



# **EQUALITY, DIVERSITY and INCLUSION POLICY**

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**October 2020**

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## **A: POLICY**

### **1. Introduction**

Woodhouse College is committed to combating discrimination and disadvantage, and harassment and victimisation. The College will establish and promote equality and equal opportunities, diversity and inclusion and will foster good relations between people with protected characteristics and non-protective characteristics developing a strong community ethos and values amongst all its students and staff.

The College's mission statement asserts that "The mission of Woodhouse College is to be an inspirational and nurturing community that is committed to excellence and equips high-achieving, ambitious students with the skills to thrive on their preferred university course and in the wider world of work."

Hence the College puts emphasis on the achievement and progression of all its students across their range of abilities and aspirations, celebrating the success of every individual.

The current three-year strategic development plan includes the following words:

*The College is a successful engine of social mobility. Some 50% of students will be the first in family to attend university. Many come from deprived backgrounds and from low-income families.*

*The College is committed to equality and diversity. We are a secular college, based on liberal British values such as intellectual enquiry, scepticism, respect and tolerance of those with different beliefs. As such, the College values the rich diversity of its community. Regarding equality, we place a priority on awareness-raising on the role of gender and sexual identity, because misogyny and homophobia are pervasive in contemporary culture. We aim to equip our young people so that they can overcome barriers and challenge prejudice and discrimination when they encounter them.*

### **2. College Values**

The College believes that all forms of inequality, prejudice and discrimination are unacceptable. The College aims to ensure that the ethos of equality is integrated within the College culture and all College activities. The College is committed to promote the practice of fairness and to eliminate inequality on the grounds of the nine equality characteristics which are legally recognized:

- |                                   |                       |
|-----------------------------------|-----------------------|
| 1. Age                            | 6. Race               |
| 2. Disability                     | 7. Religion or belief |
| 3. Gender reassignment            | 8. Sex                |
| 4. Marriage and civil partnership | 9. Sexual orientation |
| 5. Pregnancy and maternity        |                       |

The College recognises that it has an obligation to promote a healthy, inclusive environment in which to work and study. Respect for and tolerance of the differences of others is a necessary part of that environment. Staff and students will have a range of views, and it is important not to promote a hierarchy of equality strands. The College's policies seek to prevent discriminatory views being manifested in a way that offends, intimidates or humiliates, or is hostile or degrading to others.

The College is a secular institution. See the College Policy on Religion for more details and discussion of implications.

### **3. Legal Framework**

The College is aware of and responsive to relevant legislation including, but not limited to:

- Equal Pay Act 1970 (Amended)
- Sex Discrimination Act 1975
- Race Relations Act 1976
- Disability Discrimination Act 1995
- Race Relations Amendment Act 2000
- Employment Equality (Religion or Belief) Regulation 2003
- Employment Equality (Sexual Orientation) Regulation 2003
- Race Relations Act 1976 (Amendment) Regulation 2003
- Civil Partnerships Act 2004
- Gender Recognition Act 2004
- Disability Discrimination Amendment Act 2005
- The Employment Equality (Sex Discrimination) Regulations 2005
- Racial and Employment Equality (Age) Regulation 2006
- Religious Hatred Act 2006
- Equality Act 2006
- Equality Act (Sexual Orientation) Regulations 2007
- The Equality Act (2010)

### **4. Scope**

The purpose of this strategy is to establish clear guidance regarding equality and to establish key principles, structures, priorities and monitoring arrangements for the College. This policy applies to and affects the Board of Governors, Senior Leadership Team and all existing and future staff and students of the College.

### **5. Structures**

- 5.1 The Board of Governors is responsible for ensuring that the College meets its legal duties and that the College adheres to its Equality Strategy. The Corporation aims that where possible the board represents the student population in terms of its diversity profile.

- 5.2 The Principal has overall responsibility for equality issues on behalf of the College which is delegated to an SLT lead.
- 5.3 The College has appointed an Equality, Diversity and Inclusion Coordinator whose remit is to promote a College environment in which equality flourishes; to monitor evidence of the effectiveness of College policies and practices; to undertake equality audits and impact assessments; and to propose priorities and targets, making recommendations to the Principal and Senior Leadership Team lead.
- 5.4 It is the responsibility of all staff and students to uphold the College policy on equality and diversity.

## **6. Monitoring**

- 6.1 The College undertakes to conduct comprehensive and effective monitoring of relevant aspects of staffing and the student body.
- 6.2 The College is committed to the collection of statistics, analysis of data and publication of data, as well as monitoring on an ongoing basis and as educational and employment policy and practice changes.
- 6.3 The College monitors both its workforce and its student population against the following categories:
- Age
  - Disability
  - Gender
  - Race
  - Religion/belief
  - Sexual Orientation

At the moment the College does not monitor the student population on the basis of religion and sexual orientation but all monitoring arrangements are kept under review.

## **7. Reporting**

The College will publish an annual Equality & Diversity Report. This will contain:

- Monitoring data and analyses
- Impact assessments of policies
- A summary of the work of the Equality & Diversity Committee
- Judgements of key areas for improvement and development
- A prioritised action scheme for the forthcoming year

The report will be drafted in the summer and revised in the Autumn, in the light of student achievement data, with a view to publication on the College website in December/January.

## **8. Positive Action**

8.1 The College undertakes to follow positive action measures allowed by law if it thinks a job applicant, employee or student is at a disadvantage as might be revealed by monitoring because of a protected characteristic. The College, where appropriate, seeks to:

- provide facilities or services (in the form of training, education, welfare and reasonable adjustments) to meet specific needs of job applicants, employees or students with a protected characteristic;
- encourage applications from employees and students that are under-represented in the College community.

8.2 The College will ensure that when using positive action as a strategy, it falls within the law.

## **9. Complaints**

If a student or employee believes they have not been treated fairly, owing to prejudice or discrimination, they should raise the matter under appropriate complaints or grievance procedures. This can be found on Woodle or a student can contact their tutor and a staff member contact HR .

## **10. Engaging with Stakeholders**

The revision of this policy and the determination of priorities for action and development will be consulted with students, staff, parents, governors and the external community. These consultations will take the form of electronic surveys, small focus groups and publicity on the College website and virtual learning environment, led by the EDI coordinator. Views will be elicited from relevant special interest groups, such as disabled staff or lesbian and gay students, for example.

## **11. Review**

This policy will be reviewed on a regular basis in accordance with legislative developments and the need for good practice, using the local consultation/negotiating arrangements within the College.

Policy agreed: May 2002

Last Review: October 2020

Next Review: August 2021

## **B: GUIDELINES**

These guidelines are not meant to be comprehensive. They are meant to act as a prompt for action by all staff and students.

### **B1 EQUALITY STRANDS**

As a learning provider and employer the College fully accepts its responsibilities under the Equality Act 2010 and is committed to ensuring the protection of all equality strands under the Act.

As an employer, the College will:

- Promote continuing professional development programmes for all those in paid employment.
- Welcome job applications from all protected groups.
- Select staff based on skills, abilities and experience, as specified in the person specifications and job descriptions.
- Ensure that policies, procedures and opportunities for staff recruitment and professional development will be family-friendly to apply equally to all groups from different strands to encourage full participation.

Both as an employer and learning provider, the College will:

- Not tolerate direct or indirect discrimination against any group as listed in the Act.
- Take positive action to identify and remove discriminative behaviour from college life.
- Not apply a provision, criterion or practice which disadvantages people of a particular group unless it can be objectively justified.
- Not make judgements about an individual's potential, behaviour or preferences based on a protected characteristic.
- Not treat any individual less favourably because they belong to a particular group.

#### **1. Age**

The College is a 16-19 provider and does not offer places to students outside that age range.

As an employer, the College will:

- Oppose ageism and be committed to taking positive action to promote equal opportunities to staff of all ages within the workplace.

#### **2. Disability**

The College fully accepts its responsibilities under the Disability Discrimination Act Part 4 and is committed to making any reasonable adjustments that will promote equal access and

opportunity for students, employees and members of the public with disabilities and/or learning difficulties.

The College will ensure that all disabled learners and learners with learning difficulties have access to:

- Appropriate opportunities to disclose disability and/or learning difficulty through their time as a learner at the College.
- Assessment of need to ensure that any reasonable adjustment to College provision or physical feature of premises occupied by the employee is made and is appropriate to the individual.
- Learning support to enable access to College provision including specialist equipment and technology, subject to the availability of resources.
- Information in relevant formats to ensure equal access.
- Information on support available.

The College will ensure that all potential and current employees with disabilities and/or learning difficulties have access to:

- Appropriate opportunities to disclose disability and/or learning difficulty throughout their time as an employee at the College.
- Employment opportunities including promotion.
- Specialist equipment and technology and/or other reasonable adjustments.
- Information in relevant formats to ensure equal access.
- Information on support available.

The College will maintain strong links with external agencies to ensure the provision of appropriate and effective support for staff and students with disabilities and/or learning difficulties. It will undertake health and safety risk assessments where appropriate and encourage participation by disabled students and staff in public life.

### **3. Gender**

The College will:

- Oppose sexism and be committed to taking positive action to identify and remove sexism from College life.
- Positively encourage students into non-traditional areas of study and work to minimise gender stereotyping.
- Not tolerate discrimination to transgender staff or students or to those who have undertaken gender re-assignment or on the grounds of gender identity.

#### **4. Race and Ethnicity**

The College is committed to:

- Promoting good relations between people of different races or ethnic groups.
- Actively tackling racial discrimination and promoting racial equality.
- Working with other institutions, local communities and others to tackle racial discrimination and to encourage and promote good practice in achieving race equality.

#### **5. Religious Belief**

The College will:

- Define religion or belief as being any named religion, religious belief or similar philosophical belief.
- Not treat less favourably, individuals who follow, are perceived to follow, or do not follow a particular (or any) religion or belief.
- See College Policy on Religion.

#### **6. Sexual Orientation**

The College will:

- Take positive action to identify and remove homophobia from college life.
- Encourage positive acceptance of gay, lesbian, bisexual, non-binary and heterosexual people amongst the College community.
- Have employment policies and procedures that are family-friendly and will apply equally to households based on same-sex partnerships and to non-traditional parenting and care arrangements where appropriate legislation is in place.

## **B2 STUDENT ISSUES**

### **1 STUDENT RECRUITMENT & INDUCTION**

- 1.1 All persons responsible for recruitment and induction of students will ensure:
- The College's admission systems are free from prejudice and discrimination.
  - Pre-course guidance is available to all students to ensure students enrol on appropriate courses.
  - Initial assessment procedures fully take into account the various experience, qualifications and backgrounds of students.
  - Advice is provided to students potentially eligible for financial help from the College.
  - Ethnicity, gender and disability data are used to review applications and admissions and to identify trends that may become established.
  - Students undergo an induction process in which they are made aware of the full range of support available, the location of the welfare services, their rights and responsibilities under the College codes of conduct, and the College's Equality, Diversity and Inclusion Policy.
  - Staff involved in interviewing prospective students are adequately trained for the role with full supporting documentation.

### **2 CURRICULUM**

- 2.1 The College aims to make the curriculum consistent with the mission and ethos of the College.
- 2.2 The College strives to support the diverse needs of students via the content of courses and the styles of teaching and learning. Departments will:
- Audit their materials to both ensure balance and appropriateness of content and to promote and celebrate diversity and difference.
  - Ensure that staff are aware of the need to promote inclusive learning and to use differentiation to ensure all students are given the opportunity to learn.
  - Challenge the use of discriminatory language, stereotyping or behaviour by staff and by students.
  - Ensure staff fully utilise learning support systems for their students where appropriate.
  - Analyse achievement data, both raw and value added, to identify patterns of under achievement amongst different groups of students
  - Address equality and diversity themes in self assessment and development planning
  - Ensure through surveys, focus groups and other consultative mechanisms that the students have a means of expressing their views on the strengths and weaknesses of the provision and priorities for improvement.

### **3 STUDENT GUIDANCE AND PROGRESSION**

3.1 The College aims to enable all students to achieve their potential by offering appropriate guidance and support. The College will:

- Ensure all students have an entitlement to a learning experience which includes, tutorial support, educational advice, careers guidance, special needs support, enrichment activities and work experience.
- Ensure support is available where special circumstances arise that impair a student's overall progress at the College.
- Ensure all students have access to clear progression routes within the College and to higher education, further training or employment.

## **B3 STAFFING**

### **1 KEY PRINCIPLES AND RESPONSIBILITIES**

- 1.1 The College policy towards human resources will aim to ensure equality of opportunity for the recruitment, selection, appointment, and promotion of teaching and support staff, recognising that this may need proactive action in the case of minority and disadvantaged groups.
- 1.2 The College will treat all employees with respect and dignity and seek to provide a working environment free from harassment, discrimination and victimisation. The College will not tolerate any form of discriminatory behaviour against its employees, either from other employees, students, or members of the public.
- 1.3 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. Reasonable adjustments will be made to arrangements and premises to ensure equal access for disabled staff or potential staff.
- 1.4 In order to ensure that all staff and potential staff are treated with equality and fairness at all stages of employment, and that their treatment is based solely on objective and job related criteria, the College will ensure that equality issues are embedded into all its policies and procedures.
- 1.5 A designated member of the senior leadership team will be responsible for ensuring that fair and adequate arrangements exist for the effective handling and recording of all aspects of the employment relationships, including recruitment and selection.
- 1.6 All managers have a responsibility to ensure that the policy is carried through effectively, by giving active support to the policy and ensuring that the employees they manage understand and implement the policy.
- 1.7 Managers have a responsibility to encourage employees to inform them of any instances of discrimination, and to ensure that all allegations are investigated.
- 1.8 Disciplinary action will be taken against any employee who does not comply with these requirements.
- 1.9 In ensuring that this policy is fully effective, and that all College staff are committed to it, the College undertakes to work locally in partnership with the recognised trade unions, and with staff in general, in its development and implementation.

## **2 STAFF RECRUITMENT AND INDUCTION**

- 2.1 Recruitment to all posts within the College will be conducted in a manner which accords with equitable employment practices and procedures.
- 2.2 Personal details including those related to age, gender, race, disability will be withheld from short-listing panels.
- 2.3 All posts will be advertised to all staff.
- 2.4 The College will promote itself as an employer that offers equality of opportunity.
- 2.5 Induction programmes will be designed to ensure that all new staff and governors are made aware of their responsibilities under the College's Equality, Diversity and Inclusion Policy.

## **3 STAFF DEVELOPMENT**

- 3.1 Staff development and appraisal will support the career progression of under-represented groups at all levels of the College.
- 3.2 Equality & diversity training and awareness-raising will be incorporated into College training processes, including induction of new employees.
- 3.3 The College will provide regular training opportunities for staff to help them recognise the different needs of students in order to promote the highest level of achievement.
- 3.4 Targeting and recruitment to staff development activities will take into account equal opportunities issues.

## **4 GENERAL ISSUES**

### **4.1 Marketing**

The College will:

- Ensure that all marketing materials reflect the College's Equality, Diversity and Inclusion Policy.
- Devise strategies, within the context of the mission and strategic aims of the College, for marketing and targeting under-represented groups.
- Ensure that all departments will consider equal opportunities issues in marketing, access and recruitment.

### **4.2 Environment & Resources**

The College will:

- Apply the Equality, Diversity and Inclusion Policy in the use of all College facilities and resources.
- Maintain good access around the College for all staff, students and visitors with a physical disability.
- Ensure the appropriateness of visual displays and encourage those that challenge stereotypes and promote positive non-stereotypical role models.

#### 4.3 **Discrimination and Harassment**

The College will:

- Challenge discrimination or harassment in any form.
- Consider allegations of harassment under any of the equality strands listed above (Section A2) as legitimate grounds for complaint under its complaints and grievance procedures.

#### 4.4 **Procurement & Contractors**

We will take steps to ensure that our contractors adhere to our commitment to equality in their employment and service delivery policy and practices. We will do this by:

- Making contractors and service personnel aware of the College's Equality Policy
- Ensuring compliance with the College's Equality Policy is part of the contractual agreement with contractors
- Any breaches of the policy by contractors and service providers may result in cancellation of the contract.

Other relevant and useful college policies and documents are as follows:

Religion Policy  
 Bullying and Harassment Policy  
 Recruitment and Selection Policy  
 Whistleblowing Policy\*  
 Health & Safety Policy  
 Safeguarding Policy\*  
 College Mission Statement  
 Grievance Procedure  
 Disciplinary Procedure  
 Staff Development Plan

These can be found on Moodle.

\*These can be found on the College website.