



# **KNOWSLEY COMMUNITY COLLEGE**

## **EQUALITY AND DIVERSITY POLICY 2010 – 2013**

***Putting Equality & Diversity at the Heart of College  
Policy & Practice***

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## FOREWORD

### EQUALITY AND DIVERSITY – STATEMENT BY FRANK GILL, PRINCIPAL

“As the Principal I have to ensure that the College complies with all the relevant legislation which covers Equality and Diversity. In addition to compliance, however, I have to be assured that the College produces and implements policies and procedures which are designed to eliminate discrimination and to promote equality and accessibility to all individuals and groups within the community.

The key responsibility of the Principal in matters of equality and diversity, however, is to ensure that the various quality and support procedures actually have the desired impact in maintaining an environment in which every learner is given the same opportunity to reach his or her potential and which engenders harmonious relationships between all members of the College community. To ensure that this happens, I have to commit the necessary human and physical resources to the cause of E&D, and have to take a continuous and personal interest in reviewing the activities and success indicators which are attributable to this important aspect of the College’s operation.”

### OFSTED REPORT EXTRACTS (APRIL 2008):

#### **Equality of Opportunity outstanding: Contributory Grade 1**

**Social and educational inclusion are outstanding. The promotion of equality of opportunity is excellent. Arrangements to eliminate discrimination and promote equality of opportunity are outstanding.**

**The excellent partnership arrangements are highly effective in raising the profile of the college as an inclusive organisation, and in contributing locally to raising the employability of the workforce. The exceptional work undertaken with employers, schools and community partners is flexible, responsive and particularly successful in encouraging participation from disadvantaged backgrounds.**

## KCC EQUALITY AND DIVERSITY POLICY

**This Equality and Diversity Policy has been developed in conjunction with:**

- **College Values Statement**
- **College Mission Statement**
- **Strategic Aims and Objectives**
- **Strategic Development Plan**
- **College Charters**
- **Disability Statement**
- **Race Equality Statement**
- **Disability Equality Scheme**
- **Gender Equality Scheme**
- **Anti-Bullying Statement**
- **Mental Health Statement**
- **Safeguarding Policy**
- **Acceptable Behaviour Policy**

**It should not be read in isolation, but cross-referenced with all the relevant College employment and student policies.**

## 1. Values

- 1.1 In its commitments to lifelong learning and widening participation, Knowsley Community College recognises the importance of Equality and Diversity in respect of access, processes and outcomes in Further Education. Built into every stage of the provision of our quality service, will be **equality for all, regardless of age, race, national origin, religious beliefs, gender, gender reassignment, sexuality, marital status, family responsibility, disability, or other irrelevant distinction.**
- 1.2 The College recognises its responsibilities to help promote equality of opportunities, eliminate unfair and unlawful discrimination and promote good relations between people of different racial groups in the College.
- 1.3 The College recognises educational discrimination as the collective failure of an institution to provide an appropriate and professional service to learners because of an aspect of their social identity, physical appearance or learning ability. It can be seen or detected in processes which amount to unwitting prejudice, ignorance, thoughtlessness and stereotyping which could disadvantage any of our learners.
- 1.4 No organisation is immune but Knowsley Community College is committed to conducting comprehensive and effective monitoring of staff and students to ensure unlawful discrimination is detected and addressed.
- 1.5 The College aims to create a positive inclusive ethos where issues of racism, stereotyping and discrimination can be discussed openly, with a shared commitment to challenging prejudice, respecting diversity and promoting good working relationships between different groups of people.

## 2. Scope

- 2.1 The College will treat **staff, students, stakeholders, employers and other partner organisations** on the basis of their merits and abilities regardless of age, race, national origin, religious beliefs, gender, gender reassignment, sexuality, marital status, family responsibility, disability, or other irrelevant distinction.
- 2.2 This policy will operate within the framework of Equality and Diversity legislation and statutory bodies as outlined in:
- The Disabled Persons (Employment) Acts (1944 and 1958)
  - The Equal Pay Act (amendment 1970)
  - The Sex Discrimination Acts (1975 and 1986 as amended)
  - The Race Relations Act (1976) (as amended 2000, 2003)
  - The Employment Act (1989)
  - Further and Higher Education Act (1992)
  - The Disability Discrimination Act (1995 – 2005)
  - The Protection from Harassment Act (1997)
  - The Human Rights Act (1998)
  - The Working Time Directive (1998)
  - The Data Protection Act (1998)
  - The Special Needs and Disabilities Act (2001)
  - Employment Equality (Religion or Belief) Regulations (2003)
  - Employment Equality (Sexual Orientation) Regulations (2003)
  - Gender Recognition Act (2004)
  - Civil Partnerships Act (2004)
  - Employment Equality (Sex Discrimination) Regulations (2005)
  - Age Discrimination Act (2006)
  - Equality Act (2006)
  - Racial and Religious Hatred Act (2006)
  - Disability Equality Duty (2006)
  - Gender Equality Duty (2007)
  - Commission for Equality and Human Rights (2008)

- Local KMBC initiatives, eg Hate Incident Prevention Forum (2009, ongoing)
  - Codes and Practices issued from time to time by statutory bodies in the field of equality and human resource management in the time period 2010 – 2013, eg the forthcoming Single Equality Bill
- 2.3 This Equality and Diversity Policy will apply to the whole College, including governors, members of staff and learners.
- 2.4 This Equality and Diversity Policy covers all aspects of College provision, to both internal and external customers.
- 2.5 The College will ensure that other organisations in which it is in partnership are aware of this policy, and will seek to work collaboratively and share information with other agencies and support networks, eg Knowsley Safeguarding Board and Connexions, to promote the E&D agenda.

### **3. Implementation Principles**

- 3.1 The College will ensure that all employees, students and visitors are treated with dignity and respect.
- 3.2 The College will seek to encourage in all the personal development of positive values and attitudes concerning Equality and Diversity.
- 3.3 The College will take all reasonable steps to ensure that it eliminates inappropriate barriers to access whether they are physical, attitudinal, academic or practical.
- 3.4 The College will make every effort to ensure that there is no unlawful or unfair discrimination in the quality of education provision for individuals or groups.
- 3.5 The College will ensure that it treats all disclosures of disability sensitively and uses them only for the benefit of the disabled person.
- 3.6 The College is committed to inclusive learning, making every effort to ensure that the learning needs of all are met sensitively and without unfair or unlawful discrimination, providing reasonable adjustments, and auxiliary aids and services where appropriate.
- 3.7 The College will seek to anticipate the additional support needs of the student body and make reasonable adjustments to provision where students with disabilities might be otherwise disadvantaged in the College.
- 3.8 The College will collect the necessary statistics and analyse the data to monitor its provision in respect of Equality and Diversity.
- 3.9 Where monitoring identifies under-representation or unfair discrimination, the College may consider temporary positive action to redress the imbalance.
- 3.10 The College is committed to widening participation to include disadvantaged and marginalised individuals and groups, eg care leavers, young offenders, teenage parents, carers, and people not engaged in education or training.
- 3.11 The College will ensure that its publicity and information materials reflect its commitment to Equality and Diversity.
- 3.12 Teaching and learning materials will seek to recognise and affirm through active practice, the interest and achievements of all groups in society and avoid explicit or implicit discrimination.
- 3.13 The College's commitment to Equality and Diversity will be demonstrated in the way teachers and learners relate to each other, and through the standards of behaviour expected from both, as specified in each Section's Positive Behaviour Implementation Plan, and the College's Acceptable Behaviour Policy.

- 3.14 The College will not tolerate abusive language and behaviour, from staff or students
- 3.15 The College will make every effort to ensure that harassment and victimisation are recognised as forms of unlawful discrimination and eliminated.
- 3.16 The College will continue to ensure Human Resource Management strategies and procedures comply with current legislation and are in accordance with best practice.
- 3.17 The College is committed to providing all staff with a safe working environment.
- 3.18 The College is committed to providing all staff with equitable opportunities for appropriate training and development.
- 3.19 Part-time staff will have the same access to information, resources and work-related training as full-time staff with similar responsibilities.
- 3.20 The College Self Assessment, Staff Appraisal and Development, Grievance, Capability, Disciplinary and Appeals procedures will apply equally to all staff.
- 3.21 Posts will be advertised in ways that encourage applicants from under-represented groups, and which comply with Positive About Disabled People accreditation.
- 3.22 The College will ensure that its staff is equipped with the necessary information, skills and support to fulfil the responsibilities outlined in the Equality and Diversity Policy.

#### **4. Monitoring**

- 4.1 Monitoring will be undertaken in accordance with the best practice recommendations from bodies such as the Commission for Equality and Human Rights, and with regard to data protection legislation.
- 4.2 The College will ensure that student data regarding race, gender, disability, age and other relevant criteria is made available to be used to annually monitor:
  - Enrolments
  - Opinions
  - Course Distribution
  - Retention Rates
  - Achievement Rates
  - Disciplinary Action
- 4.3 The College will ensure that staffing data regarding race, gender, disability, age and other relevant criteria is made available to be used to annually monitor:
  - Job Applications
  - Appointments
  - Distribution by mode of employment and grade
  - Appraisals
  - Grievances
  - Staff Development
- 4.4 Equality and Diversity progress will also be monitored in the outcomes of student and staff opinion questionnaires, student forums/user groups, staff training and the Complaints system.
- 4.5 Information gathered through monitoring will be used to inform planning and future action.
- 4.6 If under-representation of a certain group is revealed, an investigation may be undertaken to identify the causes, and targets may then be set relating to the group.
- 4.7 Action will be taken to redress the balance in cases where monitoring reveals that members of a particular group are the victims of unlawful or unfair discrimination.

## **5. Breaches of Policy**

- 5.1 In the event that staff or students are alleged to be in breach of the College Equality and Diversity Policy, an investigation will be carried out in accordance with normal procedures. Depending on the outcome, guidance, advice, counselling and/or training may be offered to ensure compliance, but in the event of serious or repeated breaches, the College Acceptable Behaviour (students) or Disciplinary (staff) procedures will be applied.
- 5.2 Employees who have concerns relating to Equality and Diversity should report this to their Line Manager or the Personnel Manager.
- 5.3 LTMs must take any allegations of discrimination seriously and in the first instance investigate them informally, seeking advice from the Equality and Diversity Manager or the Personnel Manager as appropriate.
- 5.4 A student who believes that there has been a breach of the College Equality and Diversity Policy should report this to their Personal Tutor or in confidence to Student Services. Students may wish to use the College Complaints system.
- 5.5 Cases involving students should be referred to the Equality and Diversity Manager in sufficient time to ensure proper advocacy is arranged as necessary.
- 5.6 For monitoring purposes, the Equality and Diversity Manager will be informed of breaches of the Equality and Diversity Policy and Equality and Diversity related complaints, grievances and disciplinary matters at the discretion of the Principal.

## **6. Roles and Responsibilities**

- 6.1 The Governing Body will be responsible for:
  - promoting Equality and Diversity on behalf of the Corporation
  - making sure that the College stays within the law and fulfils all its statutory duties in respect of Equality and Diversity legislation
  - ensuring that effective policies and procedures are in place to maintain and continually improve the quality of Equality and Diversity throughout the College
- 6.2 The Principal will be responsible to the College Corporation for:
  - providing high quality leadership on equality issues relating to age, race, national origin, religious beliefs, gender, gender reassignment, sexuality, marital status, family responsibility, disability, or other irrelevant distinction.
  - ensuring that Equality and Diversity is continually promoted and comprehensively implemented in all aspects of the College's work
- 6.3 A member of Senior Management Team (Assistant Principal: Student Services) will have delegated responsibility from the Principal for the operation of the College Equality and Diversity Policy.

The Assistant Principal will chair an Equality and Diversity Strategy and Scrutiny Group, comprising managers responsible for Equality and Diversity, Student Services, Quality, and Marketing. The Group will be responsible for:

  - steering Equality and Diversity initiatives
  - monitoring compliance across a range of staff and learner issues,
  - monitoring relevant Schemes and Action Plans, in particular: Disability Equality Scheme, Gender Equality Scheme, and Race Equality Statement
  - taking a lead on implementing Equality Impact Assessments of Functions and Policies
  - reporting to Governors
  - ensuring that E&D are embedded in the College Strategic Plan

- 6.4 The Senior Management Team (SMT) is responsible for:
- The operation of the E&D Strategy & Scrutiny Group (see under 6.3)
  - monitoring and assessing the effects of the Equality and Diversity Policy on other College policies
  - linking the Equality and Diversity Policy to the College's Strategic Plan and ensuring that equality targets are included in the Plan
- 6.5 The E&D Manager will be responsible for:
- advising LTMs and cross-College managers in putting the E&D Policy into practice
  - organising the programme of E&D staff development and training in conjunction with the Personnel Manager
  - assisting in any alleged breaches of the E&D Policy
  - advising on performance issues for E&D in the College
  - monitoring of E&D progress against benchmarks for disaggregated groups of learners
  - moderating and supporting disciplinary interviews under Acceptable Behaviour Policy
  - coordinating completion of the E&D self-assessment report
  - coordinating activities which promote positive relations and tackling discrimination
  - overseeing the Policy review
- 6.6 The Personnel Manager will be responsible for:
- ensuring that adequate arrangements exist for effectively monitoring E&D data of staff, and encouraging staff with disabilities to disclose
  - ensuring that the area represented on the E&D Strategy and Scrutiny Group when requested
- 6.7 The Vice Principal for Management Services and Employer Response will be responsible for:
- ensuring the College is a safe and accessible working environment
  - ensuring that physical access to the College conforms with legal requirements
  - ensuring that all delivery partners have access to and comply with College E&D Policy
- 6.8 The Vice Principal for Curriculum & Quality will be responsible for:
- managing complaints and incidents with reference to E&D
- 6.9 LTMs of curriculum areas will be responsible for:
- assisting in the annual analysis of student enrolment, retention and achievement in their courses in relation to disability, race, gender, age, and postcode deprivation levels
  - ensuring that promotion of E&D features as part of lesson observation and staff appraisal
  - ensuring that E&D is addressed in SARs
  - providing relevant information to E&D Manager for monitoring purposes from time to time

- 6.10 The Development Managers will be responsible for:
- ensuring that partner employers receive the College E&D Policy and return the completed E&D Compliancy Form
- 6.11 The Marketing Manager will be responsible for:
- ensuring that the College publicity material and information reflects the College's commitment to Equality and Diversity and presents appropriate messages about minority groups
- 6.12 The Learning Support Manager will be responsible for:
- ensuring that the College takes all reasonable measures to provide equal access and appropriate support for students with disabilities
  - assisting in the production of the College's Disability Statement
  - providing additional support data
- 6.13 The Director for Information Services will be responsible for ensuring that student statistics are available on an ongoing basis from the College database for the E&D Manager to analyse and produce reports
- 6.14 The Director of Quality will be responsible for:
- monitoring performance data and trends, and assist in the development of strategies narrow any achievement gaps between groups of learners
  - ensuring that E&D issues are addressed in curriculum SARs and Development Plans
  - embedding E&D in the self-assessment process
- 6.15 The Director of Student Services will be responsible for:
- ensuring that the system for student disclosure is in place and effective
  - organising learner involvement and consultation
  - ensuring that E&D issues are addressed in service SAR
  - embedding promotion of E&D issues within IAG systems and resources
  - ensuring that E&D issues are built into Tutorial programme
- 6.16 All employees will have personal responsibility for:
- the practical application of the E&D Policy to all areas of their work
  - keeping up-to-date with training
  - being prepared to deal with unlawful discriminatory incidents regarding race, disability, gender, or any other aspect of diversity

## **7. Ownership, Consultation and Review**

- 7.1 Ownership of the E&D Policy will be ensured by:
- providing information to staff about resources and developments

- widespread and effective consultation with all employees and students during E&D Policy review
  - the promotion of E&D awareness during staff and student inductions
  - the opportunity to discuss and influence College policy during E&D awareness training provided for all staff
  - the inclusion of E&D related questions in student surveys and forums
- 7.2 Students will be encouraged to contribute towards equality through involvement in course reviews, responding in student surveys and by representation on the Governing Body E&D Committee, and student forums.
- 7.3 The College will liaise with organisations and groups in Merseyside and beyond to help develop Equality and Diversity and positive action projects.
- 7.4 The College will consult with minority groups, people with disabilities and expert bodies in order to identify appropriate positive action and learning needs if it is deemed necessary.
- 7.5 The E&D Strategy and Scrutiny Group will review the policy over a three-year cycle.
- 7.6 The Governing Body is responsible for approving any amendments to this policy.

## **8. Publicising the Policy and Progress**

- 8.1 Staff awareness of Equality and Diversity comes through:
- its inclusion in the College Strategic Aims and Values Statement
  - its availability via Intranet (Sharepoint)
  - staff induction and training programmes
  - its inclusion in appraisals and lesson observation checklists
  - Posters, emails and Bulletin notices
- 8.2 Student awareness of Equality and Diversity comes through:
- its inclusion in the Student Handbook or via Student Sharepoint
  - the Student Charter
  - induction and other tutorial activities
  - posters, displays, events, eg Diversity Week
  - curricular activities and Study Centre resources
- 8.3 The College will ensure that its Equality and Diversity Policy is widely publicised to its community, including contractors, consultants, clients and partner organisations, and delivery partners
- 8.4 Copies of the full E&D Policy are available from Personnel and Student Services on request.
- 8.5 The E&D Policy will be available on the College intranet and website.
- 8.6 Governors, managers and areas of the College will be provided with a copy of the E&D Policy.
- 8.7 All employees and students will have access to a summary of the E&D Policy, and may obtain a full version on request from Personnel, Student Services or the College website.
- 8.8 The E&D Policy will be available in Braille, on audiotape and in large print on request from Student Services.
- 8.10 E&D reports will be presented to the Governing Body, the Senior Management Team and the Curriculum Quality Group by request.