

# **THE COLLEGE OF RICHARD COLLYER**



## **EQUALITY AND DIVERSITY DUTY AND SCHEMES (GENDER, RACE, DISABILITY)**

### **SUMMARY**

**MARCH 2008**

## Equality and Diversity Duty and Schemes (Gender, Race and Disability)

### 1 Definitions

- **Duty** – Mandatory and legal obligation to do something.
- **Equality and Diversity** – Equality and Diversity aims to ensure that no group receives more or less favourable treatment on the grounds of one's 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 is 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.

### 2 Introduction

Collyer's enjoys a strong culture of inclusivity and has worked successfully within The Equal Pay Act 1970, The Sex Discrimination Act 1975, The Human Rights Act 1998 and The Race Relations (Amendment) Act 2000. The College's ethos permeates the practice of the organisation and the success of this philosophy is demonstrated by the achievements of the students, high levels of student and staff satisfaction and a very low staff turnover.

The production of an over-arching Equality and Diversity "Duty" and Schemes focussing on "Gender", "Race" and "Disability" will enable Collyer's to continue to respond to developments in equality and diversity legislation and in the spirit of The 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*).

The duty and schemes embrace guidelines from recent key legislation including; **The Employment Equality (Sexual Orientation) Regulation 2003, The Equality Act 2006, The Racial and Religious Hatred Act 2006** (which came into force in October 2007) and the **Disability Discrimination Act 2005**.

The detailed duty and schemes reflect our commitment to involving participants from all backgrounds in the creation of our processes and policies, and we have set out in this document a statement of the position we have reached and our action plans for moving forward.

### 3 Scope

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

### 4 Aim

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.

## **5 Accountability**

The translation of the Equality and Diversity Duty into practice is the responsibility of everyone in College, including; **The Governing Body, Principal, Equality and Diversity Mangers (Assistant Principal (Student Progress) and Assistant Principal (Support)), The Equality and Diversity Committee, Line Managers, All Staff and Contractors/service providers.**

## **6 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.

## **7 Breaches of the Duty**

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

## **8 Procedures and Action Plan(s)**

- **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.

- **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.

- **Action & Implementation**

Equality and Diversity reporting is a standing item on the agendas of the Quality & Standards Committee and the Joint Staff-Governors' Consultative Group.

- **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.

- **Key Actions for 2008**

**Re-write Equality and Diversity Duty and Schemes:** Duty and Schemes for Gender, Race and Disability updated in line with legislative change. Governors, staff and students are informed of the new Equality and Diversity Duty and the Gender, Race and Disability Equality Schemes and their accountability within these policies. Duty and Schemes to be widely publicised.

**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 Curriculum and teaching:** subject take-up will continue to be monitored and staff will ensure that teaching remains inclusive and responsive to individual needs. Closer links and cross referencing to be established with the targets set within existing College Self-assessment Reporting and Quality Improvement Planning cycle.

**The College Council:** provides direct student representation on all issues that effect their welfare and interests (note: representative to sit on the Equality and Diversity Committee).

**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/plans will improve physical access to all parts of the College.

- **Annual Review Checklist**

	MONITORING CATEGORIES	Planned Review Cycle
<b>STUDENTS</b>		
1	Enrolments	Oct
2	Choice of subjects	Oct
3	Review College publicity material	Oct
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
<b>STAFF</b>		
11	Analysis of staff	Oct
12	Analysis of staff training and development	March
13	Job applications	June
14	Leavers and destinations	July
15	Equality and Diversity Annual Report	June