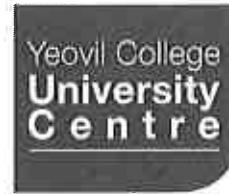


# EQUALITY AND DIVERSITY POLICY



## 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, ethnic or national origin, gender, gender re-assignment, disability sexual orientation, religion or belief, age, marital status, family responsibility, pregnancy or maternity, trade union activity or unrelated criminal convictions.

The Equality Act 2010 places a positive general duty on all Further Education Institutions to promote equality and eliminate unlawful discrimination, harassment or victimisation on the grounds of protected characteristics (age, disability, race, religion or belief, gender, gender re-assignment, sexual orientation, marriage and civil partnership or pregnancy and maternity).

Yeovil College will:

- eliminate unlawful discrimination, harassment, victimisation, bullying and any other conduct prohibited by the Act;
- advance equality of opportunity between people who share a protected characteristic and people who do not share it;
- foster good relations between people who share a protected characteristic and people who do not share it.

We will endeavour to remove or minimise disadvantages suffered by people due to their protected characteristics and meet the needs of people with protected characteristics;

We will also encourage people with protected characteristics to participate in public life or in other activities where their participation is low.

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 outcomes and employment issues.

## **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 Safeguarding and 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
- Equality Duty and Action Plan
- Harassment and Bullying statement
- Respect at College Policy
- Respect at Work Policy
- Safeguarding Policy and Procedures

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

### 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:

#### Director of Human Resources

The Director of Human Resources 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 Director of Human Resources jointly chairs the Safeguarding and Equality and Diversity Group with the Vice Principal Curriculum & Quality 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 Management Team/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 quality reviews and self-assessment and are addressed in the Curriculum area self-assessment and development plan.
- use data to monitor learner performance and identify and address any issues of under-representation or under-performance by any group of learners.
- use 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 Area Managers/Programme managers** are required to:

- ensure that admissions criteria do not discriminate against or unnecessarily exclude any individual or group of learners (where appropriate);
- monitor 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 regardless of their age, disability, race, religion or belief, gender, gender re-assignment, sexual orientation, pregnancy and maternity 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;
- Enable learners to question and test received wisdom and to put forward new ideas and controversial and/or unpopular ideas without placing themselves in jeopardy and with respect to others
- 
- 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 stereotypical attitudes and prejudiced thinking in order to develop learner awareness of the basic concepts of equality and diversity.

**Business Support 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** are required to:

- work equally and fairly with colleagues, internal and external customers irrespective of, age, disability, race, religion or belief, gender, gender re-assignment, sexual orientation, pregnancy and maternity 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.

Policy Review				
Author	Position	Approved by Corporation	Approval date	Review date
Steve Chattell	Director of Curriculum & HR	Signed: 	11.10.18	May 2019

### Document Control – Revision History (Policies only)

Author/Owner	Summary of Changes	Date	Date last reviewed by SED	Recommend to SED: Y/N
Steve Battersby	Minor amendments to job titles/responsibility	30.03.17	27.04.16	N
Steve Chattell	Minor amendments to job titles	16.05.18	27.04.16	N
Michelle Dennett	Added section to support academic freedom and speech	04.09.18	27.04.16	Y

Initial Equality Impact Screening			
Have you consulted on this policy? Yes Details: Consultation with members of the Learner Support Services Team, Safeguarding, 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			
<b>Group</b> Age Disability Gender (incl. Transgender) Race (incl. Gypsy & Traveller) Religion or belief Sex Sexual orientation Marriage & civil partnership Pregnancy & maternity Other groups (see guidance)	<b>Negative impact</b>	<b>Positive impact</b>	<b>Evidence</b>
Please give details:			
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 proceed to a full Equality Impact Assessment? No If no, please give reasons: no negative impacts identified			
<b>Declaration</b> We are satisfied that an initial screening has been carried out on this policy and a full Equality Impact Assessment 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 Author: Kate Hill		Position: Director of Teaching, Learning and Quality	Date: 22.03.16
Reviewed by Safeguarding, Equality & Diversity Group:			Date: 27.04.16 & 12.09.18
<b>Comments from Safeguarding, Equality &amp; Diversity Group Review:</b>			