

EQUALITY AND DIVERSITY POLICY



PURPOSE OF THE POLICY

Yeovil College wholeheartedly supports the principles of equality and diversity and opposes all forms of unlawful or unfair discrimination on the grounds of race, nationality, ethnic or national origin, gender, gender re-assignment, sexual orientation, religion or belief, age, marital status, family responsibility, pregnancy or maternity, trade union activity, unrelated criminal convictions or disability.

Yeovil College is committed to recognising and promoting actively equality and diversity within our community. We wish to provide a working and learning environment that acknowledges the richness of diversity and recognises the positive contributions of men and women of different social backgrounds, cultures, religions, abilities, ages and sexual orientation.

Yeovil College seeks to ensure equality of opportunity and treatment for all persons in relation to all of its activities, such as the recruitment and 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 recognises the existence of institutionalised discrimination, including institutional racism and is committed to making changes in any area of College practice where there is evidence of failure to provide an appropriate and professional service. It is committed to closing equality gaps in relation to learner and trainee outcomes and employment issues.

The College will work actively towards eliminating discrimination, harassment, victimisation and bullying because of race, belief, ethnic origin, gender, gender-reassignment, disability, religion, marital status, pregnancy or maternity, social class, sexual orientation, age, or any other grounds.

SCOPE

The policy applies to all members of the Corporation, staff and learners of the College (including those at outreach centres), volunteers, agency staff and visiting contractors working onsite.

RESPONSIBILITY AND AUTHORITY

The Equality and Diversity Group is responsible for agreeing and implementing the policy and the procedures.

All Yeovil College staff and Corporation members have delegated responsibility for implementing the policy and procedures. They have a responsibility to treat each other with fairness, equality and respect in accordance with the College Core Values and Behaviours.

RELATED POLICIES, PROCEDURES, DOCUMENTS, DEFINITIONS

The following documents should be read in conjunction with this policy:

- Accessibility Statement
- Disability Duty and Action Plan
- Disability Equality Policy
- Ex offenders recruitment policy (staff)
- Ex offenders recruitment policy (learners)
- Gender Equality Policy
- Gender Identity Equality Policy
- Harassment and Bullying statement
- Mental Health Policy
- Race Equality Policy
- Race Equality Duty and Action Plan
- Religion and Belief Equality Policy
- Respect at College Policy
- Respect at Work Policy
- Safeguarding Policy and Procedures
- Sexual Orientation Equality Policy
- Single Equality Duty and Action Plan

Appendix 1 – Procedures in the event of breach of the policy Responsibilities of individual staff

Policy Review				
Author	Position	Approved by	Approval date	Review date
Angela Coward	Head of Learner Support Services	Corporation/Committee Corporation	24 Nov 2010	Nov 2011
Initial Equality Impact Screening				
Have you consulted on this policy, service, strategy, procedure or function? Yes / No YES Details: Consultation with members of the Learner Support Services Team, Equality and Diversity Group, Human Resources				
What evidence has been used for this assessment? Previous policy and staff feed-back.				
Could a particular group be affected differently in either a negative or positive way? Indicate Y where applicable				
Group Age Disability Gender (incl. Transgender) Race (incl. Gypsy & Traveller) Religion or belief Sexual orientation Other groups (see guidance)	Negative impact	Positive impact	Evidence	
If any negative impacts are identified, are there any related policies, services, strategies, procedures or functions that need to be assessed alongside this screening? If yes, please detail below:				
Should the policy, service, strategy, procedure or function proceed to a full Equality Impact Assessment? Yes / No NO If no, please give reasons - There are no negative impacts identified				
Declaration				
We are satisfied that an initial screening has been carried out on this policy, service, strategy, procedure or function (delete those which do not apply) and a full Equality Impact Assessment is / is not required.				
We understand that the Equality Impact Assessment is required by the College and that we take responsibility for the completion and quality of this assessment				
Completed by:	Angela Coward	Position:	Head of Learner Support Services	Date: 01 Nov 2010
Checked by:	Ruth Morgan	Position:	Safeguarding Officer	Date: 01 Nov 2010

APPENDIX 1

PROCEDURES

In the event that staff or learners are alleged to be in breach of the College equality and diversity policy an investigation will be carried out in accordance with agreed procedures, including, where appropriate, disciplinary procedures. The College Grievance (staff) and Complaints (learners) procedures are the appropriate means for raising concerns regarding equality and diversity.

Yeovil College will:

- actively ensure that staff training and development in equality and diversity is delivered for employees.
- monitor and review the curriculum, and the learning resources used to deliver the curriculum, to ensure that they reflect and promote equality and diversity.
- ensure that marketing strategies reflect good practice in equality and diversity, and that College provision is actively and appropriately promoted to all sections of the community.
- review the effectiveness of all policies and procedures to ensure that they contribute to the promotion and application of the Equality and Diversity policy.
- ensure that its equality and diversity policy is publicised as widely as possible to its community, including learners, staff, volunteers, contractors, consultants, clients and members of partner organisations.

RESPONSIBILITIES AND BEHAVIOURS

All employees of the College have a responsibility for implementing the equality and diversity policy and promoting equality and diversity in all aspects of their work. Specific behaviours and responsibilities are identified below:

The Principal

The Principal is responsible for providing a consistent and high profile lead on all Equality and Diversity issues and ensuring the effective application of the equality and diversity policy and its procedures. The Principal chairs the Equality and Diversity Group which exists to:

- provide a strategic lead and direction for the college
- ensure that all learners and staff are enabled to achieve their full potential, irrespective of gender, age, race, ethnicity, religion etc
- ensure that Yeovil College is seen as a beacon of best practice within the community

Senior Leadership Team/ Faculty Directors/Cohort Directors

are required to:

- ensure that admissions criteria do not discriminate against or unnecessarily exclude any individual or group of learners (where appropriate)
- ensure that staff are aware of the equality and diversity policy and procedures and of their specific responsibilities
- ensure that plans for new courses and curriculum development take account of the equal and diversity policy requirements
- inform and consult staff on college equality and diversity developments
- ensure that equality and diversity issues are covered in course quality reviews and self assessment and are addressed in the Department self-assessment and development plan.

- use course data to monitor learner performance and identify and address any issues of under-representation or under-performance by any group of learners.
- use course data to set equal opportunity related targets as appropriate
- disseminate good practice
- address equality and diversity issues in staff appraisal
- address equality and diversity issues through staff development

Curriculum Quality Managers/ Course managers

are required to:

- ensure that admissions criteria do not discriminate against or unnecessarily exclude any individual or group of learners (where appropriate)
- monitor course data to address any issues of under-representation or under-performance by any group of learners
- ensure that learners are aware of their responsibilities and rights in respect of discrimination, victimisation, harassment and bullying and of the procedures for making complaints.
- take appropriate and immediate action in the event of incidents of harassment, bullying, victimisation, or discrimination
- be aware of the variety of learners' personal circumstances and difficulties which may impede learning and the appropriate referral points available.
- provide guidance and referrals to additional support services
- fully address equality and diversity issues in course self-assessment and development plans.
- address equality and diversity issues in staff appraisal
- address equality and diversity issues through staff development

Tutors/ Lecturers and Learning Support Staff

are required to:

- have high expectations of all learners irrespective of race, colour, ethnic origin, gender, gender-re-assignment, disability, religion or belief, marital status, pregnancy or maternity, sexual orientation, age, or any other grounds.
- ensure that curriculum materials do not exclude any individual or group of learners
- use teaching materials, content and methods, where possible, which take account of the diverse learning needs, styles and preferences of learners
- create a classroom ethos and learning environment which is inclusive and enables all learners to feel comfortable and is conducive to learners realising their potential
- provide guidance and referrals of learners to additional support services
- adopt marking policies and assessment methods which treat all learners impartially and do not discriminate against any individual or group of learners
- take appropriate and immediate action in the event of incidents of harassment, victimisation or discrimination and if necessary alert or involve more senior staff.
- address any issues of stereotyped attitudes and prejudiced thinking in order to develop learner awareness of the basic concepts of equality and diversity.

Business Support Managers

Managers are required to:

- ensure that staff are aware of the equality and diversity policy and procedures and of their specific responsibilities
- inform and consult staff on college equality and diversity developments, ensuring that equality and diversity issues are covered in quality reviews and self assessment and are addressed in the development plan.
- ensure that staff recruitment, training, promotion and work practices conform with the equality policies and procedures.
- address equality and diversity issues in staff appraisal
- address equality and diversity issues through staff development

Business Support Staff

Staff are required to:

- deal equally and fairly with colleagues, internal and external customers irrespective of race, colour, ethnic origin, gender, gender-re-assignment, disability, religion or belief, pregnancy or maternity, marital status, disability, sexual orientation, age, or any other grounds.
- take appropriate and immediate action in the event of incidents of harassment, victimisation or discrimination and if necessary alert or involve more senior staff.