

Equality and Diversity and Inclusion Policy HR12

Equality Impact Assessment: Askham Bryan College recognises the importance of the Equality Act 2010 and its duties under the Act. This document has been assessed to ensure that it does not adversely affect staff, students or stakeholders on the grounds of any protected characteristics.

1. Policy Statement

- 1.1 Askham Bryan College celebrates and values the diversity brought to it by all individuals who live, work and learn here and believes the College will benefit from attracting and retaining learners and staff from a variety of backgrounds. The principles of equality and diversity are at the heart of College life and are supported by appropriate policies, procedures and good practice.
- 1.2 Equality and Diversity are embedded within the College's strategic aims and opportunity and inclusivity are a fundamental part of College life.

2. Scope

- 2.1 This policy applies to all individuals involved with the College, including staff, students, individuals contracted to provide services and visitors to our premises.
- 2.2 This policy covers equality and diversity in relation to the protected characteristics as described by the Equality Act 2010. These are: age, disability, gender re-assignment, marriage and civil partnership, pregnancy and maternity, race, religion and belief, sex and sexual orientation.

3. Aims

- 3.1 To ensure that all individuals are treated fairly and with dignity and respect.
- 3.2 To create and promote an inclusive and positive culture and environment, fostering good relations and challenging and preventing prejudice, discrimination and harassment.
- 3.3 To enable all individuals to achieve their full potential, to contribute fully and derive maximum benefit and enjoyment from their involvement in the life of the College.
- 3.4 To promote awareness, understanding and involvement in equality and diversity matters among staff and students.

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- 3.5 To promote the ethos of the ‘Prevent’ agenda by encouraging free and open debate amongst students, whilst challenging extremism. Our aim is that through classroom practice, social and College activities, staff and students will support belief in equality of opportunity and the celebration of diversity as part of the promotion of British Values within the College.
- 3.6 This policy operates in accordance with legislation and other College policies and specifically those referred to in Appendix 1.
- 3.7 The College will ensure its policies, procedures and practices comply with relevant legislation.
- 3.8 As a public body, the College must comply with the public sector equality duty in the Equality Act 2010 and the Equality Act 2010 (Specific Duties) Regulations 2011.

This means we will:

- publish details of how we comply with the public sector equality duty – we will update this every year; and
- publish our College’s equality objectives – we will update this at least once every 4 years

We will include details of:

- eliminating discrimination (see the Equality Act 2010);
- improving equality of opportunity for people with protected characteristics; and
- consulting and involving those affected by inequality in the decisions the College takes to promote equality and eliminate discrimination (affected people could include parents, students, staff and members of the local community)

4. Responsibilities

4.1 A successful equality and diversity policy requires the active support of the entire College community. Whilst there is a collective responsibility to ensure this policy is successfully implemented, there are also specific responsibilities as set out below (SEE APPENDIX 2 FOR FURTHER DETAIL):

- The Corporation has ultimate responsibility for the effective implementation of the Equality and Diversity Policy, the Equality Objectives and the Equality and Diversity Action Plan. The practical application of the policy rests with senior leaders, including the CEO and Executive and members of the senior management team;
- The Director of Student Services is responsible for ensuring that learner-related issues are effectively addressed;

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- The Director of Human Resources is responsible for ensuring that staff- related issues are effectively addressed;
- Operational Managers in both support and curriculum areas are accountable for delivering the equality commitments in their designated areas of responsibility;
- All staff, learners and others to whom this policy applies are responsible for ensuring that they read and understand this policy and seek clarification where required. Staff and learners will be reminded of their responsibilities through the appropriate College communication channels;
- All staff and learners, those carrying out work or delivering services on behalf of the College, are required to adhere to this policy and everyone is expected to support the College in promoting equality and challenging discrimination and harassment;
- The EDI Committee is responsible for overseeing the continuing application and development of the Equality, Diversity and Inclusion Policy in line with legislation and the College's strategic objectives.

5. Implementation and Monitoring

5.1 In monitoring and progressing the policy, the College will:

- consult employees, unions and other stakeholders;
- take into account any relevant information from internal or external sources
- have in place an Equality, Diversity and Inclusion Committee and Working Group

5.2 The College community as a whole shares responsibility for the successful application of this policy, with specific responsibility on managers and advisors who are professionally involved in staff and student support, development and supervision.

5.3 The College will provide equality and diversity training and events for all individuals.

5.4 The College will seek to ensure that all individuals have equal access to all facilities. Adjustments to working and learning practices are considered wherever reasonably possible in order to accommodate a more diverse community.

5.5 To inform the setting of targets and the measurement of progress, the College will collect and analyse information by age, gender, ethnicity and disability where relevant and appropriate.

5.6 The College will carry out Equality Impact Assessments to assess the implications of policies and decisions on the College community and to help prevent and tackle inequality

5.7 Where data relevant to EDI or protected characteristics is gathered/stored by College, will be done so in line with GDPR guidelines

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- 5.8 The College will ensure that effective support and complaints mechanisms are available for people suffering discrimination.
- 5.9 The College will introduce positive action initiatives where patterns of under representation and differences in outcomes for staff and learners are identified.

6. Curriculum, learning and teaching

- 6.1 The College is committed to promoting equality and diversity through effective teaching, learning and assessment.
- 6.2 Equality and diversity will be fully integrated into the learning experience, and will be evident in curriculum planning, developing schemes of work and delivering teaching, learning and assessment.
- 6.3 Leaders, managers and teaching staff will monitor learner performance by protected characteristic and set actions to narrow any achievement gaps between different groups of learners.
- 6.4 The curriculum offered will be regularly reviewed to ensure it is culturally sensitive and reflects the interests and backgrounds of the learners.
- 6.5 All teaching staff will use resources and activities that are free from discriminatory or stereotypical assumptions or images.
- 6.6 All classroom and work-based learners will receive information on equality and diversity as part of their induction programme. This will familiarise them with this policy as well as endorse our approach to dignity and respect. It will also ensure that they understand their rights and responsibilities to others whilst studying at College and on work placements.
- 6.7 A robust student CPD programme will include a variety of equality and diversity topics to raise awareness, celebrate diversity and promote equality. This is further supported with campus-based enrichment themed events to increase understanding of diversity and encourage community cohesion.
- 6.8 Work based learners will be empowered and supported to challenge practices and behaviours in the workplace, which they feel contravene College policy in relation to Equality and Diversity.

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7. Employment

- 7.1 The College aims to employ a workforce that reflects, at every level, the community which it serves.
- 7.2 In seeking to achieve a balanced workforce at all levels, the College will ensure that no employee, job applicant or candidate for promotion will be disadvantaged or treated less favourably because of conditions or requirements that are not related to the job.
- 7.3 All staff will treat each other in a fair and respectful manner that is free from discrimination.
- 7.4 Reasonable adjustments will be made to working arrangements and premises to ensure equal access for employees or potential employees who have a disability or a particular health concern.
- 7.5 All staff will receive timely and relevant equality and diversity training. The College supports a blended learning approach; training will be delivered through a mixture of induction, face-to-face and online sessions.
- 7.6 The College will regularly monitor the workforce profile and take positive action to tackle any under-representation of particular groups within the workforce as a whole and at different levels within the Members.
- 7.7 The Human Resources Department will be responsible for the maintenance and reporting of equality data relating to the workforce. The Equality and Diversity Committee will review and monitor this data on a termly basis to identify any trends or differences between the protected groups and agree actions.

8. Student Support and Student Voice

- 8.1 All learners will be encouraged to take part in Student Voice activities. These will be monitored to ensure that they are inclusive.
- 8.2 The College will also ensure that learners on the Student Council represent the various equality groups.
- 8.3 Positive action will be taken to ensure that particular groups of learners who are found to be more vulnerable to leaving their course early e.g. young parents, Looked After Children and Care Leavers, asylum seekers, etc. will be offered additional support.
- 8.4 The College recognises that support services enable learners to gain access to the curriculum, to stay on programme and to achieve to the best of their ability. Learners come to the College with a range of different educational needs. We will try our best to meet those needs through comprehensive initial assessments prior to courses beginning and additional support for learners with a disability or learning difficulty.

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9. External Partners

- 9.1 External partners working with the College must comply with the Equality, Diversity and Inclusion Policy and have appropriate policies and procedures in place regarding equality and diversity.
- 9.2 When drawing up contracts and service specifications, the College will ensure that external partners are made aware of their legal duties in relation to equality and that they are specifically required to comply with all equality legislation when delivering services on behalf of the College.

10. Visitors, Contractors and Sub-contractors

- 10.1 Visitors, contractors and sub-contractors must comply with the College's Equality Diversity and Inclusion Policy.
- 10.2 College staff meeting visitors or employing contractors and sub- contractors are responsible for making them aware of the College's Equality and Diversity Policy.

11. Publishing the policy

- 11.1 The policy will be published on the College website and intranet and will be reflected throughout various documentation and practices. A variety of alternative formats will be available on request.
- 11.2 The minutes of the Equality, Diversity and Inclusion Committee will be publicly available via Moodle.
- 11.3 Details of the policy will be included in relevant publications and staff and student induction.

12. Unacceptable Actions and Behaviour

- 12.1 This policy aims to ensure equality of opportunity and fair treatment for everyone. It is based on the principle that people have the right to their own beliefs and do not engage in activities or acts which interfere with the rights or beliefs of others.
- 12.2 Any attempt to coerce or threaten others to comply with a particular belief system (eg through unauthorised distribution of literature, threats or offensive remarks) may result in disciplinary action.

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13. Complaints

- 13.1 Any form of bullying, harassment or victimisation of any individual will not be tolerated. Allegations will be taken seriously and dealt with appropriately under the relevant procedure.
- 13.2 Any member of staff or students found guilty of unlawful discrimination or harassment will be subject to disciplinary action including, where appropriate, dismissal for gross misconduct. Appropriate action will be taken against any member of the public, visitor or service provider involved in unlawful discrimination or harassment.

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APPENDIX 1

POLICIES

HR2 Staff Disciplinary Policy

HR2b Staff Disciplinary Procedure

HR10 Staff Grievance Policy and Procedure

HR5 Dignity at Work & Policy for dealing with Bullying & Harassment

SCA 6 and SCA6a Safeguarding Policy and Procedures

SCA 8 Disability Statement

SCA9 AND 9b – Peer on Peer Abuse Policy and Procedures

SCA2 and SCA2b Student Disciplinary Policy and Procedures

QA4 and 4a HE and FE Admissions Policies

QA7 Customer Service and Complaints Policy

RE16 and RE16b – E-Safety Policy

LEGISLATION

The Equality Act 2010

General Data Protection Regulation 2018

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APPENDIX 2: RESPONSIBILITIES

Corporation are responsible for ensuring that:

- The College is compliant with the equality legislation and the codes of practice supporting it;
- They proactively consider equality and diversity as part of their decision-making process;
- The Equality and Diversity Policy, Equality Objectives and Equality and Diversity Action Plan are implemented effectively;
- The membership of the Corporation reflects the diversity of the communities served by the College;
- Equality and diversity is fully integrated into the College's Operational Plans;
- They receive termly equality and diversity updates that monitor progress on the Equality Objectives and Equality and Diversity Action Plan.

The Equality and Diversity Committee is responsible for:

- Overseeing the continuing application and development of the Equality, Diversity and Inclusion Policy in line with legislation and the College's strategic objectives;
- Advising on the formulation of policies, procedures and resources.

The Equality and Diversity Committee will:

- Monitor equality data in relation to staff and learners and agree actions to address any identified inequalities;
- Publish an annual report on the progress of the equality objectives and actions. This will also include an analysis of headline workforce and learner data;
- Review the equality objectives annually and set new objectives every four years;
- Prepare and deliver an annual EDI action plan to help the College meet their equality objectives;
- Support staff and learner voice initiatives and obtain feedback from the Students' Union, Trade Unions, staff and learner equality forums and other engagement mechanisms;
- Review and amend the equality and diversity policy to reflect developments in equality legislation and best practice;
- Regularly report to Corporation and the SMT on equality and diversity issues.

The CEO and Executive Team are responsible for:

- Providing leadership and acting as champions to promote equality and diversity across the College community;
- Communicating the policy, internally and externally;
- Working with Governors and Senior Managers to ensure that the Equality, Diversity and Inclusion Policy, Equality Objectives and Equality and Diversity Action Plan are implemented effectively;

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- Ensuring that appropriate action is taken against individuals working on behalf of the College who do not act in accordance with the policy.

Managers are responsible for:

- Ensuring that staff have a clear vision and shared understanding of what the College is aiming to achieve through the policy;
- Implementing the policy as part of their day-to day management of staff;
- Ensuring equality and diversity issues are addressed in performance reviews;
- Ensuring all staff act in accordance with the equality and diversity policy providing support and direction where necessary;
- Effectively managing and dealing promptly when investigating issues relating to potential discrimination, bullying or harassment;
- Ensuring that all decisions that will change provisions, practices or policies and affect the workforce or learners are subject to an Equality Analysis;
- Taking the lead in creating a positive, inclusive ethos that challenges inappropriate language and behaviour and celebrates diversity.

Heads of Departments (Curriculum) are also responsible for ensuring that:

- Equality and diversity is promoted in all learner settings and embedded into curriculum areas;
- Student performance is monitored by protected characteristic on a termly basis and actions set to address any identified gaps;
- Student performance by protected characteristic is recorded in the Self-Assessment Reviews (SARs) and actions are set to narrow any performance gaps for protected groups;
- Student induction programmes and tutorials develop students' understanding of equality, diversity and inclusion.

All staff are responsible for ensuring that they:

- Have read and understood the policy;
- Implement the policy in their day-to-day work and model behaviour that reflects the spirit of the policy;
- Treat people with respect and dignity in all their interactions;
- Notify their line manager of any concerns with regard to the conduct of other employees, learners, visitors or third parties;
- Help to build an inclusive culture where diversity is valued and people feel confident to bring their whole selves into the working and learning environment;
- Challenge inappropriate and discriminatory language and behaviour by staff, students, placement providers and other users of our services.

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Human Resources are responsible for:

- Developing employment policy and strategy with due reference to EDI considerations;
- Providing guidance to line managers and staff;
- Supporting managers in investigating issues relating to potential discrimination;
- Monitoring and reporting on the workforce equality data to the Equality and Diversity Committee;
- Championing equality and diversity issues, internally and externally;
- Facilitating training and development initiatives in relation to equality and diversity.

All students are responsible for ensuring that they:

- Adhere to the Student Code of Conduct and treat all members of the College community with dignity and respect;
- Create and maintain a learning and social environment where there is zero tolerance for bullying, harassment and discrimination;
- Support and promote the equality and diversity policy and procedures;
- Understand the consequences of contravening equality legislation and the equality and diversity policy.

Partners, Contractors and Service Providers

- All partners, contractors and service providers will be responsible for adhering to any equality guidelines in agreements or contracts;
- The College is committed to ensuring that those organisations with which it works and employs will demonstrate their commitment to equality and diversity and have policies and procedures in place to achieve this.

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