



Equality and Diversity Policy for Staff and Students

1. Scope & Purpose

- 1.1 Plumpton College is committed to a policy of equality and diversity which promotes and ensures just and fair treatment for all. The aim is to create and maintain a positive and inclusive environment which enables everyone to realise their full potential, regardless of gender, transgender, marital or civil partnership status, race, nationality, sexual orientation, religion or belief, disability, age or social status.
- 1.2 The purpose of this policy is to provide clear guidance regarding equality and diversity and to establish key principles, structures and monitoring arrangements for the College. The guidance will be applicable to all employees and learners in the College, governors, contractors, business partners, volunteers and visitors.
- 1.3 This policy should be read in conjunction with other policies and procedures referred to in the staff and student handbooks including the equality and diversity scheme and action plan, recruitment and selection policy, grievance, harassment and bullying policies, staff and student disciplinary policies, codes of conduct and the College complaints procedure.

2. Employment Practices

- 2.1 The College will treat all employees fairly and consistently with respect and dignity. The College is committed to:
 - Employing a workforce and appointing a governing board which reflects the community and learners it serves
 - The selection, professional development and treatment of staff on the basis of equality of opportunity
 - The use of positive action, where appropriate
 - The monitoring of selection criteria to ensure that they are not discriminatory
 - Treating any form of discrimination or victimisation carried out by an individual as a matter for disciplinary action

- The expectation that all staff and governors appointed to the College are committed to the principles and implementation of equality of opportunity, including the challenging of discriminatory behaviour

3. Provision of Teaching and Learning

3.1 The College will aim to make courses accessible to as wide a range of learners as possible. The College is committed to:

- Offering an admissions system which will offer guidance taking into account the particular needs of students
- Providing an inclusive learning environment which challenges all forms of prejudice, discrimination and stereotypical attitudes and behaviours within the learning environment
- Where possible providing a flexible programme of study within existing courses to meet specific and individual needs
- Providing learning materials in a variety of formats to meet the needs of learners and ensuring effective and appropriate learning support is in place
- Embedding equality and diversity into all schemes of work and preparing learners to work in a diverse society
- Monitoring student enrolment and achievement by age, gender, disability and race.

4. Division of Responsibilities

4.1 It is the responsibility of everyone in the College to ensure that they follow our Equality and Diversity Policy.

4.2 The Corporation

It is the responsibility of the Corporation to ensure the College strategic plan includes a commitment to equality and diversity, to annually reviewing the Equality and Diversity Policy, approving the annual equality and diversity report and receiving and responding to equality and diversity monitoring information.

4.3 The Senior Management Team

It is the responsibility of the Senior Management Team to ensure the College works to widen participation in education, meet the learning needs of students, take the lead in creating a

positive inclusive environment and ensure that managers are aware of the College's statutory duties in relation to equality and diversity legislation.

4.4 Heads of Department

It is the responsibility of Heads of Department (in liaison with the HR Officer) to ensure that their staff understand equal opportunities issues and how to report any perceived discrimination, that complaints of discrimination or harassment are dealt with promptly and that equality and diversity has been considered in the development of schemes of work and lesson plans.

4.5 Staff

It is the responsibility of all staff to ensure that the College's equality and diversity goals are achieved, to promote equality and fairness and to challenge and report prejudiced and discriminatory behaviour.

4.6 Students

It is the responsibility of all learners to make sure that they understand what the Policy means and to respect everyone's differences within the College.

4.7 Contractors/Work Experience Providers

Services Providers working on College premises and work placement providers are expected to operate within the law and to adopt the terms of this policy as demonstrated through acceptance of the College equality and diversity charter which will be provided to them by the Estates Manager.

5. The Wellbeing Committee

5.1 The Wellbeing Committee will ensure that effective systems to monitor and evaluate equality and diversity practices are in place by:

- Setting and monitoring equality and diversity performance indicators
- Monitoring and analysing data on student enrolment and achievement by age, gender, disability and race with a view to comparing trends and highlighting and improving any imbalances identified.
- Monitoring and analysing staff recruitment in terms of age, gender, disability and race.

- Ensuring College policies in relation to Equality and Diversity are regularly monitored, reviewed and updated, in line with legal requirements and external body recommendations.
- Monitoring the progress of the Single Equality Scheme and reporting to SMT.
- Producing an Annual Equality and Diversity Report for submission to the SMT and Corporation.

6. Equality and Diversity Training

- 6.1 Equality and Diversity training will be provided to staff and governors on a three year rolling programme. Training will be tailored to roles such as equality and diversity in the curriculum for teaching staff, equality and diversity in customer service for administration staff and equality and diversity and strategy for governors.

7. Communication

- 7.1 In order to ensure that current and prospective staff, students and other service users are aware of the College's equality and diversity policy, the policy will be provided on the College website, referred to as part of the staff and student induction processes and be accessible to staff and students through Plumpton Online.
- 7.2 The College equality and diversity charter, sets out what students and staff can expect from the College and will be provided to students and staff at induction. All work experience providers and contractors will be expected to sign up to the equality and diversity charter to demonstrate that they will adhere to the College Equality and Diversity policy whilst working for/with the College.

8. Discrimination

- 8.1 The Equality Act 2010 recognises four types of discrimination (direct, indirect, harassment, victimisation) that apply to all nine protected characteristics. The Act also recognises two types of discrimination (discrimination arising from a disability and failure to make a reasonable adjustment) which apply to disability.

9. Complaints

- 9.1 The College will seek to provide a supportive environment for those who make claims of discrimination. Staff and students who feel they are being discriminated against should raise the matter under the Grievance/Harassment Procedure. Acts of discrimination will be treated as a serious disciplinary offence.
- 9.2 If, in the course of their work, College staff, students or governors suffer discrimination from members of the public, the College will take appropriate action and provide appropriate support.

10. Policy Monitoring

- 10.1 The Corporation is responsible for approving this policy and monitoring its implementation. The Corporation will receive an annual report on its equality and diversity targets including progress against them and monitoring information.

Approved By: Corporation

Date of Approval: Tuesday 8th July 2014

Frequency of Review: Every Three Years

Date of Next Review: July 2017

The SMT is delegated to approve minor changes to the policy in response to legal changes and best practice.