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| Author: Assistant Principal Learner Services | Date Reviewed : September 2014 | Category: Public |
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Equality & Diversity Policy



Synopsis

- This policy has been updated to reflect the Equalities Act 2010 and explains the firm commitment of Telford College to equality and diversity and brings together our responsibilities in respect of the Disability Equality Policy, the Race Equality Policy and the Gender Equality Policy and includes all the protected characteristics listed below.

Protected characteristics include:

- Age
- Disability
- Gender reassignment
- Pregnancy and Maternity
- Race (ethnicity, national origins, colour and nationality)
- Religion and Belief and non belief
- Sex
- Sexual orientation

Corporation and Senior Managers have approved a zero tolerance to incidents of bullying, harassment and victimisation

IMPACT ASSESSED: November 2010
Amended December 2010

EQUALITY POLICY 2010 - 2014

MISSION: WHERE GREAT FUTURES BEGIN, AND EVERY LEARNER MATTERS

1. STATEMENT

- 1.1 The Corporation and staff of Telford College of Arts & Technology have an absolute commitment to take action to address and counter any disadvantage and discrimination suffered by sections of the College community, whether based on age, disability, gender re-assignment, pregnancy and maternity, race, religion or belief, sex and sexual orientation hereafter collectively referred to as protected characteristics. The College will promote an understanding of diversity and equality in its students and staff.
- 1.2 This Policy applies to students, staff, visitors, contractors, and representatives of partner organisations whilst engaged on Telford College business, on or off College premises.
- 1.3 Every member of the College Community has a responsibility to disassociate themselves from discriminatory behaviour and where possible, challenge it.
- 1.4 The College will fulfil the statutory and general duties outlined in current equality legislation.
- 1.5 The College will strive pro-actively to provide an institutional model of good equality and diversity practice for both partner and other organisations within the local community and the wider academic community.
- 1.6 Where appropriate, positive action will be undertaken to address disadvantage and discrimination of under represented groups.

Through the above, the Equality Policy of Telford Colleges seeks to:-

- 1.6 Ensure that all students and staff are encouraged, supported and enabled to achieve their full potential in their chosen areas.
- 1.7 Contribute to the preparation of students to live and work as citizens in a multi-ethnic and diverse society so that as an institution everyone feels welcomed, valued and respected. The College will strive to provide an ethos of inclusion and cohesiveness.

2. SCOPE

- 2.1 This Equality Policy sets out to meet the College's duties in respect of the Equalities Act 2010 which replaces existing anti discrimination laws, which include

the Race Relations Act 2000, the Disability Discrimination Act 2005 and the Gender Equality Scheme. Where discrimination is referred to it includes the types of discrimination described in the Equalities Act 2010 (see Appendix A)

2.2 The Equalities Act 2010 also specifies “student status” as:

- Prospective students (in relation to admissions arrangements)
- Former students (if there is a continuing relationship based on them being a student)
- Disabled people who are not students at the institution but who hold or have applied for qualifications undertaken at the College.

3. EQUALITY AND DIVERSITY COMMITTEE

3.1 Terms of Reference

The committee is charged with:

- 3.1.1 Raising awareness of Equality and Diversity issues throughout the College and the various equality policies.
- 3.1.2 Ensuring that this Policy is implemented and that progress is being made to achieve the aims of the Policy in respect of anti-discrimination and all of the protected characteristics
- 3.1.3 Monitoring and evaluating the effectiveness of the Policy, and to regularly review and update the Policy when considered appropriate, but at least every four years.
- 3.1.4 Reviewing Equality & Diversity Impact Assessments in respect of new procedures or policies.
- 3.1.5 Referring specific incidents or general issues of concern relating to equality and diversity directly to senior managers.
- 3.1.6 Reporting annually to the College Corporation.
- 3.1.7 Compiling Equality objectives for Corporation discussion and approval.
- 3.1.8 Forwarding minutes of the Committee meetings to the College Senior Management Team. Minutes are also available on H Drive under Equality and Diversity.
- 3.1.9 Forming and supporting a Disability Forum, which will discuss disability issues, report back to the Committee and annually to the Corporation.

3.2 The Committee will comprise a maximum of 25 members, made up of

Assistant Principal Learner Services (chair) #

Assistant Principal of Personnel #

Learning & Quality Improvement Manager #
Learner Services Manager Wider Curriculum(1)
Department or Faculty Representatives (6)
Business Support Staff (3)
Student Council (1) Anti-Bullying Council (1)
Member of the Corporation (co-opted)
Marketing and External Events Manager (co-opted)
Assistant Principals (co-opted)
Deputy Estates or Estates Manager (co-opted)

- 3.3 Those members marked “#” are standing members. All other members will serve for a term of office of four years. Existing members may be re-elected for a further 4 years if they are voted in by their Faculty/Department. A member will be entitled to a maximum of 2 terms.
- 3.4 The Assistant Principal Learner Services or in her/his absence the Learning & Quality Improvement Manager will chair the Committee with a member appointed to clerk the Committee at each meeting.
- 3.5 Co-opted members do not have voting rights they are present in an advisory capacity. The student member will be requested to leave when the Committee is discussing confidential issues. Confidential issues will be indicated on the agenda and must be indicated to the Chair prior to the meeting.
- 3.6 Membership is eligible for job-share arrangements if the Faculty /Department wishes this to be the way forward.

3.7 Meetings

- 3.7.1 The Committee will meet between 5 and 7 times per year.
Additional meetings may be held as appropriate.
- 3.7.2 Five members will constitute a quorum, as long as the Assistant Principal Learner Services or Learning and Quality Improvement Manager are among those present as either must chair the meeting.

4. CODES OF PRACTICE

4.1 Development

- 4.1.1 Each area of the College (Faculties, Schools, Sections, etc) will produce an Equality and Diversity Code of Practice, which will reflect its working approach to equality and diversity.

- 4.1.2 The Code will identify ways in which the unit's approach is translated into operational examples of good practice, as well as examples of unacceptable attitudes and behaviour.
- 4.1.3 Students and staff will be introduced to the relevant Code during Induction, and reminded of its provisions as required. The Code will be displayed in the Unit areas.

5. SPECIFIC DUTIES

The College is committed to carrying out the following duties in respect of protected characteristics:-

- Issue a statement of its equality policy
- Eliminate unlawful discrimination (direct, indirect, perceived or associated)
- Promote respect between staff and students
- Provide a positive, safe learning environment free from discrimination, harassment and victimisation
- Put in place arrangements for implementing the policy, publicising its contents and its effectiveness
- Assess the impact of its policies on students and staff
- Review the admissions, progression and transfer of students
- Review the recruitment and admissions procedures of staff
- Review the Citizenship Code in respect of the disciplinary process eg exclusions and suspensions
- Publish annual report of evaluations to the Corporation and for the public domain.

6. MEETING OUR DUTIES

We will ensure that:

- Corporation members, staff, students and their sponsors and employers with whom we have links, are aware of our single equality policy and the action needed for it to be implemented.
- Corporation members, staff and students are aware of the value placed upon equality and diversity and that any breach of the policy will be considered a serious matter.
- Corporation members and staff will have access to reports, systems and procedures which will assist them to carry out their responsibilities for monitoring under this policy.
- Recruitment, promotion, pay and staff development procedures are monitored to ensure they reflect good practice.
- We will ensure that students (past or present) are not discriminated against in relation to the admissions process, progression and transfer between courses
- Staff development is designed to give support to staff in respect of the equality characteristics.
- College centralised services and systems are monitored in respect of procedures and discriminatory practice e.g. Admissions, Marketing, Recruitment, Finance, Counselling, Welfare, Grants, Multi-faith resources, Health Services, Catering, Site Services, Examinations, Learning Centres, MIS

- Physical environment will be planned or altered to ensure accessibility of students and staff
- College Celebratory functions will be planned to ensure accessibility of students and staff.

7. MONITORING OUR PROGRESS

To inform the setting of action points or targets as necessary and the measurement of our progress in achieving them, we will collect and analyse the following information with regard to all appropriate protected characteristics as appropriate e.g. age, disability, gender, ethnicity, learning difficulty, gender reassignment and sexual orientation, religion and belief/non-belief in relation to anti-discriminatory practice:

For Prospective Learners and Learners we will monitor and review by disability, learning difficulty, age, gender, race, ethnicity, course level (as appropriate):-

- Enrolments
- Applications
- Applications refused
- Distribution of discretionary funds
- Retention and Success rates
- Attendance rates
- Transfers
- Progression (internal and external)
- Withdrawals and transfers
- Provision of facilities for students with disabilities, learning difficulties, pregnant students and new mothers
- Exclusions
- Complaints/Suggestions
- Provision of additional learning support
- Incidents of harassment, bullying or victimisation
- Cause for concern
- Counselling and mentoring
- Harassment and Bullying issues
- Student Councils and associations
- Evaluations from learner focus groups/surveys

As Employers - we will monitor and review:

- Recruitment processes in line with legislation and good practice
- Applications
- Applications selected
- Guaranteed interviews for disabled candidates that meet minimum criteria
- Reasons for rejection of applicants
- Employees Type of Contract
- Category/grade of work/pay
- Disciplinary proceedings
- Grievances

- Satisfaction surveys/focus groups
- Training and development selection
- Complaints

As an Educational Establishment we will:-

- Observe teaching and learning in respect of equality issues
- Provide an annual professional development programme on strategies to support staff
- Observe teaching and learning to monitor how we meet diverse needs of additional learning
- Ensure that additional learning support will be available where necessary
- Provide a curriculum that allows for progression and is inclusive and sensitive to community needs

8. HOW WILL WE USE THIS INFORMATION

The analyses will help the College to:-

- Monitor representation of staff and students by ethnicity, age, gender, disability and develop action plans/targets as appropriate to address issues.
- Review any areas of under-representation and develop positive action, action plans/targets as appropriate to address issues
- Develop actions plans to strive to eliminate anti discrimination
- Develop a strategy of staff and student training to address equality and diversity issues
- Review areas of under achievement (success and retention) by age, disability, ethnicity and gender
- Provide a safe and harmonious environment for students and staff

9. PUBLISHING OUR POLICY AND PROGRESS

To the public:

- Our commitment will be made known via key College documents and web site information
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To the learner:-

- Prospective, past and present learners will be made aware through College publications and web site and through College Induction and key learning centres
- Personal Tutors, Admissions Tutors and Course Tutors will reinforce equality during Induction
- Support staff will reinforce this through College Community Talks
- Equality Displays in the foyer each term will reinforce this policy
- The Citizenship Code will be amended to clearly state the College's commitment to dealing with incidents under this process.

To Staff:

- Through Staff Handbook
- All new staff will receive a copy of the Policy during their Induction
- Rolling programme of equality training
- Results of monitoring will be published annually in the Principal's report.

10. IMPACT ASSESSMENT PROCESS

- As part of the College's quality cycle, the College will implement the process of Impact Assessment. This will be the responsibility of the manager involved and will include views of staff and students. Impact assessment will be applied to:
 - Planning and implementation of new policies
 - Planning and implementation of new procedures
 - Procedures for contracting
 - Procurement
 - Recruitment of staff and students
- Impact Assessments will be monitored and reviewed by the Equality and Diversity Committee

11. LEADERSHIP AND MANAGEMENT

THE CORPORATION IS RESPONSIBLE FOR SEEING THAT:

- Every effort is made to ensure the membership of the Corporation reflects the diversity of the community served by the College
- They are aware of their responsibilities as outlined in the Policy in relation to the protected characteristics and current legislation
- They receive monitoring information on learners and staff in respect of disability, age, learning difficulty, ethnicity and gender
- Ensuring a senior manager is responsible for the co-ordination of equality

THE PRINCIPAL AND SENIOR MANAGERS ARE RESPONSIBLE FOR:

- Giving a consistent and high profile lead on equality issues to staff, students and community
- Promoting the Equality Policy and its procedures
- Ensuring strategic documents and all external contracts include a strong commitment to equality and diversity
- Ensuring staff recruitment interviewing and admissions procedures are anti discriminatory
- Curricula planning is anti discriminatory and positive discrimination is used to address disadvantaged groups
- Centralised services and their processes are anti-discriminatory
- There are effective complaints processes and procedures for students and staff to report harassment or bullying or any discriminatory practice

- Physical Resources provide accessibility for all students and staff
- Impact Assessment are carried out for all new procedures, policies, processes or building work

MANAGERS ARE RESPONSIBLE FOR ENSURING THAT:

- They are aware of this policy and the duties in relation to legislation and ensure they and their staff attend equality and diversity training
- They comply with the Equality Policy and Equality & Diversity Policy
- A review of the recruitment, retention and achievement of learners is made annually and reported to appropriate committees, with set targets/action points as appropriate to address under representation, low success or retention
- Heads of Schools and Course Teams review the schemes of work, lesson content and teaching resources to teaching staff within their areas, to ensure equality is embedded within the curriculum
- Assessment and verification procedures, work based assessment, course work and examination procedures are not discriminatory against students with protected characteristics
- Marketing and publicity materials present appropriate and positive messages
- Admissions, Induction, Additional Learning Support and Tutorial/Enrichment programmes reflect the College's commitment to the promotion of equality of opportunity and are anti-discriminatory in respect of the protected characteristics
- External partners with whom the College works, are aware of our commitment to equality and that our work with them reflects good practice
- College Codes of Practice are updated annually and reflect our commitment to this policy

ALL STAFF ARE RESPONSIBLE FOR ENSURING THAT:

- They are aware of the College's duties in relation to this Policy
- They are aware of separate policies on harassment and bullying, religion and belief etc.
- They challenge inappropriate behaviour by either learners or other members of staff
- They participate in the staff equality development programme
- They ensure that service delivery in non-academic service areas is sensitive to equality issues
- Issues of concern are referred to Equality and Diversity Committee members who are designated Diversity Champions

MANAGERS AND TEACHING STAFF OF CURRICULA AREAS ARE RESPONSIBLE FOR ENSURING THAT:

- Monitoring of enrolment, attendance, success, retention is undertaken to identify under-represented or vulnerable areas

- Teaching schemes of work, lesson content and teaching resources demonstrate sensitivity to issues of diversity and that they attend staff development to support them in this process
- Work placement providers do not discriminate against students on placement. Colleges should make sure that providers are made aware of needs of their students with protected characteristics
- Staff liaising with Work placement providers ensure they are aware of the need to make a reasonable adjustment for those disabled student who require them
 - External trips are carefully planned to include all students in the student cohort. Arranged trips should not discriminate against any students in the group. Staff will need to take account of financial, mobility, medical and equipment constraints.(Health & Safety Risk Assessment process)
 - Incidents in the classroom involving harassment and bullying and the protected characteristics are dealt with quickly by tutors and reported on appropriate forms to CASA Support
 - Staff are well supported and are aware of reporting procedures in respect of harassment by students or other external contractors
 - They ensure that open college student displays are sensitive to issues of diversity and equality

12. CONSULTATION PROCESS

The following groups will be consulted during the information of this policy:-

Staff and Student Focus Groups

Student Councils

Finance and General Purposes Committee

Equality and Diversity Committee

Senior Management Team

Trade Unions

- The Corporation will approve the final policy and action plan. Thereafter the Equality and Diversity Committee will review the policy every 3 years.
- An action plan outlining the monitoring framework for the life of the existing policy (Appendix A)
- Equally objectives will be set within a 4 year strategy for improvement with annual review. These will include all current targets in respect of race equality and other equality and diversity issues

13. ASSOCIATED POLICIES

Policies which link to this policy include those relating to Equality and Diversity, Human Resources, Admissions, Assessment, Discipline, Internal Verification, Anti-Bullying, Induction, Tutorial, Customer Service Statement.

14. TRAINING STRATEGY

- An annual training strategy will be co-ordinated by the Professional Development Manager for all staff.
- An annual awareness raising programme will be co-ordinated by the Learner Services Manager Wider Curriculum for all full-time students
- Part-time students and employer based students will be informed through College Induction materials, presentations and liaison with key staff.

15. BREACH

Any action which breaches this policy will be deemed a serious incident.

Signed: Date: March 2011
Chair of the Corporation

APPENDIX A

| Characteristic | New Provisions or Changes to legislation 2010 |
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| Disability and Direct discrimination | To qualify for protection from discrimination, a disabled person no longer has to show that their impairment affects a particular “capacity” such as mobility or speech, hearing or eyesight |
| Harassment and Victimization | There is now no need for a victim to show that they have been less favourably treated - they need only show that they have been treated badly. |
| Gender Reassignment | To qualify for protection from discrimination a transsexual person no longer has to show that they are under medical supervision Indirect Discrimination, discrimination by perception or association are new to this area. |
| Direct Discrimination | This involves someone being treated less favourably than another person because of a protected characteristic. |
| Indirect Discrimination | This happens when there is a rule, policy or practice that applies to everyone, but which particularly disadvantages people who share a particular protected characteristic. Indirect discrimination now applies to disability and gender reassignment as well as all the other characteristics listed below. |
| Discrimination by Association | Where someone is discriminated against because they are linked or associated with someone who has a protected characteristic. This is new to characteristics of disability, gender reassignment and sex. |
| Discrimination by perception | This is where someone is discriminated against because they are wrongly perceived to have a particular protected characteristic or is treated if they do - this is new to disability, gender reassignment and sex. |