

# EDI Policy / Single Equality Scheme

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Barking & Dagenham College

**Our Vision:** A truly great college, delivering inspirational learning and excellence through career focused education

**Our Mission:** To unleash potential, creating better futures for our learners, businesses and communities

**Our Values:**

Learners and Customers are at the heart of everything we do

Respectful – valuing and treating all fairly and as individuals

Passionate – energising, engaging and inspiring all to achieve their potential

Collaborative – working together to achieve excellence and growth

Innovative – leading the way, seeking new ways to continually improve

Excellence in learning, teaching and assessment; the key to our success

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# 1 Process and review

## 1.1 Aims and values

Barking & Dagenham College is committed to advancing equality of opportunity for all. The College celebrates and values the diversity brought to its workforce and student body by individuals, and is committed to meeting the needs of a diverse learner population within a multi-cultural society. The College seeks to ensure that individuals and communities have equal access to learning programmes and facilities, to be responsive to the changing demographic of the local area, and to play an active role in community cohesion.

The College will treat all employees, workers and students with respect and dignity, and seeks to provide a working environment free from discrimination, harassment or victimisation. Barking & Dagenham College will seek to eliminate discrimination on grounds of age, class, disability, employment status, ethnic origin, gender, marital status, pregnancy and maternity, nationality, religion, sexual orientation, gender reassignment or special needs.

Barking & Dagenham College aims to create a working and learning environment where there are positive relations between different groups of people. To this end, the college undertakes to provide training and support and to consult with staff about their experience of the working environment, and to provide diverse images in any material that it produces. The aim is to create an inclusive ethos where issues of racism, bullying, stereotyping and discrimination can be discussed openly, where there is a shared commitment to challenging and preventing all kinds of discrimination, and where there is respect for diversity and difference.

## 1.2 Scope of the equality Scheme

This single scheme covers all issues relating to equality, diversity and inclusion at Barking & Dagenham College. This policy seeks to comply with the requirements of the Equality Act 2010 and best practice.

The policy aim is to clarify the college's commitments to:

- provide equality, fairness, and respect for all learners and staff whilst working or learning within our spaces, whether temporarily or permanent, part-time or full-time
- confirm that we will not unlawfully discriminate against those with protected characteristics as defined by the Equality Act 2010 which include of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race (including colour, nationality, and ethnic or national origin), religion or belief, sex, and sexual orientation
- To oppose and avoid all forms of unlawful discrimination. This includes in pay and benefits, terms and conditions of employment, dealing with complaints and grievances and discipline, dismissal, redundancy, leave for parents, requests for flexible working, and selection for employment, promotion, training, or other developmental opportunities or in access to learning and the quality of our provision

Barking and Dagenham College commits to:

- Encourage equality, diversity, and inclusion in the workplace and ensure that the College staff body is representative of our learner body and of the local community. We will develop data-sets that encompass all aspects of Equality Diversity and Inclusion to inform this work going forward
- Maintain a learning and a work environment that is free of bullying, harassment, victimisation, and unlawful discrimination, promotes dignity and respect for all, and where individual differences and the contributions of all learners and staff are recognised and valued
- This commitment includes training staff and learners about their rights and responsibilities under the equality, diversity and inclusion policy including all of our responsibilities to provide equal opportunities in learning and employment, to prevent bullying, harassment, victimisation, and unlawful discrimination
  - All colleagues should understand they, as well as the college, can be held liable for acts of bullying, harassment, victimisation, and unlawful discrimination, in the course of their employment / learning against fellow learner's stakeholders, suppliers and the general public

- The College commits to take seriously complaints of bullying, harassment, victimisation and unlawful discrimination by colleagues, co-learners, contractors or the public and any others in the course of its activities and projects
  - Such acts will be dealt with as misconduct under the College's complaints and/or disciplinary procedures, and appropriate action will be taken. Particularly serious complaints could amount to gross misconduct and lead to dismissal or withdrawal from a course once the appropriate procedures have been followed.
  - Additionally, sexual harassment may amount to both an employment rights matter and a criminal matter, such as in sexual assault allegations. In addition, harassment under the Protection from Harassment Act 1997 – which is not limited to circumstances where harassment relates to a protected characteristic – is a criminal offence

Monitoring of this policy will also include assessing how the equality, diversity and inclusion policy and any supporting action plans, are working in practice, reviewing them annually, and considering and taking action to address any recurring issues or trends

### 1.3 Consultation

Our single equality scheme was originally drafted in 2010, following consultation with the Corporation, staff, employee representatives and students. Amendments and suggestions may be presented to the Equality and Diversity Committee, the Performance and Standards Committee and the Student Feedback Forum as the scheme is developed.

### 1.4 Formal approval

It is the responsibility of the Corporation to ensure that the college meets its legal obligations with respect to its general and specific duties. The Governing Body will review and approve any amendments to the scheme periodically.

### 1.5 Communication to staff, learners, and other stakeholders

Our commitment to equality, diversity and inclusion will be highlighted in our prospectus, annual self-assessment report, annual equality information report, and annual financial statement.

Our single equality scheme will be published on the College website and staff intranet site.

The College will seek to ensure that:

- Corporation members, staff, students and their sponsors (including work placement providers) are aware of our single equality scheme and the action needed for its implementation.
- Staff, students and their sponsors (including work placement providers) are aware of the value placed upon equality of opportunity and that action will be taken in the event of any breach of this scheme.
  - Corporation members and staff have access to comprehensive information and training, which assists them to plan, implement and monitor actions to carry out their responsibilities under this scheme.

### 1.6 Dealing with complaints

The college will seek to provide a supportive environment for those who make claims of discrimination or harassment.

Acts of discrimination (direct or indirect), harassment, victimisation or abuse will be treated as serious disciplinary offences (see Section 5 'Compliance').

### 1.7 Review

The single equality scheme will be reviewed periodically to ensure that it is up to date, relevant, effective, and compliant with current legislation. The scheme is reviewed at the Equality and Diversity Committee and approved by the Corporation.

The equality, diversity inclusion policy is fully supported by senior management and has been agreed with employee and learner representatives appointed as part of a working group established towards the college's continuous commitment to equality, diversity, and anti-racism, with each of the Directorate and Senior Leadership team having been assigned specific aspects of the policy to champion.

## 2 Duty identification and responsibilities

### 2.1 Protected Characteristics

The following characteristics are the protected characteristics defined by the Equality Act 2010 (in alphabetical order):

- Age
- Disability
- Gender reassignment
- Marriage and civil partnership
- Pregnancy and maternity
- Race
- Religion and belief
- Sex
- Sexual orientation

### 2.2 General & specific duties

Under current equality legislation Barking & Dagenham College has a general duty to have due regard to the need to:

- Eliminate unlawful discrimination, harassment, and victimisation
- Advance equality of opportunity between people who share a protected characteristic and those who do not
- Foster good relations between people who share a protected characteristic and those who do not
- Remove or minimise disadvantages suffered by people due to their protected characteristics
- Take steps to meet the needs of people from protected groups where these are different from the needs of other people

It also has specific duties to:

- Prepare a written single equality scheme
- Publish an annual report to demonstrate compliance with general equality duties
- Prepare and publish one or more objectives that it thinks it needs to achieve to further any of the aims of the general equality duty, and review these at least every four years

### 2.3 Meeting the specific duties

To meet the specific duties described above the college will:

- Prepare and maintain a written single equality scheme and review this periodically
- Produce annual equality objectives and an action plan which identify actions that need to be taken for the College to meet its general and specific duties
- Where necessary, assess the impact of its policies on students and staff across the nine protected characteristics
- Monitor the admission and progress of students and the recruitment and career progress of staff by ethnicity, disability, gender, age, faith and sexual orientation
- Set out arrangements for publishing the results of assessments and monitoring.
- Publish annually the results of assessments and monitoring by EDI measures
- Be aware of the causes of any pay gap

## 2.4 Other types of discrimination

The College has a responsibility to address other types of discrimination that are not direct. These include:

- Indirect discrimination – this can occur if a rule or policy disadvantages a particular protected characteristic.
- Associative discrimination – this is discrimination against an individual because s/he associates with another person who possesses a protected characteristic.
- Discrimination by perception – this is discrimination against a person because others think s/he possess a protected characteristic.
- Harassment – College employees are entitled to complain of behaviour they find offensive even if it is not directed at them.
- Harassment by a third party – the College is potentially liable for harassment of their staff or learners by people not employed by the college. E.g., harassment of a learner on work experience.

## 2.5 Roles & responsibilities

### Promoting Equality, Diversity and Inclusion

- The college aims to promote, champion and celebrate aspects of diversity and inclusion and will establish working groups with the specific aim of championing inclusion projects and also developing policy and informing longer term strategies and plans. Some of these are yet to be established but all of these existing groups will have a remit to promote equality, diversity and inclusion within their terms of reference
- Joint Consultative Committee
- Senior Leadership Policy Committee
- Equality Diversity and Inclusion Committee
- Senior Leadership Team
- Executive Team
- College Leadership Group]
- Board of Governors
- In raising awareness, senior and recruiting managers will have undertaken mandatory unconscious bias training and recruitment skills training. This training supports our goals for transparency, equality, diversity, and inclusion.
- The College will also develop detailed insight and data covering aspects of Equality, Diversity and Inclusion that will also inform this work.
- We will also undertake a continuous review of college handbooks, management guideline, policies and codes of conduct to ensure they continue to be inclusive

### The Corporation

It is the responsibility of the Corporation members to ensure that the college meets its legal obligations with respect to the general and specific duties. Corporation members are responsible for ensuring that:

- The membership of the Corporation reflects the diversity of the communities served by the college
- The College's strategic plan includes a commitment to equality
- Equalities training is mandatory for all staff
- They are aware of the Corporation's statutory responsibilities in relation to equalities legislation as an employer and service provider.
- They receive and respond to the EDI monitoring information on learners and staff

### The principal

The principal, as the most senior manager, is responsible for providing executive leadership and direction on equality issues. The principal has responsibility to ensure that the single equality scheme and action plan are regularly reviewed. The principal along with the Senior Leadership Team are responsible for taking the lead in creating a positive, inclusive ethos.

## Management

The senior staff and managers are responsible for putting policies into practice. They are responsible for implementing the single equality scheme. They must ensure they are aware of the College's statutory duties in relation to legislation:

- All aspects of college policy and activity are sensitive to the issues faced by different protected characteristics
- Group monitoring information is collected and analysed
- Targets are set on the recruitment, retention and achievement of learners based upon the analysis of the EDI monitoring information
- Teaching observation reports include criteria on equality issues where appropriate
- Curriculum areas are required to assess performance in relation to protected characteristics as part of the programme review and self-assessment process, and to take action as appropriate
- The procedures for staff recruitment and career development enshrine best practice in equal opportunities

## Staff

All staff have responsibilities for promoting equality and fostering good relations between different groups. All staff have responsibilities to eliminate discrimination on grounds of race, gender, disability or any of the protected characteristics. Staff are responsible for ensuring that:

- They are aware of the College's statutory duties in relation to legislation
- Their schemes of work, lesson content and teaching resources demonstrate sensitivity to issues of equality
- They challenge inappropriate behaviour by either learner, work placement providers or other members of staff
- It is the responsibility of the College and each of its individual members of staff to confront discrimination, whether witting or unwitting, whenever it occurs.

## Students

Students as key stakeholders also have a role and responsibility to comply with policies:

- Students should be made aware of the College ethos and policies at induction, through publicity and events, and through the embedding of EDI in teaching and learning.
- Students should make every effort to understand and support the College's single equality scheme. They should treat all other students, staff, and visitors with respect and dignity.
- Students must show respect for other people's cultural traditions and religious beliefs and participate in initiatives designed to promote good relations.
- Students should report any incidents of discrimination, harassment, or bullying using the College's anti-bullying and harassment and complaints procedures.

## Work Placement Providers

All work placement providers will be made aware of their responsibilities under the scheme and will be asked to signify their understanding and agreement to these responsibilities.

Work placement providers will be encouraged to develop their own equal opportunities policies

## Marketing

The Marketing team will ensure that the College's publicity materials present appropriate images that reflect our diversity and send out positive messages about different groups of people.

### 2.6 Positive action

The College undertakes, once the results of monitoring are available, to consider targets to reduce any disadvantage suffered by employees and learners due to any protected characteristic. If monitoring reveals that specific groups are especially disadvantaged, some targets may relate to those specific groups.

Positive action strategies are intended to be temporary measures only. They will be kept under regular review as they cannot be used once the special needs have been met or if the under-representation no longer exists. The College will ensure that when using positive action as a strategy, it falls within the law.



### 3 Equality Scheme implementation

#### 3.1 Positive action

The College will seek to ensure that all policies and procedures (e.g., recruitment and selection procedures for staff and learners) are non-discriminatory, and that the monitoring and positive action processes are regularly reviewed and monitored.

#### 3.2 Positive action

Equality and diversity objectives and an action plan will be produced annually. This should highlight College progress in meeting its general and specific duties. Production of the action plan is the responsibility of the Head of Safeguarding and EDI. The Equality and Diversity Committee and the Performance and Standards Committee of the Corporation will regularly review progress on the action plan.

#### 3.3 Positive action

Corporation members receive equality and diversity training at induction. All members receive a self-learning pack – LSC Governor training pack. Corporation members also receive updates at the annual residential conference.

All staff must complete Equality and Diversity training on joining the College. Additional bespoke equality training is organised or made available to staff at all levels within the college. All staff involved in recruitment and selection attend recruitment and selection courses

#### 3.4 Positive action

The College has a duty to assess the effect of the equality policy on staff and students with different protected characteristics. It will do this by setting and monitoring equality and diversity targets. Each curriculum area is required to comment on equality and diversity issues within their area in the annual Self-Assessment Report. Each area must include at least one Equality and Diversity target within their Quality Improvement Plan. Progress on these targets is monitored throughout the year at Performance Reviews.

The College will also monitor a wide variety of data according to race, gender, and other protected characteristics. The range of data to be considered is outlined in Section 4.

### 4 Impact assessment and monitoring

#### 4.1 Students

The College has a duty to monitor the admission and progression of students.

To inform the setting of targets and to assess the effect of the equality policy, the College will collect and analyse the following information by ethnicity, gender, age, ability, and where applicable, sexual orientation and faith:

- Group profiles of learners
- Applications, and success and failure rates for admission to programmes
- Retention rates
- Achievement rates
- Work placements including success rates, satisfaction levels and job offers
- Disciplinary action
- Student satisfaction feedback
- Complaints by students or their sponsors

#### 4.2 Staff

The College has a duty to monitor the recruitment and career development of staff. To inform the setting of targets and to assess the effect of the equality policy, the college will collect and analyse the following information by ethnicity, gender, age, disability, sexual orientation and faith:

- Group profiles of employees by grade/salary scales and type of work

- Job application rates
- Selection success rates
- Type of contract (permanent, temporary)
- Training/Staff development
- Career progression, application and success rates
- Disciplinary/capability proceedings
- Grievances
- Exit surveys

### 4.3 Publishing the results

The detailed equality data described in sections 4.1 and 4.2 will be published annually and will be reviewed regularly by the college Equality and Diversity Committee and the Performance and Standards Committee of the Corporation.

A summary of the results of our monitoring information will be included in our annual self-assessment report, annual equality information report and annual financial statements, where this does not breach individual confidentiality.

## 5 Compliance

### 5.1 Sanctions

#### Students

Any discriminatory behaviour by students, including that directed against staff, will be dealt with under the student disciplinary procedure.

Any student who suffers discrimination, or who is aware of it happening to someone else, should report it to one of the following: their Personal Coach, the Curriculum Manager, the Assistant Principal, the Head of Safeguarding and EDI. Disciplinary action can then be taken against those responsible. Incidents will be investigated according to the College's anti-bullying and harassment or complaints procedures.

#### Staff

Staff who feel they are being discriminated against by other members of staff should raise the matter under the grievance procedure or anti-bullying and harassment procedure, which may, if the accusation is upheld, lead to the use of the staff disciplinary procedure.

Members of staff may report incidents to their line manager, the HR team or to one of the Anti-Bullying and Harassment Officers