



## **ST ELIZABETH'S COLLEGE**

# **EQUALITY AND DIVERSITY POLICY AND PROCEDURE – Draft March 19**

Date agreed: Presented 2015.

Ratified by Governors:

Review Date: March 2019

Responsible Person: Teresa Glynn

# EQUALITY AND DIVERSITY POLICY AND PROCEDURE

This policy sets out St Elizabeth's commitment to Equality and Diversity together with monitoring arrangements in respect of staff, learners and service users. The College is committed to Equality and Diversity, by taking positive action to promote dignity and respect of all those engaged with the service.

## 1. OUR COMMITMENT

Equality and Diversity are central to the Centre's mission and the College's Governing Body is responsible for ensuring that non discriminatory policies and practices as they relate to employees and learners are in place and monitored with particular regard to protected characteristics as referred to in the Equality Act 2010:

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

This policy should be read alongside:

- SEN 0 – 25 Code of Practice 2015
- Care Act 2014
- Civil Partnership Act 2004
- Equal Pay Act 2010
- Human Rights Act 1998
- The Equality Act 2010 including:
  - DDA 1995 (2010 amendment)
  - Employment Equality (Age) Regulation 2006
  - Employment Equality (Religion and Belief) Regulation 2003
  - Employment Equality (Sex Discrimination) Regulations 2005
  - Employment Equality (Sexual Orientation) Regulations 2003
  - Equality Act 2006
  - Gender Recognition Act 2004 (2010 amendment)
  - Protection from Harassment Act 2007
  - Race Relations Act 1976 (2000 amendment)
  - Racial and Religious Hatred Act 2006
  - Sex Discrimination Act 1975
  - Sex Discrimination (Gender reassignment) Regulations 1999
  - Special Educational Needs and Disability Act 2001

And St. Elizabeth's related policy documents.

## **2. OWNERSHIP**

St Elizabeth's will promote ownership of the Policy and will present a public profile of the same by means of:

- Regular communication and publicity to ensure awareness of the policy among staff, potential staff, suppliers of goods and services, recognised consultative for, and where appropriate, the public;
- Opportunities for staff, learners, service users, external clients and others working in partnership with St Elizabeth's to influence the policy;
- Staff induction and development opportunities to promote ownership and awareness;
- Taking reasonable steps to ensure that subcontractors/third parties working for St Elizabeth's are aware of and abide by this policy.

## **3. MONITORING**

The effectiveness of the policy will be monitored through regular collection, reporting and analysis of certain data. Equal Opportunities Monitoring (section 12) will guide and determine the data to be collected.

Corporate monitoring of the policy will be the responsibility of the College Governors who will, ensure that equality and diversity is fully reflected in all College matters.

A named governor has specific responsibility for monitoring the implementation and effectiveness of the Equality and Diversity Policy.

## **4. PUBLICITY**

St Elizabeth's publicity will be regularly reviewed to ensure that it is non discriminatory to any group or individual, by:

- Developing accessible information upon request
- Raising the profile of the organisation through partnership engagement with Local Authorities, the community, voluntary and community sector organisations, employers and other education establishments
- Promoting equality and diversity through the website.

## **5. ENVIRONMENT**

5.1 St Elizabeth's will comply with the Equality Act 2010.

5.2 Seeking to eliminate all forms of discrimination and institutional barriers, which might disadvantage current or prospective learners or staff?

5.3 Any material of a discriminatory nature will not be displayed in any part of the Centre.

- 5.4 St Elizabeth's communications and publication (internal and external) will not use language or images, which are potentially discriminatory against any group or individual by taking positive action.
- 5.5 St Elizabeth's will seek appropriate advice, in respect of equal opportunities, from relevant outside agencies when planning changes to its environment and facilities.
- 5.6 St Elizabeth's will set a target of 100% premises accessibility and aim to reach the target each year. This will be monitored through internal audits of accommodation, feedback from learners and health and safety risk management.
- 5.6 St Elizabeth's will seek to celebrate diversity through provision of an enriching environment by embedding equality and diversity in teaching, learning and assessment and by demonstrating and celebrating displays of learner work, progress, success events and performances.

## **6. RECRUITMENT AND SELECTION – STAFF**

- 6.1 No St Elizabeth's employee will discriminate, unfairly, directly or indirectly, in making selection decisions.
- 6.2 Wherever possible, interview panels will have a gender mix.
- 6.3 All appointing managers involved in selection and interviewing will have attended appropriate training.
- 6.4 All applications will be assessed according to clear pre-stated criteria that will be both objective and job-related.
- 6.5 Gender, ethnic origin, disability, age, religion or sexual orientation cannot be used as reasons for rejection (except where a Genuine Occupational Qualification is in force).
- 6.6 Applicants with disabilities will be given the opportunity to discuss ways of overcoming any problems of access or any other issues relating to their disability.
- 6.7 Recruitment, selection and promotion of staff will be formally monitored and an annual report produced.
- 6.8 Awareness of equal and diversity issues will be included in staff induction.

## **7. SELECTION – LEARNERS**

- 7.1 The procedures involved in gaining admission to St Elizabeth's are clearly expressed in the College Admissions Policy.
- 7.2 Prior to admission, information will be taken about learners' ethnic origin and any additional support needs. This information will be used only for the purposes of providing support, for monitoring/review purposes.
- 7.3 Learners and their parents/guardians can expect professional advice throughout the recruitment and guidance procedures, which in no way discriminates against any group of students or potential students.
- 7.4 Learners with additional support needs will be given the opportunity to discuss ways of providing solutions to problems of access and other issues which present a barrier to learning.
- 7.5 Recruitment of learners will be formerly monitored and a termly report produced to Governors and Trustees.

It must be noted that St Elizabeth's reserves the right to refuse a placement if it considers that the physical or emotional well being of other students could be exposed to unreasonable risk or that the learner's needs fall outside of the parameters set within the Admissions Policy,

## **8. EDUCATION AND ACCESS TO THE CURRICULUM**

St Elizabeth's is committed to Inclusive Learning, which recognises that its learners are individuals with individual learning styles and complex support needs. It will, therefore, seek to provide a diverse range of learning opportunities to facilitate access and achievement for its learners by regularly reviewing programme content, delivery, accessibility, support, attendance, retention, achievement, success and progression and procedures for accreditation and assessment. The College will also ensure it promotes positive action through:

- Widening participation to increase engagement through partnership working
- Ensuring the provision is relevant to its and the wider community
- Developing a curriculum that is responsive to the complex individual needs and educational aspirations of its learners, parents/carers, employers.
- Recruitment is open and accessible,
- Using feedback to inform curriculum development and continuous improvement planning

The College will:

- Review its curriculum offer annually,
- Continuously review the nature and extent of provision, together with accessibility and use of resources, whether in the form of materials, people and venues.
- Ensure the facilities, premises and services are accessible to all and where appropriate make reasonable adjustments to meet learner need

- Identify negative impacts and make recommendations for improvements that are considered and implemented where possible.
- Recruit learners from all equality strands
- Monitor the quality of teaching, learning and assessment and the effectiveness of additional support.
- Respond to feedback to inform improvement and share the actions undertaken
- Develop a responsive curriculum in accordance with local, regional and national priorities.

## 9. **COMPLAINTS**

Any individual who feels she/he is being discriminated against any protected characteristic, should in the first instance speak with:

### *Learners*

- Their lecturer or support staff
- Registered Manager
- Deputy Head of College
- Director of Education

### *Licence agreements*

- Domiciliary Care Manager
- Deputy Head of College
- Registered Care Manager
- Director of Education

### *Staff*

- Their line manager
- Deputy Head of College
- Registered Care Manager
- Director of Education
- Director of HR

## 10. **STAFF DEVELOPMENT**

- 10.1 Through the induction and in-service staff development programme, staff are made aware of:

The policy for Equality and Diversity, the St Elizabeth's Recruitment and associations Selection process.

- 10.2 Opportunities will be provided to raise awareness of introductions of or changes to relevant legislation.

- 10.3 St Elizabeth's will support staff wishing to undertake additional training on equality and diversity issues, as resources allow.

## 12. **EQUAL OPPORTUNITIES MONITORING**

To inform the setting of targets and measuring our progress in achieving them, St Elizabeth's will collect and monitor the following data, which will be shared with the Governing Body and used to create termly reports to the Governing Body and Trustees and Self Assessment Report and Quality Improvement Plan.

*for learners*

- Equality and Diversity Impact Measures:
  - Gender, Disability/and or Learning need, Ethnicity
- Enrolments compared to ethnic population size;
- Retention rates and trend data over 3 years;
- Success rates and trend data over 3 years;
- The Learner Voice,
- Observation of Teaching, learning and assessment
- Curriculum planning
- Compliments, comments and complaints by learners or their parents/guardians/sponsors.

*For employees*

- Ethnicity profiles of employees by grade and job;
- Job application rates;
- Selection success rates;
- Type of contract (permanent, temporary);
- Training application rates;
- Promotion application and success rates;
- Disciplinary proceedings;
- Grievances

The above will be presented termly to the College Governors.

## 13. **PUBLICISING OUR POLICY AND PROGRESS**

*To the public:*

- Our commitment to equality and diversity will be highlighted in publicity and website and in all College documentation including advertisements and marketing.
- A summary of the results of our monitoring information will be included in our report to Governors

*To our learners:*

- The curriculum programme for learners will highlight St Elizabeth's commitment to ethnicity equality and equality and diversity.

*To our contractors:*

- All contractors providing services to St Elizabeth's on or off St Elizabeth's property will be made aware of the policy and be required to conduct themselves appropriately;
- It will be made clear to contractors that behaviour which breaches the policy will not be tolerated and may result in removal from the site and cancellation of the contract.

*To our staff:*

- All staff will be informed about the policy and have access to it;
- The induction programme will highlight St Elizabeth's commitment to equality, action to be taken by staff who suffer discrimination and the action to be taken against any perpetrators of discrimination;
- An annual summary of the monitoring results will be made available for all College staff.

#### **14. ROLES AND RESPONSIBILITIES**

*The College Governors are responsible for ensuring that:*

- They ratify the Quality Improvement Plan.
- They are aware of the governing body's statutory responsibilities in relation to discriminatory legislation and ensure that St Elizabeth's complies with the relevant legislation;
- They receive and respond to the monitoring information on staff learners/service users.

*The Director of Education is responsible for ensuring that:*

- The policy, related procedures and strategies are implemented;
- Appropriate action is taken against staff or learners who breach the policy;
- The action planning framework includes clear reference to equality and diversity.



- Preparing the monitoring (staff) reports and advising St Elizabeth's on any follow up action required;
- Preparing, with the staff Training Manager, an appropriate staff development programme designed to meet the needs of the staff and the organisation;
- Regularly reviewing the Equality and Diversity Policy.
- Good practice in relation to equality and diversity is embedded in all teaching and learning programmes including induction programmes;
- Internal verification procedures, teaching observation and self-assessment reports include scrutiny of equality and diversity;
- Preparing the monitoring (student) reports and advising St Elizabeth's on any follow up action to be taken.

*All other St Elizabeth's staff are responsible for ensuring that:*

- They are aware of St Elizabeth's' statutory duties in relation to equality legislation and keep themselves up to date attending training and information events as required;
- They are aware of and support the Equality and Diversity Policy;
- All aspects of St Elizabeth's policy and activity under their control are sensitive to equality and diversity issues;
- They challenge inappropriate behaviour by learners, contractors or other members of staff'
- Equality and diversity is valued and promoted.

*Learners are responsible for ensuring that:*

- They are aware of and support the Equality and Diversity Policy;
- Equality and diversity is valued and promoted;
- They challenge or report inappropriate behaviour by students or staff.

## **15. NON-ADHERENCE TO THE POLICY**

The St Elizabeth's staff disciplinary procedures will be used.

### **Monitoring, Evaluating and Effectiveness of Policy.**

In order to monitor the effectiveness of our systems St Elizabeth's College will undertake a quality improvement evaluation on an annual basis.

The quality improvement of this document will be carried out by:

- Deputy Head of College
- Director of Education

and presented to the Governors at the first meeting following the renewal date.

<b>Effectiveness Measures</b>
<b>Learners</b>
Monitoring the % take up of learners: <ul style="list-style-type: none"><li>• Age</li><li>• Disclosed Disability/Learning Difficulty</li><li>• Ethnicity</li><li>• Gender</li><li>• Attendance</li><li>• Retention</li><li>• Achievement</li><li>• Success</li><li>• Progression</li><li>• Satisfaction survey results</li><li>• Learner Voice</li><li>• Local Authority</li><li>• Those from post-codes deemed deprived within the context of the Multiple Deprivation Indices</li><li>• Transition/destinations</li></ul>

### **EXTERNAL QUALITY MONITORING**

External quality monitoring of this document is carried out via inspection visits from the Education Funding Agency (EFA), Care Quality Commission (CQC), Ofsted and Awarding Organisations in line with their inspection framework and cycles.