

THE COLLEGE OF RICHARD COLLYER



EQUALITY & DIVERSITY DUTY

MARCH 2008

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Equality and Diversity Duty

1 Scope

All aspects of College provision, to both internal and external customers, are covered by the Equality and Diversity Duty which leads into the Race Equality Scheme, the Gender Equality Scheme and the Disability Equality Scheme.

2 Aim

The aim is to treat everyone with respect and consideration.

In particular this means that:

- Collyer's maintains excellent educational practice entailing the active promotion of equality of opportunity for all regardless of gender, learning difficulty and/or disability, ethnic or national origin, race, religion or belief, age, socio-economic status, marital or family status, sexual orientation, politics and trade union membership.
- Each member of the College community is entitled to be respected, supported and rewarded appropriately and fairly and continue to be part of a community in which all work to eliminate discrimination.
- The College continues its responsibility to educate students for life and for work in a diverse society and to promote tolerance and sensitivity.
- The College has a responsibility to continue to encourage and maintain wide access to and participation in the range of courses it offers.

3 Accountability

The translation of the Equality and Diversity Duty into practice is the responsibility of everyone in College.

A The Governing Body

Governors are responsible for:

- Making sure the College complies with legal requirements and meets all its duties, including the general and specific duties.
- Making sure the Equality and Diversity Duty and its procedures are followed.

B The Principal

The Principal is responsible for:

- Maintaining a consistent and high-profile lead on equality and diversity issues.
- Promoting the Equality and Diversity Duty inside and outside the College.
- Making sure the Equality and Diversity Duty and its procedures are followed.

C Equality and Diversity Mangers (Assistant Principal Student Progress and Assistant Principal Support)

Equality and Diversity Managers are responsible for:

- Co-ordinating, monitoring and reviewing the Equality and Diversity Duty.
- Evaluating the effectiveness of the Equality and Diversity Duty.
- Co-ordinating the Equality and Diversity Committee.
- Setting realistic targets within the Equality Schemes.
- Disseminating information to relevant bodies.

D Equality and Diversity Committee

The Equality and Diversity Committee shall consist of:

- The Assistant Principal (Student Progress)
- The Assistant Principal (Support)
- The Head of Study Support
- Adult Education Programme Manager
- Learning Resource Centre Manager
- The Personnel Officer
- Staff representatives
- Student representatives
- The Premises Manager
- Registrar
- Admissions Manager

The role of the Equality and Diversity Committee will be to:

- Raise the profile of Equality and Diversity issues within Collyer's and ensure that it continues to promote a culture of equality and inclusivity.
- Monitor the implementation of the Equality and Diversity Duty and review every 3 years.
- Inform management and governors of any problems which require action at manager or governor level.
- Annually review the Race Equality Scheme Action Plan, the Gender Equality Scheme Action Plan and the Disability Scheme Action Plan and to make proposals of modification in light of experience or changing legislation.
- Continue to inform, guide and support staff on Equality and Diversity issues.
- Publicise the Equality and Diversity Duty of Collyer's and make public the details of the Equality and Diversity Committee and the members of Senior Management responsible.

E Line Managers

All Line Managers are responsible for:

- Putting the policy and its strategies and procedures into practice.
- Making sure all staff know their responsibilities, and continue to receive support and training in carrying these out.
- Following the relevant procedures and taking action against any students and staff who unlawfully discriminate against others.
- Improving the Equality and Diversity performance of the area for which they are responsible.

F All Staff

All staff are responsible for:

- Dealing with discriminatory incidents, and being able to recognise and tackle bias and stereotyping.
- Continuing to promoting equality of opportunity and good relations, and avoiding unlawful discrimination against others.
- Keeping up-to-date with the College duty on equality and diversity, and taking up training and learning opportunities.
- Tutors must inform students of the existence of the Equality and Diversity Duty and its importance to them and what rights and responsibilities the duty confers.
- Tutors must continue to liaise with the Study Support team and relevant subject teachers on behalf of particular students.
- Tutors must advise on channels of redress/support for student or refer to Head of House.
- Student needs should continue to be recognised by staff. This could include: seeking additional support and informing students of study support and learning support materials/aids.
- Classroom management should continue to respect harmonious relationships between students.
- Maintaining harmonious relationships outside of the classroom in other areas of the College.

G All students

All students are responsible for:

- Treating all members of the College community with respect and contribute to a harmonious learning environment.
- Students must support and promote College Equality and Diversity Duty. This could include the work of the students College Council.

H Contractors and service providers

All contractors and providers of services are responsible for:

- Complying with Equality and Diversity legislation and any conditions in contracts or agreements.

4 Duty Content

- The College seeks to maintain and ensure equality of opportunity and treatment for all persons in relation to all of its activities, such as the employment of staff, consultants and contractors, the provision of educational opportunities, and the provision of training and other services to individuals and organisations.
- The College seeks to ensure that institutionalised discrimination does not exist and is committed to making changes in any area of College practice where evidence surfaces of failure to provide an appropriate and professional service.
- The College will continue to work actively towards eliminating discrimination, harassment and bullying because of race, colour, ethnic origin, gender, disability, religion, marital status, disability, sexuality, age, or any other grounds.
- This Duty should be read in conjunction with the College Staff Handbook, which provides detailed guidance on how staff should support themselves and students complaining of harassment. The Duty should also be read in conjunction with the associated Race Equality Scheme and Action Plan, the Gender Equality Scheme and Action Plan and the Disability Equality Scheme and Action Plan.
- In the event that staff or students are alleged to be in breach of the College Equality and Diversity Duty, an investigation will be carried out in accordance with agreed procedures, including, where appropriate, disciplinary procedures.
- The College operates within a set of agreed Equality and Diversity definitions, which can be found in the final section of this Duty.

The College will work actively to make progress in **five** key areas:

A Discrimination

- Continue to eliminating any discrimination in relation to staff recruitment and promotion, the purchase of goods and services, and in the content, delivery and management of the curriculum.

B Harassment

- The College has an Harassment Policy to ensuring that all students, staff and visitors can go about their business in an atmosphere free of intimidation or abuse.

C Widening Participation

- Continue to encourage maximum access to the full range of courses and other educational services for people of all social backgrounds and cultures. This includes monitoring patterns of recruitment to courses and working to ensure that course recruitment is based solely on student needs and aptitudes.

D Inclusive Learning

- Providing support to enable individual learners of different needs to progress through the curriculum towards successful achievement.

E Celebrating Diversity

- Recognising and reflecting the positive contributions of men and women of different social backgrounds, cultures, religions, abilities, ages and sexual orientation.
- The College will continue to actively promote staff training and development in Equality and Diversity for all employees (including new staff).
- The College will monitor and review the curriculum, and the learning resources used to deliver the curriculum, to ensure that they reflect and promote the Equality and Diversity Duty.
- The College will maintain partnerships with organisations and groups in Horsham and West Sussex to help develop Equality and Diversity and positive action projects for the benefit of the wider community.
- The College will ensure that marketing strategies reflect Equality and Diversity good practice, and that College provision is actively and appropriately promoted to all sections of the community.
- The College will review the effectiveness of procedures to enable students, staff or clients to raise issues of concern about Equality and Diversity, and to make complaints about discrimination, harassment or bullying.
- The College will ensure that its Equality and Diversity Duty is publicised as widely as possible to its community, including students, staff, contractors, consultants, clients and members of partner organisations.

Period of Review

- The Duty will be reviewed every 3 years (or when required by changes in circumstance and/or legislation).
- The Race Equality Scheme Action Plan, the Gender Equality Scheme Action Plan and the Disability Quality Scheme Action Plan will be reviewed annually.

Evaluation Method

- Equality and Diversity Performance Indicators are included in *Section 6: Procedures and Action Plan* and *Section 7: Equality and Diversity Indicators* of this Duty.

Associated Documentation

- College Equality and Diversity Definitions
- Equality and Diversity Performance Indicators
- Annual Equality and Diversity Implementation Plan

Related Procedures

- Conditions of Service
- Staff Development Policy
- Harassment Policy

- Disciplinary & Grievance Procedures (Staff)
- Rules of Conduct for Staff
- Admissions Policy (incorporating marketing activity)
- The Student Disciplinary Policy & Procedure
- Code of Conduct for full-time students

5 Breaches of the Duty

- Students

In the first instance, the tutor will deal with **any student** acting in breach of the duty. Subsequent breaches will be dealt with in accordance with the Student Disciplinary Policy & Procedures.

- Staff

In the first instance, the Principal, or Chairman of the Governing Body in the case of the Principal, will deal with **any member of staff** acting in breach of the policy. Subsequent breaches will be dealt with in accordance with the Disciplinary & Grievance Procedures (Staff).

- Contractors

Any breaches of Equality and Diversity legislation by **contractors and service providers** may result in cancellation of the contract.

Grievances will be taken seriously and the responses must be confidential (as far as possible) and effective. There are two strands for the resolution of problems, one formal, the other informal.

Both of these are outlined in the College's Disciplinary & Grievance Procedure (Staff). The informal and formal strand for students can be accessed through the Student Disciplinary Policy & Procedure. Details of how to register a complaint can be found in the Student Diary and Enrolment Handbook.

Proved incidents of breaches of the Equality and Diversity Duty must be recorded and monitored by the Principal, Assistant Principal (Student Progress) and Assistant Principal (Support).

The on-going responsibility for monitoring that no future breach of the Duty occurs lies with the person dealing with the grievance procedure.

6 Procedures and Action Plan

A Duty Review & Development

- The new Equality and Diversity Duty will be reviewed every 3 years, after consulting with staff, students and governors, and approved by the Governing Body. The annual review of the Equality and Diversity Schemes Action Plans (in respect of Race, Gender and Disability) will help to judge the effectiveness of the Duty.
- In the summer term each year, the Senior Management Team will identify any policies that should be reviewed or developed in the next academic year, delegate responsibility and set appropriate timescales.

B Strategic & Operational Planning

- Equality and Diversity data will be available to be used at individual staff, subject, faculty and College levels to inform the self-assessment process, using guidance from the Equality and Diversity Committee, and the Equality and Diversity target setting process. These processes will, in turn, support quality improvement planning and identify staff training needs via the self assessment report.
- The Equality and Diversity Committee will prepare an annual report for the Principal to use in the Principal's Report to the Governing Body. Governors and Senior Managers will make use of this information when strategic planning and developing strategic priorities and staff development requirements.

C Action & Implementation

- Equality and Diversity reporting is a standing item on the agendas of the Quality & Standards Committee and the JSGCG.
- The Principal and Assistant Principal (Support) will ensure that staff applications, interviews and promotions continue to be fair for all and comply with the Equality and Diversity requirements outlined in the Equality and Diversity Duty. Guidance from the Equal Opportunities Commission (*Note: from October 2007 known as **Commission for Equality and Human Rights**, following amalgamation of Equal Opportunities Commission, the Disability Rights Commission and the Commission for Racial Equality) should provide the framework for dealing with staff recruitment and internal promotions.
- The appropriate line manager and the Curriculum and Tutorial Committees will monitor implementation across the College.

D Delivery

The key areas are as follows:

- **Admissions and access:** staff should be aware of the impact of images, role models and language in the admission and recruitment process. Promotional material is reviewed to ensure that it continues to reflect positive non-stereotyped images and cultural diversity. The Head of Study Support will respond to specific requests and keep the Admissions Manager aware of developments and student requirements.
- **The Curriculum and teaching:** subject take-up will be monitored and staff will ensure that teaching remains inclusive and responsive to individual needs. Curriculum areas should review resources, materials and teaching styles annually to ensure that they continue to enhance the learning of all students and help to prepare students as tolerant individuals who can also play an active role in a diverse society. The College will review the overall curriculum offer each year and attempt to maintain a curriculum offer that appeals to as many student interests and experiences as possible.

- **Guidance and support for students:** all students' induction programmes should encourage participation, an awareness of Equality and Diversity issues and their own rights and responsibilities. Relevant support and guidance while on programme and in relation to future options will be co-ordinated by tutors, Heads of House and the Study Support Team. A range of enrichment activities and the student College Council will develop a full range of opportunities for students from diverse backgrounds and cultures.
- **The College Council:** provides direct student representation on all issues that effect their welfare and interests.
- **Resources across the College:** learning and physical resources across the College should enable access to as wide a range of potential students as possible. New building developments will improve physical access to all parts of the College.

E Monitoring and Impact Assessment

College Policies

- The Equality and Diversity Committee will be aware of all policies, and assess their impact on Equality and Diversity issues for students and staff and make recommendations, when appropriate, to the person responsible for managing the policy in each case.

Data Monitoring

- **Students:** data to monitor the admission and progress of students will be collected by means of the Learning Agreement and retention and achievement. Analysis will be by gender, ethnic and racial background, previous school, postcode and learning difficulty/disability.
- **Staff:** data to monitor the recruitment and development of staff will be collected by means of the application form, retention, grading structure and staff development documentation. Analysis will be by age, gender, ethnicity and disability.
- The **Equality and Diversity Scheme's (Race, Gender and Disability) Action Plans** will be reviewed annually to judge the effectiveness of the Duty by monitoring the performance of the College against its Equality and Diversity targets using trends and available national/local benchmarking data, where appropriate.

Annual Review Checklist

	MONITORING CATEGORIES	Planned Review Cycle
STUDENTS		
1	Enrolments	October
2	Choice of subjects	October
3	Review College publicity material	October
4	Achievement and retention	November
5	Supporting Learning Statement (Disability Statement)	November
6	SARS	December
7	Quality Improvement Plans and resource/budget requests	March/April
8	Mid-course leavers	June/July
9	Multicultural Group Report	June
10	Equality and Diversity Annual Report	June
STAFF		
11	Analysis of staff	October
12	Analysis of staff training and development	March
13	Job applications	June
14	Leavers and destinations	July
15	Equality and Diversity Annual Report	June

7 Equality and Diversity Indicators

A Students

i) Full-time 16-19 Students

Achievement rates by race, gender and disability to be no worse than College average.

- **Analysis of achievement by gender/race/disability**
- **Analysis of destination data by gender/race/disability**
- **Analysis of student evaluation data concerning Equality and Diversity**

Retention Rates by race, gender and disability to be no worse than College average.

Attendance rates by race, gender and disability to be no worse than College average.

Enrolment by race, gender and disability to broadly reflect College and/or course catchment area.

ii) Adult Students

Achievement rates by race, gender and disability to be no worse than College average.

- **Analysis of achievement by gender/race/disability**
- **Analysis of destination data by gender/race/disability**
- **Analysis of student evaluation data concerning Equality and Diversity**

Retention Rates by race, gender and disability to be no worse than College average.

Attendance rates by race, gender and disability to be no worse than College average.

Enrolment by race, gender and disability to broadly reflect College and/or course catchment area.

B Staff

Staff profile by race, gender and disability to broadly reflect the area across which the College recruits and the College population:

- ***% of teaching staff on management range by gender/race/disability/age***
- ***% of support staff by grading by gender/race/disability/age***
- ***% of staff by employment type (established/temporary/supply) by – gender/race/disability/age***
- ***Analysis of staff climate questionnaire data. % of applicants, staff short listed and staff appointed to both internal and external job vacancies by – gender/race/disability/age***

The responsibility to collate and report on the monitoring of Equality and Diversity Duty will lie with the Assistant Principal (Student Progress) and the Assistant Principal (Support). Results of monitoring will be used to assess the effectiveness of the Equality and Diversity Duty and to rethink, and set targets in, relevant Development Plans and Quality Improvement Plans. It is the responsibility of all line managers to be aware of the monitoring data available for their area/subject and act on it accordingly.

Publication of the data involved in the monitoring of the Equality and Diversity Duty will take place annually. Full copies will be given to the following:

- Assistant Principal (Student Progress) and Assistant Principal (Support) who have overall responsibility for Equality and Diversity.
- All staff and student members of the Equality and Diversity Committee.
- Summary reports will be made available on the College Intranet site which is accessible to all staff and students.

C Evidence of Positive Outcome

Each year, the Equality and Diversity Committee will monitor College data as set out in the planned review cycle and publish an Annual Equality and Diversity Report. This summative report will be made available to governors, staff, students and parents and any other member of the public wishing to see it.

- Students will be made aware of the Equality and Diversity Duty and developing issues through the tutorial programme. The Equality and Diversity Duty will be promoted in the prospectus and web-site with copies of the policy being made available from the student enquiry desk.
- All staff will be made aware of the Equality and Diversity Duty and developing issues through induction and staff development programmes. The Duty will be published on the intranet and copies will be available from Reception.
- The Staff Development Committee is responsible for ensuring access to Equality and Diversity training for all staff and monitoring the take up.

8 Definitions

- **Duty** – Mandatory and legal obligation to do something.
- **Equality and Diversity** - Equality and Diversity aims to ensure that no group receives less favourable treatment on the grounds of ones gender, marital or family status, ethnic origin, race, class, HIV status, age, nationality, religion, disability, or sexual orientation. This enables all people to have equality of access to the provision of goods, services, facilities, premises and employment. It's more about adapting to individual needs not treating everyone the same. We recognise that we always have to differentiate between individuals in order to fulfil their particular needs and potential.
- **Racism** – All attitudes, procedures and patterns – economic, social and cultural – whose effect, though not necessarily whose conscious intention, is to create, maintain and extend the power, influence and privilege of one group of people over another.
- **Racialism** – An implicit set of negative beliefs about a racial or ethnic group. Can result in offensive or violent behaviour towards members of a racial or ethnic group.
- **Sexism** – All attitudes, procedures and patterns – economic, social and cultural – whose effect, though not necessarily whose conscious intention, is to create, maintain and extend the power, influence and privilege of one group of people over another.

- **Disability** – People with a wide range of impairments and conditions including: physical or sensory impairments; mental health difficulties (such as depression); specific learning difficulties (such as dyslexia); health conditions (such as Alzheimer’s, HIV, epilepsy, arthritis and cancer). The impairment must have: a substantial, adverse effect on the person’s ability to carry out normal day-to-day activities; lasted for at least 12 months, or be likely to last for 12 months or more.
- **Prejudice** – An opinion or feeling about people of a different group, which is formed beforehand, without informed knowledge, thought or reason and which is likely to be sustained even in the face of evidence to the contrary.
- **Discrimination** - Less favourable treatment of an individual or group, which is not based on their work performance or conduct as a member of staff or student.
- **Racial Discrimination** – Less favourable treatment of an individual or group on account of their racial origin or colour.
- **Sexual Discrimination** – Less favourable treatment of an individual or group on account of their gender or marital status.
- **Harassment** – Can be directed at any group or individual, and can include unnecessary touching, unwanted physical contact, leering, personal remarks, banter, verbal or written abuse, visual displays, coercion, isolation or non cooperation.
- **Sexual Harassment** – Unwanted conduct of a sexual nature or other conduct based on sex affecting the dignity of men and women at work (European Community Code of Practice). Repeated and/or unwanted verbal or sexual advances, sexually explicit or derogatory statements or sexually discriminatory remarks (TUC).
- **Racial Harassment** – Conduct (whether by act or omission) which is intended to cause or does cause physical or mental distress to an individual or group on account of their colour, race, nationality or ethnic origins.

9 **Key Legislation**

A Race Relations (Amendment) Act 2000: Race Equality Duty

- Promote Equality of Opportunity
- Eliminate unlawful Racial Discrimination
- Promote good relations between people of different racial groups

B Disability Discriminatory Acts 1995 and 2005: Disability Equality Duty

- Promote Equality of Opportunity
- Eliminate unlawful disability discrimination
- Eliminate disability related harassment
- Promote positive attitudes towards disabled people

C Equality Act 2006: Gender Equality Duty

- Eliminate unlawful discrimination and harassment
- Promote equality of opportunity between men and women

10 Independent Body

- Commission for Equality and Human Rights
- Note: Commission for Equality and Human Rights set up in October 2007, following amalgamation of *Equal Opportunities Commission*, the *Disability Rights Commission* and the *Commission for Racial Equality*