

Equality and Diversity Policy

March 2020

Approved by Governing Body on: 31st March 2020
Endorsed by Q&C Committee on: 11th March 2020
Reviewed by SMT on: 26th February 2020
Next review, as above: Spring 2023



1. INTRODUCTION

- 1.1. The College of Richard Collyer was founded in 1532 with the instruction that 'none be refused likely to learn.' This statement is still at the heart of the Collyer's approach to equality and diversity.
- 1.2 The college is committed to celebrating the diversity of its community while providing for their individual needs to ensure that all are able to succeed.

2. LEGISLATIVE FRAMEWORK

- 2.1. The Equality and Diversity Policy is written with reference to two central pieces of legislation:
 - Equality Act 2010
 - Public Sector Equality Duty 2011
- 2.2. The Equality Act 2010 introduces nine protected characteristics. These refer to the elements of an individual's identity which are explicitly protected from discrimination.
- 2.3. The protected characteristics are: race, disability, sex, gender reassignment, age, sexual orientation, religion and belief, pregnancy and maternity, marriage and civil partnerships. See Appendix A for more details.
- 2.4. All nine protected characteristics are covered in the employment duties of the Act. The protected characteristic of marriage and civil partnerships is not included in the education duties of the Act.
- 2.5. The Act introduces a Public Sector Equality Duty, which will require organisations to give due regard to:
 - eliminate discrimination, harassment and victimisation
 - advance equality of opportunity
 - foster good relations
- 2.6. The new duty covers eight of the nine protected characteristics of the Act. Only the first 'aim' of the new duty, to eliminate discrimination, harassment and victimisation, will apply to the ninth protected characteristic of marriage and civil partnerships.

3. SCOPE

- 3.1. This policy applies to all Collyer's staff and students, and any visitors to the college.
- 3.2. The policy applies to all of the actions of the college including recruitment, admissions, induction, and the curriculum, as detailed in the Equality and Diversity Handbook.

4. AIMS

The College of Richard Collyer aims:

- 4.1. To support all members of the Collyer's community to reach their full potential, regardless of individual characteristics.
- 4.2. To uphold a culture of respect where all staff, students and visitors feel welcome and safe by ensuring that all expressions of prejudice are challenged and resolved.
- 4.3. To celebrate and make visible the diversity of the college.
- 4.4. To ensure compliance with all legal obligations as informed by the Equality and Diversity Act (2010) and with due regard to the Public Sector Equality Duty (2011).

5. OBJECTIVES

- 5.1. **Aim 1: To support all members of the Collyer's community to reach their full potential, regardless of individual characteristics.**

We will:

- 5.1.1. Ensure that the college is an inclusive institution in which all staff, students and visitors are valued and supported.

- 5.1.2. Ensure an inclusive approach to the recruitment, enrolment and induction of all new students.
- 5.1.3. Ensure an inclusive approach to the recruitment, induction and professional development of all staff.
- 5.1.4. Identify students in need of further learning support through initial testing and by teacher identification thereafter.
- 5.1.5. Provide appropriate learning support for all students identified as being in need of further support.
- 5.1.6. Deliver appropriate progression advice and support to all students.
- 5.1.7. Encourage and maintain wide access to and participation in the broad range of courses offered.
- 5.1.8. Regularly monitor data on admissions, progress, retention and achievement of students, in order to work systematically to challenge potential inequalities in outcomes.
- 5.1.9. Regularly monitor data on applications and recruitment of staff.
- 5.1.10. Develop policies and practices in consultation with a representative range of staff and students through groups such as the Richard Collyer Union and the Equality and Diversity Committee.
- 5.1.11. Utilise the Self-Assessment Reports and Quality Improvement Plans to consistently further the aims of equality and diversity within the college.

5.2. Aim 2: To uphold a culture of respect where all staff, students and visitors feel welcome and safe.

We will:

- 5.2.1. Ensure that all staff, students, governors and visitors are informed of the college's commitment to equality and diversity and their responsibilities in accordance with this.
- 5.2.2. Actively challenge any discriminatory or prejudiced behaviour.
- 5.2.3. Seek legal advice and take legal action if appropriate, where issues cannot be resolved through the college's internal procedures.
- 5.2.4. Ensure that stereotypes and prejudice are challenged through the curriculum.
- 5.2.5. Require all full-time students to sign a code of conduct which outlines the responsibility of all students to behave in a courteous and considerate way.
- 5.2.6. Create an atmosphere where all members of the college community feel comfortable if reporting occurrences of prejudice or discrimination, and are aware of the appropriate channels to do so.
- 5.2.7. Ensure that, where complaints are made, all stakeholders are treated with kindness and respect and that confidentiality is upheld where possible.
- 5.2.8. Review new and updated plans, policies and procedures to ensure compliance with equality and diversity aims.
- 5.2.9. Provide regular professional development to staff to ensure that they are able to support all students effectively.

5.3 Aim 3: To celebrate and make visible the diversity of the college.

We will:

- 5.3.1. Uphold the rights of individuals and groups to hold their own values and views, whilst ensuring that they are not presented in such a way which intimidates or degrades others in the college.
- 5.3.2. Encourage the use of teaching materials which reflect the diversity of experiences within the college and broaden students' understandings of global cultures.
- 5.3.3. Seek to celebrate the diversity of students through the facilitation of college-wide equality and diversity events in order to foster good relationships throughout the college.

- 5.3.4. Ensure that the diversity of the college is represented appropriately through the inclusion of relevant stakeholders in its governance at all levels.
- 5.3.5. Distribute promotional material which celebrates the diversity of the college.
- 5.3.6. Work with organisations outside of the college in order to share and learn from models of best practice.

5.4. Aim 4: To ensure compliance with all legal obligations.

We will:

- 5.4.1. Meet all obligations according to the Equality Act 2010 and new legislation as it is updated.
- 5.4.2. Ensure that all legal obligations are understood by relevant staff and that compliance is regularly monitored.
- 5.4.3. Ensure that the performance of the college is reviewed through the annual Self-Assessment Review and Quality Improvement Plan cycle, and that these documents are published electronically.
- 5.4.4. Amend the Equality and Diversity Policy and Handbook every three years or when there are changes to legislation.
- 5.4.5. Enable all staff and governors to fulfil their obligations through the provision of regular continued professional development opportunities and effective induction for all new staff and governors.
- 5.4.6. Publish the Equality and Diversity Report electronically every January, and the Equality and Diversity Objectives at least every three years, based on the analysis of data related to the protected characteristics in accordance with the Equality Act 2010.
- 5.4.7. Ensure that all policies and published documents are available in accessible formats.

6. RESPONSIBILITIES

6.1. The Governing Body

Governors are responsible for:

- 6.1.1. Making sure the college complies with legal requirements and meets all its duties
- 6.1.2. Reviewing the annual Equality and Diversity Review and using it to develop strategic priorities and plans in relation to equality and diversity

6.2. The Principal

The Principal is responsible for:

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

6.3. Equality and Diversity Officer

The Equality and Diversity Officer is responsible for:

- 6.3.1. Co-ordinating, monitoring and reviewing the Equality and Diversity Policy and Handbook, and managing their implementation
- 6.3.2. Evaluating the effectiveness of the Equality and Diversity Policy
- 6.3.3. Co-ordinating and chairing the termly Equality and Diversity Committee
- 6.3.4. Writing an annual Self-Assessment Review of the Equality and Diversity committee, which will inform the setting of targets through the Quality Improvement Plan
- 6.3.5. Disseminating information to relevant bodies

- 6.3.6. Working with a diverse range of students and staff to ensure that issues pertinent to the college community are raised and resolved where possible
- 6.3.7. Monitoring Equality and Diversity practices across all college activities and compiling the Equality and Diversity Review with Equality Objectives
- 6.3.8. Ensuring the annual publication of equality data and publication of Equality and Diversity Objectives at least every three years, as required by the Public Sector Equality Duty
- 6.3.9. Developing strategies and events to successfully meet agreed equality and diversity actions
- 6.3.10. Making recommendations to facilitate the continued appraisal and development of the Equality and Diversity Policy and its practical implementation
- 6.3.11. Incorporating equality and diversity training within the cycle of staff development based on an identification of training needs
- 6.3.12. Preparing an annual report for the Principal to use in the Principal's Report to the Governing Body
- 6.3.13. Maintaining partnerships with organisations and groups in Horsham, West Sussex and the S7 Group (Surrey and Sussex Sixth Forms) to help develop equality and diversity and positive action projects for the benefit of the wider community

6.4. Equality and Diversity Committee

- 6.4.1. The Equality and Diversity Committee will represent the diversity of staff and students and will always include student members. It shall consist of: Equality and Diversity Officer; Director of Admissions and Marketing; Director of Study Support and Student Wellbeing; Director of Learning Resources; Student Services Manager; Human Resources Manager; Head of Sports Academy; Tutorial and Curriculum Committee representatives; Richard Collyer Union representatives; Estates Manager; Information Services Manager

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

- 6.4.2. Raise the profile of equality and diversity issues within Collyer's and ensure that it continues to promote a culture of equality and inclusivity
- 6.4.3. Monitor the implementation of the Equality and Diversity Policy and review every 3 years
- 6.4.4. Inform management and governors of any problems which require action at manager or governor level
- 6.4.5. Continue to inform, guide and support staff on equality and diversity issues
- 6.4.6. Publicise the Equality and Diversity Duty of Collyer's and make available on Sharepoint the details of the Equality and Diversity Committee minutes
- 6.4.7. Seek opportunities to further the goals of the Equality and Diversity Policy where possible and in accordance with individual responsibilities

6.5. Line Managers

All Line Managers are responsible for:

- 6.5.1. Putting the Equality and Diversity Policy and its strategies and procedures into practice
- 6.5.2. Making sure that all department staff know their equality and diversity responsibilities, and receive appropriate support and training in carrying these out
- 6.5.3. Following the relevant procedures and taking action against staff or students who may be discriminating unlawfully based on any of the protected characteristics
- 6.5.4. Improving the equality and diversity performance of the area for which they are responsible

6.6. Human Resources

Human Resources are responsible for:

- 6.6.1. Ensuring that recruitment and appointments are in line with both legal requirements and good practice
- 6.6.2. Advising the college so it does not, as an Employer, apply a practice which has the effect of disadvantaging people based on any protected characteristic

6.7. Staff

Staff are responsible for:

- 6.7.1. Dealing with discriminatory incidents, and being able to recognise and tackle bias and stereotyping, as well as challenging inappropriate behaviour
- 6.7.2. Continuing to promote equality of opportunity and good relations, and avoiding unlawful discrimination against others
- 6.7.3. Keeping up-to date with the college policy and schemes relating to equality and diversity, and taking up training and learning opportunities where offered
- 6.7.4. Student needs should continue to be recognised by staff. This could include: seeking additional support; informing students of study support and learning support materials; and making any reasonable adjustments to support learners with disabilities
- 6.7.5. Classroom management and curriculum delivery should continue to respect and promote harmonious relationships between students
- 6.7.6. Contributing to the maintenance of harmonious relationships outside of the classroom
- 6.7.7. If students do have complaints, staff must respect the rights and experiences of all stakeholders, and maintain confidentiality where possible
- 6.7.8. Tutors must inform students of the existence of the Equality and Diversity policy, its importance to them, and what rights and responsibilities the duty confers
- 6.7.9. Tutors must continue to liaise with the Study Support team and relevant subject teachers on behalf of students where appropriate
- 6.7.10. Tutors must advise on channels of redress/support for student or refer to Head of House

6.8. All students

All students are responsible for:

- 6.8.1. Treating all members of the college community with respect and contributing to a harmonious learning environment
- 6.8.2. Reporting incidences of discrimination and prejudice appropriately
- 6.8.3. Signing the Student Code of Conduct, acknowledging that failure to comply will result in sanctions
- 6.8.4. Supporting and promoting college Equality and Diversity Policy and Schemes
- 6.8.5. The Richard Collyer Union will actively promote equality and diversity through their actions and will elect Equality and Diversity Officers to represent the student body on the Equality and Diversity Committee

6.9. Contractors and service providers

All contractors and providers of services are responsible for:

- 6.9.1. Complying with equality and diversity legislation and any conditions in contracts or agreements
- 6.9.2. Observing the 'Safeguarding for everyone on site' information card

7. MONITORING

- 7.1. The annual Equality and Diversity Review will be published electronically every January based on the analysis of data recorded for equality and diversity monitoring, in accordance with the Equality Act 2010
- 7.2. Admissions, progress, retention and achievement data for students will be monitored in order to challenge any inequality of outcomes in terms of gender, ethnicity and learning needs
- 7.3. Recruitment and composition of staff will be monitored
- 7.4. Individual departments will be responsible for monitoring retention and achievement data in order to inform their Self-Assessment Review and Quality Improvement Plans, with regards to equality and diversity
- 7.5. The Self-Assessment Report and Quality Improvement Plan will be made available via Sharepoint every year and will be used to further the college's equality and diversity aims
- 7.6. Equality Impact Assessments will be carried out for all new college policies and plans, and policies and plans that have been renewed and significant changes have been made. This will take place at a minimum of every five years

8. RELATED POLICIES

- 8.1. This policy should be read in conjunction with the annually published Equality and Diversity Review, the annual quality cycle of Equality and Diversity Self-Assessment Review (SAR) and Quality Improvement Plan (QIP)
- 8.2. Further advice and information can be found in the Equality and Diversity Handbook
- 8.3. Relevant and most closely related policies include:

Admissions Policy
Appeals Procedure (Non Staff)
Appeals Procedure (Staff)
Archiving and Retention of College Records Policy
Code of Conduct Guidelines for Staff
Collyer's Values
Complaints Policy
Curriculum Policy
Data Protection Policy, incl Use of CCTV and BWC, Privacy, Use of Computers Agreement
Examinations and Assessment Policy and Procedures
Fire Safety Policy
Fitness to Study
Health and Safety Policy
Leave of Absence Policy
Managing Change
Pay Policy
Safeguarding and Child Protection Policy (including Prevent Strategy)
Safeguarding for everyone on site
Sickness Management Policy
Staff and Student Consultation Procedures
Staff Code of Conduct
Staff Bullying and Harassment Policy
Staff Capability Policy
Staff Development Policy
Staff Disciplinary Policy
Staff Grievance Policy
Staff Recruitment Policy
Student Bullying and Harassment Policy
Student Code of Conduct
Student Disciplinary Policy
Supporting Learners

Appendix A: Protected characteristics

Adapted from Equality and Human Rights Commission (2014) Technical Guidance for Schools in England, Accessible from https://www.equalityhumanrights.com/sites/default/files/technical_guidance_for_schools_england.pdf

The Equality Act (2010) protects people from discrimination, victimisation and harassment based on nine protected characteristics.

Discrimination includes direct discrimination, which can be based on perception or association, as well as possession of a protected characteristic; and indirect discrimination.

Unlawful harassment includes: harassment related to a relevant protected characteristic; sexual harassment; and less favourable treatment of a pupil because he or she submits to or rejects sexual harassment or harassment related to sex.

The nine protected characteristics are:

- Disability: A person is disabled if he or she has, or has had, a physical and/or mental impairment that has what the law calls ‘a substantial and long-term adverse effect on [his or her] ability to carry out normal day-to-day activities’. What matters is the effect of the impairment, not the cause.
- Gender reassignment: Gender reassignment is a personal process that involves a person moving away from his or her birth sex to his or her preferred gender. This personal process may include undergoing medical procedures or it may simply include choosing to dress in a different way as part of the personal process of change.
- Race: Race means a person’s: colour, and/or nationality (including citizenship), and/or ethnic or national origin. Racial groups can comprise two or more distinct racial groups, such as ‘British Asians’.
- Religion or belief: The protected characteristic of religion or belief includes any religion and any religious or philosophical belief. It also includes a lack of any such religion or belief. A religion need not be mainstream or well known to gain protection as a religion. It must, though, be identifiable, and have a clear structure and belief system. Denominations or sects within religions may be considered a religion. New religious movements may also be considered religions or beliefs.
- ‘Religious belief’ goes beyond beliefs about and adherence to a religion or its central articles of faith, and may vary from person to person within the same religion. A person does not have to prove that the manifestation of their religion or belief is a core component of the religion or philosophical belief they follow, but it may instead be a means by which they choose to express their adherence to their religious belief. A belief need not include faith or worship of a god or gods, but must affect how a person lives his or her life or perceives the world.
- For a belief to be protected by the Act, it must have the following features: It must be genuinely held; it must be a belief, and not an opinion or viewpoint based on information available at the moment; it must be a belief as to a weighty and substantial aspect of human life and behaviour; it must attain a certain level of cogency, seriousness, and importance; it must be worthy of respect in a democratic society; it must be compatible with human dignity and not conflict with the fundamental rights of others.
- Sex: A person’s sex refers to the fact that he or she is male or female. This may be separate to gender identity.
- Sexual orientation: Sexual orientation means the attraction that a person feels towards one sex or another (or both), which determines with whom he or she forms intimate relationships or to whom he or she is attracted. Everyone is protected from being treated worse or differently because of sexual orientation, whether they are bisexual, gay, lesbian, straight, or any other orientation which is less easily labelled. Sexual orientation discrimination also covers discrimination connected with manifestations of that sexual orientation, such as someone’s appearance, the places that he or she visits or the people with whom he or she associates.

- Age.
- Pregnancy and maternity: This applies to a woman (including a female pupil of any age) who is, or has been, pregnant, has given birth in the last 26 weeks, or is breastfeeding.
- Marriage and civil partnerships: Only the employment duties of the act refer to this protected characteristic.