

**Equality and Diversity Policy**

**City College Limited**

69 Steward Street

Birmingham

B18 7AF

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| Title   | Equality and Diversity Policy  | Department   | Quality   |
| Location   | Sharepoint   | Author   | SS  |
| Approved by SLT   |   Yes | Date   |   5th of October 2020 |
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| V.1   | SS  | October 2015   | First draft   |
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| V.4 | PWA | January 2021 | Review |

**Key Person(s)**

**Managing Director**

**Associate Director for Quality and Partnerships**

**Higher Education Manager**

**Chief of Staff**

**Equality and Diversity Policy**

**Policy Statement**

City College strives to deliver the highest standard of teaching learning and assessment to each of its students. To achieve this, the College recognises the need for continual review and improved across all its systems and processes.  The College is committed to creating an environment where diversity is celebrated and everyone is treated fairly, regardless of their protected characteristics or any other factors such as socio-economic status. We have a genuine commitment to equality of opportunity for students, and are proud to employ a staff team that reflects the diverse community the College serves

The overall aim of this policy is to promote, monitor and enhance equality of opportunity and inclusion throughout the College, with our stakeholders and partner organisations, raising levels of student enjoyment, engagement, achievement and enrichment. To do this, the aims of this policy are;

* eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited behaviours
* advance equality of opportunity between people who share a protected characteristic and those who do not
* foster good relations between staff and students

The following legislation is relevant to this policy;

* Equality Act 2010
* Health and Safety at Work Act 1974
* Management of Health and Safety at Work Regulations 1999
* The Human Rights Act 1998
* Education Act 2011
* Protection of Freedoms Act 2012
* General Data Protection Regulation 2018
* Keeping Children Safe in Education 2019

**Roles and Responsibilities**

**Leadership and Management**

The City College Senior Leadership Team (SLT) will ensure that equality and diversity is reflected in the College values and vision statements and that the College is fully compliant with legislative requirements in terms of equality, diversity and inclusion. The College will seek to identify and take into account the needs of local communities and employers in the further development and review of this and all other policies.

SLT will monitor how well equality of opportunity is promoted, and discrimination tackled, through its quality assurance processes including lesson observations, student surveys, feedback and data from the staff interview process. Managers both in the academic and support areas will regularly monitor the success, retention rates and attendance rates of students with different protected charactersitics and take action to address any gaps.

The College SLT will regularly review the College provision and support services through Programme Management Boards (PMB) to ensure all services are designed to take into account the specific needs and tackle discrimination of any kind in relation to the recruitment, admission and participation of students Any actions and outcomes identified during PMB are reported directly to SLT.

**Staff Recruitment**

Recruitment material will state that the College is committed to a policy of equal opportunities in employment. All job descriptions should clearly identify the duties of the role and should be accompanied by a person specification outlining the educational qualifications, skills, work experience and personal attributes which are necessary for satisfactory performance of the role. The College commitment to Equality, Diversity and Inclusion will be part of this recruitment material. These should be regularly reviewed by departments so as to ensure they remain valid.

Posts will be publicised internally and externally with careful consideration given to the most appropriate means of advertising a position. Appropriate steps will be taken, subject to budgetary constraints, to ensure that notices of job vacancies are advertised in a range of media which are accessible to potential applicants from all areas of the community.

Application procedures and forms will be kept under review to ensure only information relevant to the role (as determined by the job description, person specification, and work permit requirements) is sought. Methods of applications other than application forms (e.g. the interviewer could record the information) may be appropriate where, for example, an application form would require a higher standard of English or comprehension than is necessary for satisfactory performance of the job, or where a person is unable to fill in such a form because of a disability.

The College will ensure all College staff who come into contact with job applicants are trained in the provisions relevant to their responsibilities within this policy, including the provision that it is unlawful to instruct or put pressure on others to discriminate. Staff responsible for short-listing, interviewing and selecting candidates will also be clearly informed of selection criteria and the need for their consistent application of quality standards. Guidance will be given to all staff as to the effects which generalised assumptions and prejudices about race, colour, nationality, ethnic or national origins, sex, marital status, age, disability, family circumstances, sexual orientation, religious or political beliefs might have on selection decisions.

Shortlisting and interviewing will always be the responsibility of more than one person. Members of interview panels need to ensure fair treatment by asking comparable questions of all candidates and by asking questions which relate only to the requirements of the job. Interviewers must take care to avoid questions which could be construed as discriminatory, e.g. questions about marriage plans, marital status, family intentions, children, or domestic responsibilities. Candidates should not be rejected because of a disability.

Selection tests will be monitored and checked to ensure that they measure only what is relevant to the ability to do, or to train for, the job for which they are intended. Care will be taken to ensure staff do not discriminate indirectly through, for example, assumptions about candidates' background or interests.

The reasons for the rejection of each unsuccessful candidate and the reasons for supporting the selected candidate will be noted. For successful candidates, the wording of standard contracts of employment and statements of conditions of service will be reviewed in accordance with this policy and the College Safe Recruitment Policy. They will contain a statement of the policy, emphasise each staff member’s obligation to it and inform them that breaches of the policy may be treated as a disciplinary offence.

**Teaching, Learning and Assessment**

During the induction process, all students will be introduced to this policy to ensure they recognise the rights and responsibilities and the role of equality, diversity and inclusion within the College and their learning journey.

Teaching, learning and assessment will be informed by principles of equality, diversity and inclusion, teaching styles should take account of students’ varied backgrounds, abilities and learning styles and relevant and effective differentiation methods employed to remove issues of discrimination and bias. The development and improvement of teaching, learning and assessment is supported through the College Quality and Delivery Policy and the Staff Development Policy. The outcomes of assessments will be monitored through PMB to ensure they do not directly or indirectly discriminate against any particular protected characteristics.

All teaching materials, resources and learning activities will be free of negative stereotypical assumptions, images and language, promoting positive stereotypes and British Values. The College will take action to remove any inappropriate materials that are discriminatory or fail to promote inclusion. The College programmes are designed to be flexible with multiple entry points with content that takes the differing needs of all students into account and provides access to for non-traditional students widening participation.

**The College Environment**

The College is committed to maintaining and developing a working environment which encourages all staff and students to contribute fully to the College community. The working environment is a supportive one in which the dignity and self-esteem of individuals are repsected and are free from harassment.

The College will ensure that working conditions comply with health and safety legislation, Safeguarding and Prevent. The needs of people with disabilities will be given particular consideration. Alternative or additional methods of communication will be employed to ensure access and safety requirements are understood by staff members whose command of the English language is limited.

Subject to operational requirements, the College will respond sympathetically to members of staff whose personal circumstances change or to job applicants with special needs (including religious and cultural needs) and will endeavour to accommodate these through agreement on retraining and/or alternative working arrangements. Consideration will be given to arrangements for working part-time, the introduction of flexible working hours and/or job sharing schemes where appropriate, in an endeavour to improve efficiency, enlarge the potential labour market or improve job opportunities for those with domestic and/or caring responsibilities. The above arrangements will apply equally to all grades of post and categories of staff and students.

**Related Policies**

This policy needs to be read in conjunction with other policies including:

* Safeguarding Policy
* Prevent Strategy
* Governance Code
* Health and Safety Policy
* Safe Recruitment Policy
* E Safety Policy
* Academic Freedom Policy
* Bullying and Harassment Policy
* Whistleblowing Policy
* Complaints Policy and Procedure
* Fitness to Practice Policy
* Fitness to Study Policy
* Extenuating Circumstances Policy