



Single Equality Scheme July 2008

Single Equality Scheme

Mission

The College aims to be an outstanding provider of full-time education for 16-19 year olds embracing diversity and creating excellent opportunities for all. Staff and students will participate fully in teaching and learning to maximise their collective potential and promote individual achievement at the highest level.

Code of Respect

The College celebrates and values the diversity of its students and staff. It seeks to treat all students and staff with respect and dignity, and to provide a positive working and learning environment free from any kind of discrimination or harassment.

1. Aim

To actively promote equality of opportunity for all in the following ways:

- 1.1 By embedding equality of opportunity in all policies, practices, decision-making and evaluation processes
- 1.2 By maximising the potential of every individual in the college community regardless of age, ability, class, disability, ethnicity, financial status, gender, marital or family status, national origin, politics, qualifications, race, religion/belief or sexual orientation
- 1.3 By undertaking rigorous monitoring to identify equality gaps in selection/admission, retention, achievement and/or progression and to benchmark College performance where possible
- 1.4 By putting strategies in place to address underperformance, exclusion or under representation
- 1.5 By ensuring that all staff are clear about standards and strategies to meet diverse learner needs and are equipped to respond effectively
- 1.6 By developing comprehensive and imaginative feedback systems to capture learner, staff and stakeholder perceptions of our performance and potential for improvement
- 1.7 By ensuring that there are clear procedures for challenging discrimination, harassment and unacceptable behaviour
- 1.8 By not victimising anyone because they have made, or intend to make a complaint, or allegation, or have given or intend to give evidence in relation to a complaint of discrimination or harassment
- 1.9 By recognising and celebrating achievement from all sections of the College and society
- 1.10 By promoting good relations between staff and students and the wider community
- 1.11 By ensuring that the translation of this scheme into practice is the responsibility of everyone in the College

2. Legal Framework

Race Relations Act (1976) as amended by the Race Relations Amendment Act 2000

Special Education Needs Act 2001

Employment Equality (Religion or Belief) Regulation 2003

Employment Equality (Sexual Orientation) Regulation 2003

The Disability Discrimination Act 1995 as amended by the Special Educational Needs and Disability Act 2001

Single Equality Act 2006

3. Position Statement

Equality of opportunity is at the heart of all we do; Havering Sixth Form College is committed to providing a supportive, inclusive and friendly environment for all its students, staff and visitors. It places responsibilities upon students, staff and all who are involved with the College to promote equality. Harassment and discrimination of any kind will not be tolerated.

The following sections of the scheme consider particular aspects of equality and diversity not covered by the aims above

Age Policy Statement

The College is a 16-19 provider with all the restrictions that that implies but as an employer it will:

- Not make judgements about an individual's potential, behaviour or preferences based on age
- Promote up-skilling and re-training programmes for those in paid employment
- Welcome job applications from all age groups and select on the basis of specified skills and abilities

Disability Policy Statement

- The College fully accepts its responsibilities under the Disability Discrimination Act Part 4 (and any subsequent amendments thereto) 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 using College facilities. This will be the case even where it means treating disabled people more favourably than others.

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
- Flexible and inclusive learning opportunities
- Assessment of need to ensure that any reasonable adjustment to College provision is made and is appropriate to the individual
- Learning support to enable access to College provision including specialist equipment and technology
- 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

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

Gender Policy Statement

The College will:

- Oppose sexism and be committed to taking positive action to identify and remove sexism from College life
- Positively encourage learners into non-traditional areas of study and work to minimise gender stereotyping
- Not tolerate discrimination on the grounds of gender re-assignment towards either transgendered or transsexual people
- Ensure that policies, procedures and opportunities for professional development will be family-friendly to encourage full participation

Race and Ethnicity Policy Statement

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

Religious Belief Policy Statement

The College will

- Define religion or belief as being any named religion, religious belief or similar philosophical belief.
- Not apply a criterion, provision or practice which disadvantages people of a particular religion or belief unless it can be objectively justified

Sexual Orientation Policy Statement

The College will:

- Take positive action to identify and remove homophobia from College life
- Encourage positive acceptance of gay, lesbian, bisexual and heterosexual people
- 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

The equality schemes above are underpinned by a comprehensive Equality and Diversity Action Plan which is part of the annual self assessment process.

Appendix 1

1 Responsibilities for Implementation

1.1 The **Assistant Principal** (Equality and Diversity Manager) in liaison with the Executive will assume responsibility for implementation of the scheme.

- a) The Assistant Principal will chair the Staff Equality and Diversity Working Group and the Student Equality and Diversity Forum.
- b) The staff working group shall consist of:
 - The Equality and Diversity Manager

- A member of the Corporation
- A cross section of staff members - teaching, support, trades union representatives and personnel
- One of the Student Chairs of College Council

- c) The Student Equality and Diversity Forum will comprise one of the Chairs of College Council and volunteers from College Council and co-opted members from the student body at large
- d) Both the staff working group and the student forum will scrutinise policies and procedures and monitor data as part of equality impact assessments and make recommendations to the Executive;
- e) An annual Equality and Diversity Report including an analysis of the data collected by disability, ethnicity and gender will be presented by the Assistant Principal to the Corporation.

1.2 It is the responsibility of **Corporation**:

- a) To ensure that they are familiar with the Single Equality Scheme;
- b) To ensure that the Single Equality Scheme is implemented and reviewed annually;
- c) To ensure that appropriate governor training on new duties is timely and
- d) To ensure that equality and diversity issues are incorporated into the College's Strategy Plan

1.3 It is the responsibility of the **Principal and the Executive** to take the lead in creating an inclusive ethos that sets the tone and creates a culture in which challenges to discriminatory behaviour, negative images or language are immediate and in which positive messages and images of minority groups are promoted.

In addition it is their responsibility:

- a) To ensure that they are familiar with the Single Equality Policy;
- b) To ensure that all for whom they are responsible are familiar with the above legislation;
- c) To ensure that all staff are aware that they can refer equality issues to the Staff Equality and Diversity Group and harassment issues to their line manager, the Assistant Principal or to one of the Senior Tutors;
- d) To uphold the scheme by dealing with breaches of it in line with established procedures;
- e) To ensure that their cross college areas are inclusive and do not put any group at a disadvantage;
- f) To monitor student admissions, induction, academic progress, retention, achievement, destinations, suspensions and complaints for equality gaps;
- g) To monitor staff recruitment, professional development and career progression for equality gaps;
- h) To address any unfairness or obstacles to progress identified above in f) or g)
- i) To provide appropriate training for staff to meet their duties under the policy and
- j) To mainstream equality and diversity issues in strategic planning.

1.4 It is the responsibility of all **Line Managers**:

- a) To ensure that they are familiar with the Single Equality Scheme;
- b) To implement the scheme and ensure that all for whom they are responsible are familiar with the policy;
- c) To ensure that the curriculum actively promotes equality and diversity issues;
- d) To identify strategies in their annual SAR for closing any equality gaps and
- e) To uphold the policy by dealing with breaches of the policy in line with established procedures (see Section 2 below).

1.5 It is the responsibility of **all Staff**:

- a) To familiarise themselves with the Single Equality Scheme;
- b) To promote equality and diversity in their teaching by recognising the individual needs of their students especially any additional support needs;

- c) To manage classrooms in such a way as to promote respectful, harmonious relationships between students;
- d) To set an inclusive tone by their example;
- e) To challenge any inappropriate language and behaviour immediately and
- f) To report incidents of harassment or discrimination to the Assistant Principal, Student Support or Deputy.

1.6 It is the responsibility of **all Students**:

- a) To comply with the Code of Respect, that is, to treat all members of the college community with respect and consideration and
- b) To report incidents of harassment or discrimination to the College. (The incident should be reported to their Personal Tutor, or registered more formally by a Complaint Form at Reception. This will be referred immediately to the Assistant Principal, Student Support).

1.7 It is the responsibility of **all Contractors and Service Providers**:

- a) To ensure that their personnel are aware of their equality and diversity responsibilities and
- b) To comply with good equality practice in contracts, service delivery and agreements.

2 Breaches of the Policy

- a) **Students**: in the first instance, the tutor will deal with any student acting in breach of the policy by issuing a warning. Subsequent breaches will be dealt with in accordance with the Student Disciplinary Procedure as outlined in the *Student Handbook* and a record of them on kept by the Assistant Principal, Student Support
- b) **Staff**: in the first instance, the line manager will deal with any member of staff acting in breach of the policy and a verbal warning issued. Subsequent breaches will be dealt with in accordance with the Staff Disciplinary Procedure and a record of them kept by the Deputy Principal.
- c) Any breaches of the policy by **contractors and service providers** may result in cancellation of the contract. This decision will be the responsibility of the Assistant Principal (Premises) in liaison with the Principal.

3 Monitoring of the Policy

- a) Monitoring of the policy is primarily the responsibility of the Assistant Principal (Equality and Diversity Manager) the Executive (see 1.1 above).
- b) The annual Equality and Diversity SAR incorporates the action plan for disability, gender, race, ethnicity and sexual orientation including specific targets for monitoring and evaluation.
- c) Progress will also be measured against the selected College Equality and Diversity Impact Measures
- d) The Equality and Diversity Impact Assessment process will monitor all College policies, practices and services on a rolling programme 2006-9
- e) The Corporation will receive an Equality & Diversity Report and Action Plan annually.

4 Review and Reporting

- a) The policy will be reviewed annually
- b) Copies of the annual Equality and Diversity Report will be made available to the Executive, the Corporation, and to all key stakeholders (ie., members of the staff working group and the student forum) Copies will be available for the rest of the staff and students electronically.