty to have due regard to the need to:

- Eliminate unlawful race discrimination
- Promote equality of opportunity
- Promote good relations between people from different racial groups.

4.2 It also has specific duties to:

- Prepare and maintain a written race equality policy
- Assess the impact of its policies on students and staff from different racial groups where possible
- Monitor the admission and progress of students and the recruitment and career progress of staff by racial groups
- Set out the College's arrangements for publishing the results of assessments and monitoring
- Where reasonably practicable publish annually the results of assessments and monitoring.

5. Meeting Our Duties

5.1 We will seek to ensure that:

- Governors, staff, learners and their sponsors (including work placement providers) are aware the value placed upon the race equality policy and the action needed for its implementation
- Governors, staff, learners and their sponsors (including work placement providers) are aware of the value placed upon equal opportunity 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.

5.2 The College will also ensure that its publicity materials present appropriate and positive messages about minority racial groups.

6. Monitoring Our Progress

6.1 The monitoring process will be used to ensure that staff are treated fairly in terms of promotion, staff development, grading etc, and that

students are treated fairly in terms of admissions, disciplinary matters, assessments, etc.

6.2 To inform the setting of action plans and the measurement of our progress in achieving them, we will collect and analyse the following information by racial group origin.

6.2.1 For Learners:

- Racial group profiles of learners
- Applications, success and failure rates for admission to programmes
- Retention rates
- Achievement rates
- Work placements including success rates, satisfaction levels and job offers
- Disciplinary action
- Complaints by learners or their sponsors
- Student surveys.

6.2.2 For Employees:

- Racial group profiles of employees by grade/salary scales and type of work
- Job application rates
- Selection success rates
- Type of contract (permanent, temporary)
- Training/Staff development
- Promotion application and success rates
- Disciplinary/capability proceedings
- Grievances
- Exit surveys.

7. Positive Action

7.1 In specific circumstances, the Act allows positive action as a way of overcoming racial inequality.

7.2 Positive action allows organisations to:

- target job training at particular racial groups that are under-represented in a particular area of work;
- encourage applications from racial groups that are under-represented in particular work areas.

7.3 The College undertakes, once the results of monitoring are available, to consider targets to reduce any disadvantage suffered by ethnic minority employees and learners. If monitoring reveals that specific racial minority groups are disadvantaged, some targets may relate to those specific groups.

7.4 Positive action strategies are intended to be temporary measures only. They must be kept under regular review and can not be continued once the special needs have been met or if the under-representation no longer exists. The College will ensure that when using positive action as a strategy, it falls within the law.

8. Division of Responsibilities

8.1 Governors are responsible for ensuring that:

- The membership of the Corporation reflects the diversity of the local and national communities served by the College
- The College plans includes a commitment to race equality
- Equalities training features as part of the College's staff development programme
- They are aware of the Corporation's statutory responsibilities in relation to race legislation as an employer and service provider
- They receive and respond to the racial group monitoring information on learners and staff.

8.2 The College Principal and Senior Management Team are responsible for taking the lead in creating a positive, inclusive ethos that challenges racist or inappropriate behaviour on the part of managers, staff or learners.

8.3 Managers are responsible for ensuring that:

- They are aware of the College's statutory duties in relation to race legislation
- All aspects of College policy and activity are sensitive to racial issues
- Racial group monitoring information is collected and analysed
- Plans are implemented for the recruitment, retention and achievement of learners based upon the analysis of the racial group monitoring information
- Teaching observation reports include criteria on racial issues where appropriate
- Curriculum areas are required to assess performance in relation to racial issues and take action as appropriate
- The procedures for the recruitment and promotion of staff enshrine best practice in racial equality
- Plans are implemented for the recruitment and promotion of staff based upon the analysis of racial group monitoring information
- The College's publicity materials present appropriate and positive messages about minority racial groups
- Learner induction programmes and tutorial programmes reflect the College's commitment to promote racial equality

- Appropriate training and development is provided to support the appreciation and understanding of diversity.

8.4 Staff are responsible for ensuring that:

- They are aware of the College's statutory duties in relation to race equality legislation
- Their schemes of work, lesson content and teaching resources demonstrate sensitivity to issues of cultural diversity
- They challenge inappropriate behaviour by learners, work placement providers, outside contractors or other members of staff
- The College and each of its individual staff confront racism, whether intentional or unintentional, whenever it occurs.