

Brooklands College

Policy/Procedure Name:	Equality and Diversity (E&D) Policy
Policy/Procedure Number:	
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Review Date:	No later than 30 th November 2017
Person Responsible:	Assistant Principal
Approved By:	SLT
For Action By:	Governors, Managers, College staff and students
For Information to:	Service providers and contractors
Date of Impact Assessment:	4 th September 2009
Impact Assessment was carried out by:	Director of HR

1. Introduction

Through its policies and in its day to day work, and fulfilment of its legal responsibilities, the college is committed to promoting equality and fairness and combating discrimination. This applies to everyone, regardless of their gender, racial or ethnic background, disability, religion or belief, sexual orientation, gender reassignment, age or if they are pregnant, on maternity leave, married or in a civil partnership.

2. College Vision Statement

We will be uncompromising in our efforts to provide the best possible further education experience and facilities for young people and adults of all abilities in North Surrey and the surrounding areas. We will inspire all our learners to reach their full potential in an environment which meets their individual needs and which reflects the greatest credibility to the employers we serve.

That vision can only be achieved if it is embraced with determination by Governors, managers, College staff and students.

3. College Mission

We are fully committed to the notion that learning is for all. We will ensure that we can provide for the full range of aspirations, needs and choices of individuals within our communities recognising that provision and some services will be delivered in partnership with other providers and agencies.

Our mission is for Brooklands College to be an outstanding provider of education and training for every member of our community, every day. We will do this through our strategic aims, which are as follows;

- Delivering the highest quality of teaching with excellent learning opportunities on every programme, every day.
- Offering outstanding guidance and support ensuring that every learner fulfils their potential.
- Providing leadership direction and challenge that promotes ambition and raises expectations for every learner, staff member and stakeholder.
- Promoting a safe environment in which everybody matters, that upholds equality and is socially inclusive
- Developing and maintaining resources that will promote outstanding learning and teaching
- Delivering outstanding value for money

4. Purpose of this policy

This policy states how Brooklands College will promote equality and fairness in all its work. It sets out how the College will work to value diversity, eliminate discrimination and promote good relations between people of different groups. It outlines the responsibilities of staff, students and others in promoting the policy.

5. Equality and Diversity Policy Statement

Education and training is a right for all and Brooklands College regards all of its existing and potential students, staff and customers as being of equal value. The College staff and governors aim to provide a secure and safe atmosphere and to remove barriers to achievement, to ensure equal access and equal opportunities for all, irrespective of disability, gender, ethnicity, religion, language, social class, learning ability / disability or difficulty, sexual orientation or age. In this respect, no one should receive less favourable treatment in relation to the curriculum, services, employment or any other aspect of College life.

Brooklands aims to present a positive image which is welcoming to all and to keep both the College and the community informed of its policy and ethos.

6. Equality and Diversity Commitment

Everyone has a right to work or study at the college with an equal chance of success, free from fear of discrimination, harassment or intimidation. Promoting equality, fairness and diversity in the college is everybody's responsibility

The college places equality and fairness at the heart of all activities and believes that its values are central to achieving its aims and objectives.

- **Communicating** – informing and involving everyone in plans and actions
- **Openness** – promoting an inclusive culture of honesty and respect
- **Motivating** – to make a positive difference to lives.
- **Managing** – management of self and others to develop excellence and achieve targets
- **Uniting** – working together to achieve common goals
- **Nurturing** – supporting everyone to realise their full potential in a safe environment.
- **Innovating** – supporting innovation to develop success and ensure sustainability
- **Team Working** – respecting everybody's contributions and skills
- **You Matter** – all staff and students matter to the college COMMUNITY.

The College will strive to achieve these values by:

- Working to ensure equality of access and resources for all

- Providing an environment which promotes equality and diversity and is free from discrimination, harassment or victimisation of any kind
- Preparing students for life and work in a multi-cultural society
- Enabling a representative cross-section of the local community to take part in educational activities
- Working to establish a workforce which broadly reflects the local community
- Respecting equally, supporting appropriately and rewarding fairly each student, employee, and user of its services
- Training staff in equality and diversity issues and how to put them into practice
- Set targets for, and monitor and evaluate provision and policies
- Complying with all current equalities legislation in employment and provision of teaching and services.

7. **Responsibility for Equality and Diversity**

Under legislation and this policy, **every student and member of staff has a responsibility to:**

- Listen to what others have to say and respect their point of view
- Understand that it is unlawful to discriminate on the grounds of the protected characteristics of race, religion or belief, gender re-assignment, sex, age, sexual orientation, marriage and civil partnership, pregnancy and maternity or disability and that disciplinary action will be taken against those involved in discrimination, harassment or bullying on any grounds
- Speak out, or report it, if they witness or are aware of bullying, vindictiveness, verbal or physical aggression – and not assume that it is someone else's responsibility
- Question their own prejudices and assumptions
- Avoid using language and behaviour which might offend others
- Familiarise themselves with the responsibilities that equalities legislation places on them
- Be sensitive to issues of cultural diversity in their work

The Governing Body is responsible for final approval of policy and monitoring implementation

The Principal and Senior Leadership Team have overall responsibility for:

- The implementation and operation of E&D policy
- Approving the actions in the college QIP and the E&D annual reports to governors
- Ensuring the College works to widen participation in education and meet the learning needs of students

The Equality and Diversity Committee is responsible for assessment of equality and diversity in the college, monitoring implementation of E&D policy, recommending actions to the Senior Leadership Team, monitoring the QIP actions, drawing up the E&D Annual Reports to Governors and encouraging positive action to address identified barriers and equality gaps. The terms of reference for the group are at Appendix 1.

All Line Managers are responsible for ensuring their staff understand equal opportunity and diversity issues and how to report any perceived discrimination or unequal opportunity. They also apportion development opportunities for their staff on a fair, objective basis based on individuals' and College needs. In addition they are responsible for ensuring their part-time staff are not disadvantaged in any way and that complaints of discrimination or offensive behaviour are dealt with promptly.

All Managers are responsible for raising equality issues or concerns about practices with partner organisations, contractors, customers, students and employers providing work experience to students, if they become aware of any perceived discrimination, inappropriate conduct or unfair treatment.

Service providers and contractors working on College premises are expected to operate within the law and to have their own policies which show their commitment to equality and diversity.

Appropriate action may be taken against anybody who does not comply with the requirements of this policy.

8. Complaints under the Equality and Diversity policy

Any individual who is experiencing discriminatory harassment or bullying should raise the issue under the College's procedures on harassment and bullying. Other complaints concerning unfair treatment within the scope of this policy should be raised under the Student Complaints or Anti-bullying Procedures or the Staff Grievance Procedure.

9. Safeguarding

The college community has a duty to safeguard and promote the welfare of young people and vulnerable adults who are our students.

This means that we have a Child Protection Policy and associated procedures in place.

The College carries out employment checks and risk assessments to ensure that staff working at the College pose no threat to the young people and vulnerable adults who use our services. In line with best practice, and taking into account the requirements set out in the Rehabilitation of Offenders Act, 1974, the College undertakes not to discriminate unfairly against any subject of a CRB Disclosure on the basis of conviction or other information received, whilst having due regard to its duty of care for students, staff and other customers.

Appendix 1

Terms of Reference for Equality and Diversity Committee

- 1 The Group shall normally meet twice per term.
2. The Group's membership shall be as follows:

Assistant Principal(Chair)
Principal
Governor
Head of HR
Head of Student Experience
and Quality
Head of ALS
Marketing representative
Assistant Head of Faculty x 3
Student representative x 3
Union representative
Staff representative x 3

The Group has the flexibility to invite and involve other members of staff, students, service users or external experts or specialists who are able to assist with, and inform planning or decision making.

3. The purpose of the Committee is to promote mainstreaming of equality and diversity issues within the college. Therefore the group will set tasks and actions in motion to achieve this. They will identify appropriate people to work and report on tasks, and will receive progress reports. The group will consider the need to form specific task/working groups for different activities and may invite relevant people to committee meetings for specific agenda items.

The specific actions for this group will be:

- a) to provide leadership in the positive promotion and implementation of equality and diversity for staff and students across the college
 - b) to ensure compliance with legal duties outlined in the various legal frameworks on Equal Opportunities
 - c) to monitor the actions outlined in the college QIP
 - d) to ensure our staff are trained in Equality and Diversity issues and they understand the impact for their different roles and functions
 - e) to mainstream and map equality and diversity into key college activities wherever possible
 - f) to promote a culture of respect for all within our college community.
 - g) to review College data and identify actions for QIP
 - h) to ensure matters relating to E&D are communicated appropriately throughout the College
4. The Group reports to the Senior Leadership Team and the Governing body through the Chair of the Committee.