

# Equality, Diversity & Inclusion (EDI) Policy

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Approved By: SLT Policy Committee

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## Our Mission

To unleash potential, creating better futures for our learners, businesses and communities

## Our Vision

A **Truly Great College**, delivering inspirational learning and excellence through career focused education.

## Our Values

**Learner and customer focused** – ensuring they are at the heart of everything we do

**Respectful** – by valuing and treating all fairly and as individuals

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

**Collaborative** – always working together to achieve excellence and growth

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

**Excellent** – in learning, teaching and assessment; the key to our success



Barking & Dagenham College

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# Equality, Diversity & Inclusion

## Process and Review

### 1 Aims and Values

- 1.1** Barking & Dagenham College is committed to advancing equality of opportunity for all. We do this by:
- celebrating and valuing the diversity brought to its workforce and student body
  - committing to meeting the needs of a diverse learner population within a multi-cultural society
  - ensuring that individuals and communities have equal access to learning programmes and facilities
  - being responsive to the changing demographic of the local area
  - playing an active role in community cohesion.
- 1.2** The College will treat all employees, workers and students with respect and dignity, and cultivate a working environment free from discrimination, harassment or victimisation. Specifically, but not exclusively, related to protected characteristics.
- 1.3** Barking & Dagenham College fosters a working and learning environment where there are positive relations between different groups of people. To this end, we will:
- 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.
  - encouraging reporting of bullying, harassment, victimisation and discrimination by colleagues, learners, contractors or the public (list is not exhaustive).
  - provide training and support related to rights and responsibilities under this policy.
  - consult with staff about their experience of the working environment
  - ensure our marketing materials reflect the diversity of our community.
  - set targets for recruitment and attraction to ensure our staff are reflective of the local communities we serve.

### 2 Scope

- 2.1** This policy 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, the Public Sector Equality Duty (PSED) and best practice.
- 2.2** The policy applies to all who engage in activities at or related to the college.

## Duty Identification and Responsibilities

### 3 Protected Characteristics

- 3.1** The following characteristics are protected in law 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

## 4 Other Types of Discrimination

**4.1** 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 they associate 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.

## 5 Communication to Staff, Learners and Other Stakeholders

**5.1** We hold a legislative and moral duty to drive initiatives related to equality, diversity and inclusion. We will:

- Review the policy at least annually
- 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 and sex.
- Set out arrangements for publishing the results of assessments and monitoring
- Publish annually the results of assessments and monitoring by EDI measures
- Publish an annual report on gender and ethnicity pay gaps

## 6 Roles and Responsibilities

**6.1** We aim to promote, champion and celebrate aspects of equality, diversity and inclusion and will establish working groups with the specific aim of championing inclusion projects, developing policy, and informing longer term strategies and plans.

- EDI Steering Group
- Senior Leadership Policy Committee
- Equality Diversity and Inclusion Committee
- Senior Leadership Team
- Executive Team
- Board of Governors

**6.2** In raising awareness, senior and recruiting managers will undertake mandatory training in support of our goals for transparency, equality, diversity, and inclusion.

**6.3** The College will also develop detailed insight and data covering aspects of Equality, Diversity and Inclusion that will also inform this work.

**6.4** We will also undertake a continuous review of college handbooks, management guideline, policies and codes of conduct to ensure they continue to be inclusive

### **6.5 The Corporation**

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

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

## 6.6 The Principal

The principal 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.

## 6.7 Managers

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 act as appropriate
- The procedures for staff recruitment and career development enshrine best practice in equal opportunities

## 6.8 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.

## 6.9 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.

## 6.10 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.

## 6.11 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.

# 7 Positive Action

**7.1** The College undertakes, based on data-led insights, 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.

**7.2** 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.

## 8 Impact Assessment and Monitoring

### 8.1 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, sex, 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

### 8.2 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

## 9 Publishing the Results

**9.1** 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 Steering Group.

**9.2** 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.

## 10 Reporting

**10.1** A member of the college community who observes or feels subjected to discriminatory behaviour or practice is encouraged to report it. There are a number of ways in which to raise concerns, and if in doubt, do speak up.

- Student Achievement Mentor
- Curriculum Manager (or relevant line manager for staff)
- Head of Safeguarding
- HR Operations Manager or Partner

- Whistleblowing Officer
- Executive Team (Principal or Chief Governance Officer)

## 10.2 Sanctions

Any discriminatory behaviour will be dealt with under the relevant code of conduct and disciplinary procedure. To raise concerns a number of policies are available, depending on the nature of the allegation and issue, such as the whistleblowing policy, grievance policy, or bullying and harassment policy.

## 11 Review

This policy will be periodically monitored in light of legislative, regulatory, codifiable of necessary changes, and in any event formally reviewed, and revised if necessary, on an annual basis in July/August.

**11.1** This will be conducted by the Equality and Diversity Committee.

**11.2** 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.

## 12 Linked Policies

Equity, diversity and inclusion are a lens that is applied to all policies at BDC. However, the following policies are mentioned specifically in relation to breaches. Where separate policies exist for staff and learners, this has been highlighted.

Bullying & Harassment Policy  
 Code of Conduct (staff and learner policies)  
 Disciplinary Policy (staff and learner policies)  
 Grievance Policy  
 Whistleblowing Policy

## 13 Amendments

### Amendments to Existing Policy

Amendments Made	Page Number	Line / Section number	Made by	Date
Reformatting and simplification of 'aims and values'	3	1	Diana Olafsdottir	29.10.2024
Delete duplication between section 1 & 2, and add reference to whom the policy applies	3	2	Diana Olafsdottir	29.10.2024
Delete sections 3,4, 5, 6 and 7 (duplication)	4-6	3, 4, 5, 6, 7	Diana Olafsdottir	29.10.2024
Delete section 9	6	9	Diana Olafsdottir	29.10.2024
Renamed 'meeting the specific duties' to 'our commitment' and moved to after 'other types of discrimination'	7	10	Diana Olafsdottir	29.10.2024
Amended 'roles and responsibilities' to reflect existing groups and committees	7	12	Diana Olafsdottir	29.10.2024
Renamed section 17 from 'compliance' to 'reporting' and updating wording to reflect focus away from sanctions and on to encouraging reporting of concerns. Merged 'sanctions' to be inclusive and highlighted related policies	8	17	Diana Olafsdottir	29.10.2024
'Review' section – merged with section 4	8	18	Diana Olafsdottir	29.10.2024
Updated linked policy	8	19	Diana Olafsdottir	29.10.2024