

Policy/Procedure Name: Equality, Diversity and Inclusion Policy

Policy/Procedure Number: ED001

Date of Approval: September 2021

Review Date: September 2024

Role Responsible: Executive Directors

Approved By: SLT

Policy Version Control & Worksheet

Please ensure you complete the below table once you have checked this policy, to log acknowledgement of the sign off process.

Name	Date	Comments Made (Y/N)
Andrew Russell	21/09/21	Yes
Christine Ricketts	03/09/21	Yes
Sarah Clancey	03/09/21	No
Terrie Carter	13/09/21	No
Christine Ricketts	13/09/21	Yes
Sarah Glasspool	21/09/21	Yes

Document Version	Date of Approval
Version 2.0	July 2019
Version 3.0	September 2021

1.0 Introduction

Brooklands College is fully committed to the active promotion of equality of opportunity and inclusion, valuing the diversity of all of its learners, staff, contractors, agency workers, job applicant; and challenging discriminatory behaviour.

2.0 College Vision Statement

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, all of which should demonstrate a commitment to upholding our values in relation to equality, diversity and inclusion.

We will be uncompromising in our efforts to provide the best possible further education experience and facilities for all learners of all abilities in our local communities and extended catchment area. We will inspire all of our learners to reach their full potential in an environment which meets their individual needs and reflects the greatest credibility to the employers and the community that we serve.

Our vision will be embraced with determination by governors, managers, college staff and learners, all of whom are required to undertake training in equality and diversity upon entry and to confirm their commitment to our vision through contracts, performance appraisals and continuing professional development.

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 both Fundamental British Values and the college's own values are central to achieving its aims and objectives.

Fundamental British Values

- Rule of Law.
- Individual Liberty.
- Mutual Respect and Tolerance.
- Democracy.

Brooklands College Values

- Integrity – doing the right thing.
- Respect and Compassion – treating everyone as you want to be treated.
- Innovation – Building your future.
- Equality, Diversity & Inclusion

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 inclusion and is free from discrimination, harassment or victimisation of any kind.

- Preparing learners for life and work in a diverse and multicultural 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 learner, employee, and user of its services.
- Training staff in equality and diversity issues and how to put them into practice.
- Setting targets for, monitoring and evaluating provision and policies.
- Complying with all current equalities legislation in employment and provision of teaching and services.
- Embedding our values into the life of the college.

3.0 Scope 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 and, in so doing, address the provisions of the Equality Act 2010 and subsequent updates. It outlines the responsibilities of staff, learners, carers, volunteers, contractors, agency workers and visitors to the college in promoting the policy and challenging discriminatory behaviour. It also articulates the way in which the college will support and celebrate differences in learners to ensure that they fulfil their potential.

The policy should be read with other relevant college policies, in particular the college's Learner Performance and Conduct, Safeguarding Policy, Dignity at Work, Anti-Bullying and Harassment and Recruitment and Selection Policy.

4.0 Equality and Diversity Policy Statement

The Equality Act 2010 superseded a range of previous legislation and outlines nine protected characteristics, against which discrimination and harassment are prohibited:

- Age
- Disability
- Gender reassignment
- Gender Identity
- Marriage and civil partnership
- Pregnancy and maternity
- Race
- Religion or belief
- Sex
- Sexual orientation

(Please see appendix two for further guidance on these protected characteristics)

Education and training is a right for all and Brooklands College regards all of its existing and potential learners, staff and ~~customers~~ stakeholders, as being of equal value. The college's staff and governors aim to provide a secure and safe atmosphere and to remove barriers to achievement, ensuring equal access and equal opportunities for all, irrespective of disability, gender, ethnicity, religion, language, social class, special educational needs or disabilities, sexual orientation or age. In this respect, all learners, staff and stakeholders should be treated with equal dignity and respect in relation to the curriculum, services, employment or any other aspect of college life.

Brooklands College aims to present a positive image which is welcoming to all and to ensure that

its policy and ethos is publicised widely.

5.0 Responsibility for Equality, Diversity & Inclusion

In accordance with the Equality Act 2010 to prevent and eliminate discrimination, harassment victimisation or any other conduct prohibited under the Act;

Advance equality of opportunity, encourage and foster good relations between persons who share a relevant protected characteristic and those who do not share it.

All staff have 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 and that disciplinary action will be taken against those involved in discrimination, harassment or bullying on any grounds.
- Speak out against and report any bullying, vindictiveness, verbal or physical aggression.
- Question their own prejudices and assumptions.
- Avoid using language and behaviour which might offend others.
- Familiarise themselves with their responsibilities under the Equality Act 2010 and this policy.
- Be sensitive to issues of cultural diversity in their work.
- Uphold the college values and the key principles set out in this policy and understand the College's expectations.
- Access training and keep fully informed on equality, diversity and inclusion. Staff will be expected not to subject any student, colleague etc. to discrimination or less favourable treatment.
- Have the right to raise a concern under the College's Dignity at work or grievance procedure.

Learners are responsible for their behaviour and conduct and must abide by the College Code of Conduct, Anti-bullying & Harassment, and Equality and Diversity Policy.

Learner induction

All learners undertake a learner induction led by the delivery team for their course and members of the Safeguarding and appropriate support team (E.g. Apprenticeships and Partnerships). The induction makes clear to learners that discrimination, bullying and harassment will not be tolerated on or off campus.

The learner Induction and supporting material that may be delivered via the Personal and Professional Development programme are checked by the Executive Directors of Curriculum, Safeguarding & Progression Teams.

The Governing Body is responsible for final approval of this policy, monitoring its implementation and appraising progress against equality objectives ensuring recruitment and selection procedures are in line with this policy.

The Principal and Senior Leadership Team have overall responsibility for:

- The implementation and operation of this policy.
- Approving the actions in the College Quality Improvement Plan and the Equality and Diversity progress reports to governors.

- Assigning specific responsibilities to staff for the implementation, monitoring and evaluation of policies, targets, actions and outcomes;
- Working with partner organisations in the field of diversity, inclusion and equalities to enhance equality of opportunity;
- Ensuring that quality assurance and self-assessment processes incorporate equality issues;
- Consulting with learners, staff, employers, parents and other partners within the community on the promotion of equality and diversity.

The People Team have a responsibility to:

- Report on the diversity of the workforce and develop procedures and tools to assist managers tackle work place discrimination
- Ensure that appropriate support channels are available to staff who experience work place discrimination
- Provide a consistent and up to date programme of training and guidance on issues relating to equality, diversity and inclusion
- Equip managers with the right skills to be able to proactively manage disciplinary and grievance processes that arise from complaints of discrimination
- Ensure that all adverts and job descriptions outline the College's commitment to equality and diversity

The Equality, Diversity & Inclusion Committee is responsible for:

- Reviewing legal duties regarding the protected characteristics to ensure compliance with relevant legislation.
- The assessment of equality and diversity across the college;
- Monitoring the implementation this policy and recommending actions to the Senior Leadership Team;
- Appraising the progress made against the actions identified in the Quality Improvement Plan;
- Encouraging positive action to address identified barriers and equality gaps.
- Staff development programmes to support staff at all levels of the organisation in the delivery of equality and diversity objectives;
- The terms of reference for the group are at Appendix 1.

All staff are responsible for ensuring that their staff understand equal opportunity and diversity issues and how to report any perceived discrimination or inequality of opportunity. They must also apportion development opportunities for their staff on a fair, objective basis, based on the needs of both individuals and the college. In addition, they are responsible for ensuring that part-time and sessional 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, learners and employers providing work experience to learners, if they become aware of any perceived discrimination, inappropriate conduct or unfair treatment.

External partners (including employers) with which the college works must comply with the college's E,D&I Policy and share the college's commitment to E,D&I as set out in its E,D&I Policy Statement.

When drawing up agreements or contracts with external partners, the college must ensure that external partners are made aware of the requirement and must assure itself that the external partner has appropriate policies and procedures in place regarding Equality, Diversity & Inclusion.

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 will be taken against anybody who does not comply with the requirements of this policy.

6.0 Complaints under the Equality and Diversity policy

Any individual who is experiencing discrimination, 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 learner Complaints or Anti-bullying Procedures or the Staff Grievance Procedure.

Appendix 1 - What does the Equality Act Say . . .

Descriptions provided by the Equality and Human Rights Commission

<https://www.equalityhumanrights.com/en/equality-act>

Age

The Equality Act 2010 says that you must not be discriminated against because:

- you are (or are not) a certain age or in a certain age group
- someone thinks you are (or are not) a specific age or age group, this is known as discrimination by perception
- you are connected to someone of a specific age or age group, this is known as discrimination by association

Age groups can be quite wide (for example, 'people under 50' or 'under 18s'). They can also be quite specific (for example, 'people in their mid-40s'). Terms such as 'young person' and 'youthful' or 'elderly' and 'pensioner' can also indicate an age group.

Disability

The Equality Act 2010 says that you must not be discriminated against because:

- you have a disability
- someone thinks you have a disability (this is known as discrimination by perception)
- you are connected to someone with a disability (this is known as discrimination by association)

It is not unlawful discrimination to treat a disabled person more favourably than a non-disabled person.

Gender reassignment

The Equality Act 2010 says that you must not be discriminated against because you are transsexual, when your gender identity is different from the sex assigned to you when you were born. For example:

- a person who was born female decides to spend the rest of his life as a man.

In the Equality Act it is known as gender reassignment. All transsexual people share the common characteristic of gender reassignment.

To be protected from gender reassignment discrimination, you do not need to have undergone any specific treatment or surgery to change from your birth sex to your preferred gender. This is because changing your physiological or other gender attributes is a personal process rather than a medical one.

You can be at any stage in the transition process – from proposing to reassign your gender, to undergoing a process to reassign your gender, or having completed it.

The Equality Act says that you must not be discriminated against because:

- of your gender reassignment as a transsexual. You may prefer the description

transgender person or trans male or female. A wide range of people are included in the terms 'trans' or 'transgender' but you are not protected as transgender unless you propose to change your gender or have done so. For example, a group of men on a stag do who put on fancy dress as women are turned away from a restaurant. They are not transsexual so not protected from discrimination

- someone thinks you are transsexual, for example because you occasionally cross-dress or are gender variant (this is known as discrimination by perception)
- you are connected to a transsexual person, or someone wrongly thought to be transsexual (this is known as discrimination by association).

Intersex people (the term used to describe a variety of conditions in which a person is born with a reproductive or sexual anatomy that doesn't fit the typical definitions of female or male) are not explicitly protected from discrimination by the Equality Act, but you must not be discriminated against because of your gender or perceived gender. For example:

- if a woman with an intersex condition is refused entry to a women-only swimming pool because the attendants think her to be a man, this could be sex discrimination or disability discrimination.

Marriage and Civil Partnerships

The Equality Act says you must not be discriminated against in employment because you are married or in a civil partnership.

In the Equality Act marriage and civil partnership means someone who is legally married or in a civil partnership. Marriage can either be between a man and a woman, or between partners of the same sex. Civil partnership is between partners of the same sex.

People do not have this characteristic if they are:

- single
- living with someone as a couple neither married nor civil partners
- engaged to be married but not married
- divorced or a person whose civil partnership has been dissolved

Race discrimination

The Equality Act 2010 says you must not be discriminated against because of your race.

In the Equality Act, race can mean your colour, or your nationality (including your citizenship). It can also mean your ethnic or national origins, which may not be the same as your current nationality. For example, you may have Chinese national origins and be living in Britain with a British passport.

Race also covers ethnic and racial groups. This means a group of people who all share the same protected characteristic of ethnicity or race.

A racial group can be made up of two or more distinct racial groups, for example black Britons, British Asians, British Sikhs, British Jews, Romany Gypsies and Irish Travellers.

You may be discriminated against because of one or more aspects of your race, for example people born in Britain to Jamaican parents could be discriminated against because they are British citizens, or because of their Jamaican national origins.

Religion or belief discrimination

The Equality Act 2010 says you must not be discriminated against because:

- you are (or are not) of a particular religion
- you hold (or do not hold) a particular philosophical belief
- someone thinks you are of a particular religion or hold a particular belief (this is known as discrimination by perception)
- you are connected to someone who has a religion or belief (this is known as discrimination by association)

In the Equality Act religion or belief can mean any religion, for example an organised religion like Christianity, Judaism, Islam or Buddhism, or a smaller religion like Rastafarianism or Paganism, as long as it has a clear structure and belief system.

The Equality Act also covers non-belief or a lack of religion or belief. For example:

- the Equality Act protects Christians if they are discriminated against because of their Christian beliefs, it also protects people of other religions and those with no religion if they are discriminated against because of their beliefs.

Sex discrimination

The Equality Act 2010 says you must not be discriminated against because:

- you are (or are not) a particular sex
- someone thinks you are the opposite sex (this is known as discrimination by perception)
- you are connected to someone of a particular sex (this is known as discrimination by association)

In the Equality Act, sex can mean either male or female, or a group of people like men or boys, or women or girls.

Sexual orientation discrimination

The Equality Act 2010 says you must not be discriminated against because:

- you are heterosexual, gay, lesbian or bisexual
- someone thinks you have a particular sexual orientation (this is known as discrimination by perception)
- you are connected to someone who has a particular sexual orientation (this is known as discrimination by association)

In the Equality Act, sexual orientation includes how you choose to express your sexual orientation, such as through your appearance or the places you visit.