

# College Group Policy

## Equality & Diversity

**Manager Responsible:** Director of Learner Development & Inclusion

**Version Number:** 3.3

<b>Approval Date:</b>	15 Nov 2018
<b>Approved by:</b>	Senior Management Team
<b>Minute number:</b>	
<b>Ratified by:</b>	Not Required
<b>Minute number:</b>	
<b>Review Date :</b>	31 Aug 2019
<b>Author / Editor:</b>	IciekM@chelmsford.ac.uk

<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 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

## **Table of Contents**

1.	INTRODUCTION .....	1
2.	PURPOSE.....	1
3.	SCOPE .....	1
4.	EQUALITY & DIVERSITY AT CHELMSFORD COLLEGE .....	1
5.	ROLES AND RESPONSIBILITIES .....	2
6.	EQUALITY STATEMENTS .....	2
7.	PROMOTION AND PUBLICATION.....	2
8.	REVIEW OF POLICY .....	3

### **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. INTRODUCTION**

1.1 The Equality & Diversity policy is in place to demonstrate our commitment to equality of opportunity for all those visiting, working and studying at our college. It is designed to support and enable us to meet our equality duties, including legislative requirements under the Equality Act 2010 and the Public Sector Equality Duties.

1.2 Equal Opportunities are an important aspect of College life because we want to create an environment in which everyone is able to achieve his/her full potential.

## **2. PURPOSE**

2.1 The purpose of the Equality & Diversity Policy is to outline the way in which the College will treat its staff, students, visitors, customers and suppliers.

2.2 The College has statutory duties imposed under UK law to promote equality of opportunity between people of different groups. Full details of the statutory duties are available in the Equality Report, published annually.

## **3. SCOPE**

3.1 This policy applies to staff, students, visitors, customers and suppliers. It applies to anyone who uses the College at any point in time. All users are to be treated equally, with dignity and respect and without being subjected to discrimination.

## **4. EQUALITY & DIVERSITY AT CHELMSFORD COLLEGE**

4.1 Promoting equality of opportunity is important at Chelmsford College and integrated into all activities undertaken within the College, from Strategic and Operational Planning, development, delivery and assessment of curriculum, and recruitment and employment of staff. We also ensure equality of opportunity is an integral part of engagement of contractors and procurement of services.

4.2 The 9 strands of equality are:

- Race
- Disability
- Gender
- Age
- Religion and Belief
- Sexual Orientation
- Gender Re-assignment
- Marriage and Civil Partnership
- Pregnancy and Maternity

4.3 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.

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

- Staff Council
- Student Tutorials
- Intranet Poll questions and student surveys
- Student Representatives Meetings

## **5. ROLES AND RESPONSIBILITIES**

5.1 As members of the College community we all have a responsibility to work towards equality of opportunity in all 9 strands of equality as outlined in 4.2 above.

5.2 It is a specific responsibility of senior College managers with responsibility for students and staff to ensure that the equality & diversity action planning process is effective in addressing improvements in equality and minimising disadvantage. All actions are based on validated Self-Assessment Reports (SARs), with consequent improvement actions contained within the College Improvement Plan, (CIP), which is actively monitored by senior College leaders.

5.2 Equality actions within the CIP aim to broaden awareness of issues and ensure good practice in everything we do.

## **6. EQUALITY STATEMENTS**

6.1 Chelmsford College will promote equality of opportunity to all staff and students in accordance with the Equality Act 2010.

This legislation has also introduced the general and specific duties for public sector organisations to promote equality of opportunity to people of all sexual orientations, religious or belief groups and age groups.

6.2 Chelmsford College believes in equality of opportunity in all its activities including the delivery of education, training, projects, procurement, employment and recruitment.

6.3 It is unlawful to discriminate directly or indirectly on the grounds of race, disability, gender colour, nationality, religion or belief, ethnic origin, sex, age or sexual orientation.

6.4 Where practicable the College will endeavour to accommodate the cultural and religious needs of students and staff within the constraints of operational requirements.

6.5 The College reports annually on arrangements that have been put in place to meet its equality duties, together with the impact on actions taken.

## **7. PROMOTION AND PUBLICATION**

7.1 An annual Equality Report is produced which provides information on:

- Specific actions and projects undertaken during the college year
- Action points (and progress against them)

- Data monitoring in respect of staff and students
- An assessment of the equality impact of College policies
- Specific actions recommended for the forthcoming academic year

7.2 The report is made available to the College community via the Intranet and published on the College website so that all users of the College can judge how effective the College is in addressing its duties.

## **8. REVIEW OF POLICY**

8.1 The Equality & Diversity Policy will be reviewed in line with legislative changes and case law and in accordance with College quality arrangements for the review of all policies.

To be next reviewed, September 2019



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

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

--

Provide a brief description of its purpose:

--

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

**Yes****No**

--

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:

--

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?

**Yes****No**

--

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

**Yes****No**

--

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 / 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:

Date:

**Countersigned**

Signature:

Date: