

# College Group Policy

## Equality, Diversity & Inclusion

**Manager Responsible:** Director of Learner Experience and Progression

**Version Number:** 4.0

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<b>Approved by:</b>	Senior Management Team & EDI Committee
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<b>Intended Audience:</b> <i>(Check appropriate box)</i>			
Staff:	<input checked="" type="checkbox"/>	Governors:	<input checked="" type="checkbox"/>
Students:	<input checked="" type="checkbox"/>	External:	<input checked="" type="checkbox"/>

## **AMENDMENT SUMMARY**

<b><u>Version</u></b>	<b><u>Date</u></b>	<b><u>Remarks</u></b>
3.1	07 Sep 2015	Periodic Update
3.2	23 Oct 2017	Periodic Review
3.3	15 Nov 2018	Periodic Review
3.4	03 Oct 2019	Periodic Review
3.5	01 Nov 2020	Periodic Review
3.6	31 Aug 2021	Periodic Review
4.0	20 April 2023	Complete review of content and reformulation of the Policy

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### **Age, Disability, Gender & Race Equality Statement**

Age, Disability, Gender and Race Equality Impact Measures will be set and monitored through analysis of all data related to potential suspected or actual abuse of this policy.

A copy of the Equality Impact Assessment Initial Screening Form is attached as an Annex to this document

## 1. Policy Statement

Chelmsford College is committed to providing a learning and working environment that values all forms of diversity and seeks to create a culture of conscious inclusion in which issues of racism, stereotyping and discrimination can be discussed openly with a shared commitment to challenge prejudice.

The College is committed to providing an environment where everyone can contribute and be recognised and valued for who they are, striving to provide an inclusive, respectful and considerate environment in which all individuals are supported to achieve their goals.

The College will treat all members and potential members of the college community with respect and dignity and seek to provide a safe and positive working and learning environment, free from discrimination, harassment or victimisation.

The publication of the Equality, Diversity and Inclusion Policy demonstrates our commitment to equity<sup>1</sup> of opportunity for all those visiting, working and studying at our college. It specifically facilitates the meeting of our equality obligations, including legislative requirements under the Equality Act 2010 and the Public Sector Equality Duties.

## 2. Policy Purpose and Scope

This policy:

- Applies to all Governors, full time, part time and temporary staff, learners, visitors and to all staff and learners, visitors, customer and suppliers at Chelmsford College, including apprentices and work-based learners.
- Operates within the context of regulatory requirements of a variety of stakeholders including the Education and Skills Funding Agency, Ofsted and a range of Awarding Organisations and kite marks including Matrix.
- Ensures all individuals are treated equally, with dignity and respect and without being subject to discrimination.

To ensure this policy is fully effective, the college undertakes to work in partnership with recognised trade unions; work-based employers; and employees & learners in its development and implementation.

Where the term 'learner' is used this is inclusive of apprentices and those undertaking studies in the workplace.

This section below:

- Outline the way in which the College will treat its staff, learners, visitors, customers and suppliers.

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<sup>1</sup> Equity focuses on 'equality of outcomes' rather than seeking to treat everyone in the same way, which would be implied if 'equality of opportunity' were used here.

- Outline the College response to the obligations of The Equalities Act 2010 having due regard to the statutory and the public sector duties, the elimination of unlawful discrimination, the advancement of equality of opportunity and the requirement to foster good relations.

### **3. Equality, Diversity and Inclusion at Chelmsford College**

The College is made up of a wide range of people with diverse backgrounds and circumstances, something we value and regard as a great asset.

Promoting equity of opportunity is an important facet of our offer and integrated into all activities undertaken within the College, from Strategic and Operational Planning, through development, delivery and assessment of curriculum, to the recruitment and employment of staff.

The Equalities Act 2010 offers protection from unlawful discrimination to people on the basis of nine protected characteristics. These are:

- Age
- Disability
- Race
- Gender Re-assignment
- Marital or Civil Partner status
- Pregnancy and Maternity
- Religion and Belief
- Sex
- Sexual Orientation

All College members of staff, learners, partners, visitors, contractors and sub-contractors working on behalf of Chelmsford College must not unlawfully discriminate against or harass other people including current or former staff, employment and learner applicants, on-roll learners, suppliers, partners, contractors, sub-contractors and visitors.

The following forms of discrimination are prohibited under this policy and are also unlawful:

- Direct discrimination
- Indirect discrimination
- Harassment
- Victimisation
- Disability discrimination

The College reports annually on how we meet our duties with respect to the 9 strands of equality and diversity, and the actions we have taken to further equality and diversity for all who study, work at, or visit the College.

The College Equality, Diversity and Inclusion committee meets three times a year, once per term, with a membership that includes representation from Governors, staff, learners and other invited external representatives.

A range of groups and methods are used at Chelmsford College to progress the equality and diversity agenda including:

- Equality, Diversity and Inclusion Committee
- Staff forums
- Student Tutorials
- Personal Development Programme
- Intranet Poll questions and Learner Surveys
- Learner Voice Meetings

#### **4. Definition of Terms**

*Discrimination* - Discrimination is defined as an act which has the effect of treating a person less favourably because of factors related to their personal characteristics such as disability or sexual orientation, and unrelated to their merit.

*Equality* - Equality is about equal opportunity and about creating an inclusive society where everyone can participate and has the opportunity to fulfil their potential.

*Equity* - Equity aims to give everyone what they need to be successful. It focuses on 'equality of outcomes'. It also involves taking into account structures which might put particular groups at a disadvantage.

*Diversity* - The word diversity means 'varied and different' so 'diversity' is about more than equality. It is about valuing variety and individual differences and creating a culture, environment and practices which respect and value differences for the benefit of society, organisations and individuals.

*Inclusion* - Inclusion is the practice or policy of providing equitable access to opportunities and resources for people who might otherwise be excluded or marginalized. Ensuring that everyone feels valued and respected as an individual.

#### **5. Unconscious Bias**

Unconscious bias is when we make judgments or decisions on the basis of our prior experience, our own personal deep-seated thought patterns, assumptions or interpretations, and we are not aware that we are doing it. We aim to be aware of our own conscious and unconscious biases, prejudices and stereotypes, and to mitigate the effect of unconscious or implicit bias on our decision making.

#### **6. Roles and Responsibilities**

**All staff and learners** - Staff and learners are responsible for their own conduct and should ensure that their behaviour does not make any other person feel uncomfortable. Every member of staff and every learner has a responsibility to question their own prejudices and assumptions. It is the duty of all staff and learners to avoid unfair discriminatory practices, to challenge them in others and to accept personal responsibility for abiding by this policy.

**The Corporation** - The College Governors are responsible for ensuring that The College comply with the Equality Act 2010. The Corporation members are responsible for setting the policy framework for the College and for monitoring the delivery against the policy.

**The Principal** - The Principal and Chief Executive has overall responsibility for the operation of the Policy.

**Director of Learner Experience and Progression** - The Director of Learner Experience and Progression is responsible for drafting and updating this policy, developing and managing associated action plans, chairing the Equality, Diversity and Inclusion Committee and producing the Equality and Diversity Annual Report.

**Human Resources Manager** - The Human Resources Manager is responsible for monitoring and interpreting employment data, contributing to the Equality and Diversity Annual Report and ensuring all recruitment and selection process are in line with the values and requirements outlined in this policy.

**Line Managers** - Line Managers are responsible for ensuring that their staff understand equality and diversity issues and how to report any perceived discrimination or unfair treatment. They also allocate development opportunities for their staff on a fair, objective basis based on individuals' and College needs. In addition, they are responsible for ensuring their part-time staff are not disadvantaged in any way and that complaints of discrimination or offensive behaviour are dealt with promptly. All Managers are responsible for ensuring proactive dialogue about 'equality of opportunity' issues and practices with partner organisations, contractors, customers, learners and employers providing work experience to students.

**External Partners** - External partners with which the College works must comply with the College's Equality, Diversity and Inclusion Policy and share the College's commitment to equality and diversity. When drawing up agreements or contracts with external partners, the College must ensure that they are made aware of the above requirements and must ensure that the external partner has appropriate policies and procedures in place with respect to equality and diversity.

**Visitors, Contractors and Sub-contractors** - Visitors, contractors and sub-contractors must comply with the College's Equality, Diversity and Inclusion Policy. College staff who meet visitors and/or employ contractors and sub-contractors are responsible for making them aware of the College's Equality, Diversity and Inclusion Policy.

## **Students**

**Recruitment and admissions.** The College will ensure that:

- Recruitment and publicity materials are designed in a range of formats to ensure they are free from bias and stereotypes, and encourage applicants from all groups within the community.

- Applicants for courses are considered on the basis of their ability to meet the entry criteria, as specified in course information.
- Applicants are not treated less favourably because of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion and belief, sex or gender, and sexual orientation.
- Applicants are interviewed on the basis of their academic ability and/or potential to succeed.
- Application and enrolment procedures give students the opportunity to identify any additional learning support required to meet their needs.
- New learners are made aware of the Equality and Diversity Policy and the behaviour expected of them during induction.

**Teaching and Learning.** The College will ensure that:

- The range, content and delivery of the curriculum reflect the needs of learners and the community and promote widening participation.
- All aspects of teaching are sensitive to, and promote, equality and diversity, including language used, timetabling, delivery methods, materials, group organisation and activities.
- Teaching and learning materials and delivery methods avoid stereotypes and bias, and promote the rich cultural diversity of the local community.
- Resources are available in formats appropriate to the needs of individual students, including the use of specialist equipment where appropriate.
- Equality of opportunity, diversity and an approach where everyone can develop their full potential are embedded in the Teaching and Learning Strategy
- There is an ethos and learning environment which is inclusive and enables learners to feel comfortable and valued as an individual.

## **Staff**

**Recruitment and selection.** The College will:

- When a vacancy arises, prepare a person specification identifying the essential and desirable levels of qualifications, training, knowledge and/or experience and skills & abilities required for the job.
- Advertise jobs internally and/or externally to attract applicants who meet the person specification.

- Consider all applicants on the basis of their suitability for the job and their ability to fulfil the requirements set out in the person specification.

**Training and development.** The College will:

- Identify annually training and development needs through the Professional Development planning process.
- Make available a range of training opportunities to meet the needs of all staff.
- Include Equality and Diversity training as part of the induction for new staff.

**Working environment.** The College will:

- Make reasonable adjustments to premises or working arrangements to ensure that employees are not disadvantaged on the grounds of any protected characteristics.

## **7. Related Policies and Documents**

- Staff Code of Conduct and Ethics Policy
- Staff Disciplinary Policy
- Staff Grievance Policy
- Staff Harassment Policy
- Whistleblowing Policy
- Staff Recruitment and Selection Policy
- Complaints Policy
- Student Disciplinary Policy
- Inclusive Language Guide



**Equality Impact Assessment (EIA) Initial Screening Form**

Name of the Policy, Procedure, Practice or Proposal being screened:

Equality and Diversity Policy

Provide a brief description of its purpose:

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Are there controls in place to monitor the uniform application of this practice? (if no please explain below)

Yes

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Does the policy or process have the potential to affect a particular group disproportionately in either a positive or negative way? Please provide comments with supporting evidence:

NO

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If you have identified a medium or high equality impact please complete the following, otherwise leave blank. Add additional comment below the questions as necessary.

Are there any other policies or practices that need to be assessed alongside this screening?

No

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Should the policy or practice proceed to a full Equality Impact Assessment?

No

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If the answer to the above question is no, please give the reasons for this decision:

If a full impact assessment is required, please give the date by which it will be completed

**(Note – If you have assessed a negative impact as high, you must seek advice and conduct a full EIA on a high priority basis)**

**Declaration:**

We are satisfied that an initial screening has been carried out and a full Equality Impact Assessment [is not] required at this time.

(If a full EIA is required, a template form is available within the EIA Guidance Notes which must be read before completing a full EIA).

**Manager:**

Signature: Alison Davies

Date: 20 Apr 2023

**Countersigned**

Signature: David Warnes

Date: 20 Apr 2023