



The City of Leicester College
A Specialist Business & Enterprise College

Equality and Diversity Policy

2014

	TO BE REVIEWED BY GOVERNORS' SUPPORT COMMITTEE
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Vision

One Vision

To develop an inclusive, dynamic, high achieving learning community, where all students and staff are happy, whilst being supported and encouraged to be ambitious, achieve personal success and make a positive difference to their world.

Be happy, be ambitious, make a difference.

Four themes

Teaching and Learning
Standards, Progress and Intervention
Support
Leadership

Eight Priorities

1. Increase literacy levels
2. Identify and address underachievement
3. Teaching and learning is at least good
4. Create a motivating, inspiring, flexible curriculum
5. *All* students make at least good progress
6. Good behaviour supports at least good learning
7. Leadership is good at all levels
8. Make sure BSF works for us.

The City of Leicester College is committed to promoting equality and diversity, providing an inclusive and supportive environment. In the implementation of this policy the Governing body will:

- ensure that people are treated solely on the basis of their abilities and potential, regardless of race, colour, nationality, ethnic origin, religious or political belief or affiliation, trade union membership, age, gender, gender reassignment, marital status, sexual orientation, disability, socio- economic background, or any other inappropriate distinction
- promote diversity and equality for all, and value the contributions made by individuals and groups of people from diverse cultural, ethnic, socio-economic and distinctive backgrounds
- promote and sustain an inclusive and supportive study and work environment which affirms the equal and fair treatment of individuals in fulfilling their potential and does not afford unfair privilege to any individual or group
- treat part time staff fairly and equally
- challenge inequality and less favourable treatment wherever practicable
- promote greater participation of under-represented groups of staff by encouraging positive action to address inequality
- promote an environment free of harassment and bullying on any grounds in relation to all.

Responsibility for Implementation

The Governing Body has ultimate responsibility for the effective implementation of the policy. The policy will be reviewed at least every two years, to ensure it remains commensurate with the law and best practice.

The Governors' Support Committee is responsible for monitoring the implementation of all equal opportunities policies and procedures and reporting on the progress made in achieving equalities targets to the Governing Body. The headteacher has overall delegated responsibility for co-ordinating the day to day operation of the policies and procedures with the College Leadership Team (CLT).

Responsibility and Liability

All members of staff remain personally responsible for ensuring that they act within the law. The College Leadership Team are responsible for ensuring that all staff perform their duties in a lawful manner and that proper training and support is provided accordingly. In certain circumstances the Governing Body could be vicariously liable for actions carried out by staff purportedly in the College's name. Any member of staff may be personally liable if, whilst on College business and despite guidance and training from the College, they behave illegally.

Related Policies

All College policies and procedures will be reviewed to ensure that they comply with the Equality and Diversity policy.

Annual data monitoring and action plans will be developed and maintained as appropriate in relation to areas such as race, disability, age, gender, religion, sexual orientation and work-life balance. Appropriate objectives will be set. Equality and diversity awareness will be built into all College planning and review processes.

All related policies, procedures and action plans will be implemented with the co-operation of and in consultation with staff, students and Trades Union representatives.

Community Cohesion

In order to achieve a cohesive community, we need to:

- Promote understanding and engagement between communities.
- Encourage all children and families to feel part of the wider community.
- Understand the needs and hopes of all our communities.
- Tackle discrimination.
- Increase life opportunities for all.
- Ensure teaching and the curriculum explores and addresses issues of diversity.

Race Equality

In accordance with the Equality Act 2010, we aim to:

- promote equality of opportunity
- promote good race relations
- eliminate unlawful racial discrimination.

There are named members of the CLT who are responsible for equal opportunities and with responsibility for dealing with reported racist incidents. In addition to this, there is a named leader of PSHE and RE who has responsibility for promoting awareness of race equality issues, positive images, balance and appreciation of diversity through these aspects of the curriculum. The pastoral sessions in college also contribute significantly to students' awareness and understanding.

Set out below are the key criteria that we undertake to use as a college to evaluate our provision and to inform our targets and plans for development.

- ***Curriculum and Teaching***
 - Race equality and ethnic and cultural diversity are promoted, and racism and discrimination challenged, through learning in all areas of the curriculum and through the resources and teaching methods used
 - Every effort is made to ensure that all pupils have equal access to the mainstream curriculum, by taking account of their individual cultural backgrounds and linguistic needs, and by targeting work appropriately
 - Wherever possible, steps are taken to provide experience of diversity through personal encounter with diverse cultures and ethnic backgrounds.
- ***Admission, Attendance and Discipline***
 - The admission process (and selection criteria) is fair and equitable to students from all ethnic groups
 - The college monitors pupil attendance by ethnic group and uses the data to develop strategies to address poor attendance - making appropriate allowance for leave of absence for religious observance
 - The college's procedures for discipline and behaviour management, including exclusion, are fair and applied equally to all students, irrespective of ethnicity. However, we are sensitive to the fact that responses to situations may vary across different cultural /ethnic /faith backgrounds, and take care to bear this in mind.
- ***Personal Development, Attainment and Progress***
 - The college recognises and values many forms of personal and academic achievement, and all students are encouraged and enabled to reach their highest personal standards
 - Planned and targeted support is given to address any disparities in progress or achievement that are identified through our ethnic monitoring procedures and analysis of data

- Provision for pastoral care and guidance (including careers guidance) takes account of ethnic and cultural diversity, seeking to promote equality and challenge stereotyping
- **Attitudes and Environment**
 - Every care is taken to ensure that all aspects of the communal life, environment and ethos of the college promote equality, celebrate diversity and negate all forms of prejudice and discrimination
 - All incidents of racism or racial harassment are dealt with according to the LA's published guidance on dealing with racist incidents
- **Parents, Governors and Community Partnership**
 - All the college's forms of communication with, and involvement of parents and carers are designed to be inclusive and accessible to all
 - Community members of all ethnic groups are encouraged to participate in the life of the college, whether as governors or in other capacities, and positive steps are taken to include under-represented groups
 - Community access to college premises and facilities is equally available to all ethnic groups
- **Staff Recruitment and Professional Development**
 - All procedures for recruitment, selection, promotion and professional development of staff are planned and monitored to ensure equality and avoid conscious or unconscious racial discrimination
 - Staff are supported through training and management to develop their effectiveness in dealing with race equality issues.

Gender Equality

The General Duty

In accordance with our college vision, we welcome the statutory Public Sector Equality Duty 2011. In compliance with the Equality Duty, The City of Leicester College has due regard for the need to, and works to:

- Eliminate unlawful sexual discrimination
- Eliminate sexual harassment
- Promote gender equality

By unlawful sexual discrimination we mean treating one person less favourably than another on grounds of sex or gender. We understand that this could be done directly but that it could also occur indirectly. Indirect discrimination means that a particular policy or practice may impact more negatively on one gender than on the other, or may favour one gender to the disadvantage of the other.

By sexual harassment we refer to behaviour or remarks based on a person's sex or gender, perceived to be unpleasant, threatening, offensive or demeaning to the dignity and self-esteem of the recipient or subject. We see such behaviour as also damaging to the perpetrator as explored further in our college's Behaviour and Anti-Bullying policies.

We understand 'sex' to refer to the biological differences between males and females and 'gender' to refer to the wider social roles and responsibilities which structure our lives. By promoting gender equality our intention is to recognize and help overcome those lasting and embedded patterns of advantage and disadvantage which are based on socially ascribed gender stereotypes and assumptions.

We understand that in some circumstances it may be appropriate to treat girls and boys, and women and men differently, if that action is aimed at overcoming previous, current or possible future disadvantage.

We will take steps to counteract the effects of any past discrimination in staff recruitment. Where we are uncertain whether there is a genuine occupational requirement for preference to be given to the employment of someone of a particular gender we will seek specialist advice.

We understand the three parts of the duty to be different, but that they should normally support each other. However, we are aware that achieving one may not lead to achieving all three.

In taking due regard we will exercise the principles of proportionality and relevance. By this we mean that the weight we give to gender equality will be proportionate to its relevance to a particular function. The greater the relevance of a function to gender equality, the greater regard we will pay to it.

The Specific Duties

We welcome the responsibility to think and act more strategically about gender equality. To meet the specific duties, and guided by the Code of Practice prepared by the Equal Opportunities Commission, we have prepared, published and implemented, and will maintain, a Gender Equality Action Plan which contains our current objectives.

We are working to develop our understanding of the major gender equality issues in our college's functions and services. In order to do this we:

- Collect and analyse college data and other gender equality relevant information, including data about our local area,
- Consult all staff, students, parents and relevant local communities,
- Review all our college policies and practices to assess the ways in which they might impact on gender equality,
- Ensure governors, staff, students, parents and others in our college are accountable and understand their responsibilities with regard to preventing discrimination and harassment and promoting gender equality ,
- Assess and address the causes of any gender pay gap,
- Publish and implement the Action Plan with our proposed objectives and actions.

We will:

- Set out the results of reviews, consultations and impact assessments,
- Report on progress annually and set further objectives where necessary,
- Review and revise the Policy and Action Plan at least every three years.

Responsibilities

All governors, staff, volunteers, students and their families need to develop an appropriate understanding of, and act in accordance with, the college's Equality Policy and Gender Equality Action Plan. In addition: the college governors are responsible for ensuring that the College prepares, publishes, implements, reports on and reviews an Equality Policy and Gender Equality Action Plan and in particular the employment implications of meeting the Duty.

The Headteacher works with the CLT to ensure that:

- the Policy and Action Plan are implemented,
- staff recruitment, training opportunities and conditions promote gender equality,

- all staff, students and their parents are consulted regarding, and are aware of the college's responsibilities to meet, the Equality Duty,
- existing and planned policies are assessed for the ways in which they impact on gender equality,
- curriculum planning, learning and teaching methods, classroom organisation and assessment procedures, behaviour management, college journeys and extended college activities take account of the need to promote gender equality,
- incidents of sexual/gender bullying or harassment are dealt with according to our Behaviour and Anti-Bullying policies,
- visitors to the college, or those who use the premises, are aware of the Equality policy and Gender Equality action plan where feasible.

All staff have a responsibility to deal with incidents of sexual harassment or bullying; help eliminate unlawful discrimination; prepare and/or help deliver a curriculum, learning and teaching methods, classroom organisation and assessment procedures, behaviour management, college journeys and extended college activities (including work with parents) that take account of the need to eliminate unlawful discrimination and harassment and promote gender equality.

Students and parents have a proportionate responsibility to understand and act in accordance with the policy, as do visitors to the college.

We believe that, even having the Equal pay Act of 1970 and the Sex Discrimination Act of 1975, there is still widespread discrimination and gender inequality in society. We believe that having this gender equality policy and action plan will:

- support us in our decision-making and policy development,
- give us a clearer understanding of the needs of staff, students and their families,
- enable us to provide better quality services which meet varied needs,
- help us target our resources more effectively,
- help promote increased confidence in our college,
- make more effective use of our workforce.

We recognise that both sexes can suffer from sexual stereotyping and that sometimes the same policies and practices can impact differently on men and women and boys and girls. We will make appropriate adjustments if this is found to be the case with any of our policies and practices.

We also recognise that girls and boys, and women and men, can experience different forms of discrimination depending on, among other things, their ethnicity, belief, sexual orientation, age or disability and we will take this complexity into consideration.

In these ways we will strive to improve the situation for, and the relationships between, men and women and boys and girls within our college and wider community.

Breaches of the Gender Equality Policy

We understand that eliminating gender discrimination and harassment and promoting gender equality is in part an education function and a matter of cultural change. Where possible, breaches of the policy will be dealt with in a manner appropriate to the level of the breach, and with the intention of bringing about the relevant changes. More serious breaches of this policy will be dealt with in accordance with our college's anti-bullying and harassment procedures, and the disciplinary procedures for staff.

Where safeguarding issues based on sex and gender come to the attention of the college these will be dealt with according to our child protection procedures.

Monitoring and Evaluation

The Governors' Support Committee will monitor the implementation of the policy and all associated equality action plans, reporting annually to the Governing Body.

Action Planning

Staff Issues

Recruitment and selection procedures will be reviewed and updated in the light of emerging equalities legislation and guidance offered to all relevant staff on drafting job descriptions and person specifications. Annual data monitoring will be undertaken in relation to recruitment, selection, appraisal, promotion, pay, grading, disciplinary cases, grievances and harassment in respect of gender, age, disability and race/ethnicity. Areas of identified inequality will be addressed.

Positive action measures will be put in place to support under-represented groups in specific areas, such as women seeking senior teaching and management posts and the employment of ethnic minorities and disabled staff.

All College employees and governors undertaking recruitment and selection will be trained in equality issues. Equality and diversity training will be included in induction sessions and induction packs for all newly appointed staff. Leaders with responsibility for staff will receive training in equality and diversity matters, including the relevant law and their duties.

The composition of College committees and working groups will be reviewed to ensure that they reflect the diversity of the population they represent.

Complaints

Any member of staff may pursue a grievance relating to their employment via the Grievance Procedure. Staff who experience bullying or harassment should follow the procedure outlined in the Harassment Policy.

Equality Aims

GENDER	AGE	SEXUAL ORIENTATION
<p>The College will publish a Gender Equality Scheme in accordance with the Gender Equality Duty. Workforce targets will be maintained and reviewed. The College will promote a positive work life balance environment and develop family friendly policies.</p>	<p>The College will eliminate unlawful age discrimination and will review policies (including retirement) to ensure that they comply with age discrimination legislation. Monitoring will be undertaken to identify any areas of inequality.</p>	<p>The College will eliminate unlawful discrimination on grounds of sexual orientation. Policies will be reviewed to ensure that they comply fully with legislation on sexual orientation.</p>
DISABILITY	RACE/ETHNIC ORIGIN	RELIGION
<p>The College will remove barriers to participation by disabled people, wherever possible. Implementation will be monitored and targets reviewed in relation to increasing numbers of disabled staff. Staff who become disabled whilst working with the College will be offered reasonable adjustments to enable them to continue working. Monitoring will be undertaken to identify any areas of inequality.</p>	<p>The College will ensure participation of black and minority ethnic groups in all its activities. All policies will be reviewed and amended as appropriate in line with the Race Relations (Amendment) Act 2000 and in accordance with the College's Race Policy and Action Plan. Monitoring will be undertaken to identify any areas of inequality.</p>	<p>The College includes people from diverse religious and cultural backgrounds and will respect the needs and requirements of people who adhere to a range of cultural and religious beliefs. This will include staff needs in relation to dietary requirements, and requests for leave and facilities for religious observance.</p>