

College Manual/Share Point Section:	Quality			
Responsibility:	Equality & Diversity Coordinator	Date doc. created:	January 2005	
E&D Impact Assessment date:	October 2017	Review date of doc	November 2019	

EQUALISING OPPORTUNITIES – CELEBRATING DIVERSITY POLICY

1. AIM

This policy gives a general outline of the College's intentions and actions in relation to Equality and Diversity. Detail of the College's work on Equality and Diversity is published on the College website.

2. SCOPE

This policy applies to all who work and study in the College, applicants, visitors and all those involved in College activities.

3. OBJECTIVE

This policy outlines our legal duties under the Equality Act 2010 and details the actions taken to ensure the College's compliance, providing guidance on individual and organizational rights and responsibilities so that we comply with our legal duties and good practice is promoted.

4. EQUALITY ACT 2010

<https://www.gov.uk/guidance/equality-act-2010-guidance>

<https://www.gov.uk/government/publications/public-sector-quick-start-guide-to-the-public-sector-equality-duty>

The Equality Act 2010 legally protects people with protected characteristics from discrimination, replacing previous laws. The Public Sector Equality Duty means that public bodies have to consider all individuals when carrying out their day-to-day work, in shaping policy, in delivering services and in relation to their own employees. It also requires that public bodies have due regard to the need to:

- **eliminate unlawful discrimination, harassment and victimisation and any other conduct prohibited by the Act;**
- **advance equality of opportunity between people who share a protected characteristic and people who do not share it; and**
- **foster good relations between people who share a protected characteristic and people who do not share it.**

The Specific Duties require public bodies to publish information showing compliance with the Equality Duty annually and to set and publish equality objectives at least every four years.

The protected characteristics covered by the Equality Act and Public Duty are:

- **age**
- **disability**
- **gender reassignment**
- **marriage and civil partnership (but only in respect of eliminating unlawful discrimination)**
- **pregnancy and maternity**
- **race – this includes ethnic or national origins, colour or nationality**
- **religion or belief – this includes lack of belief**
- **sex**
- **sexual orientation.**

OFSTED will assess the extent to which the College complies with the Equality Act 2010 during inspection.

5. **NEW COLLEGE ENVIRONMENT**

The College provides an accessible building, with additional support services and resources to support students with disabilities, learning differences or difficulties and other conditions. In the event of New College or partner organisations using premises which are not fully accessible for disabled people, individual needs will be assessed and met where possible or alternative provision offered.

6. **NEW COLLEGE CULTURE**

Equality features as one of eight Strategic Priorities for New College in 2016-2019.

Policies, procedures and codes of conduct in the College are in place to ensure personal safety and promote a respectful, harmonious working and study environment for all. Staff and student opinion, canvassed through surveys and group discussions, confirms that the College succeeds in this aim.

Students and staff are informed of College standards and what to do if they encounter problems. Records of complaints, safeguarding incidents, disciplinary events and staff grievances are reviewed so that equality related issues can be identified. Few incidents of equality related discrimination or harassment are reported. Disciplinary measures are enforced where required.

Managers are required to consider the Equality Impact of policies and procedures. There is a nominated Governor for Equality and Diversity and Student Representatives are encouraged to take an active interest in this area.

7. **MARKETING, PUBLICITY AND PUBLIC ENGAGEMENT**

College marketing initiatives, publicity materials, student recruitment and public engagement activities are designed to be inclusive, accessible and to encourage participation from all. Particular efforts are made to recruit students who are underrepresented in education and those who have had limited opportunities for educational achievement.

8. **EDUCATION AND TRAINING PROVISION**

The College mission statement includes *“to provide high quality education, training and services which support lifelong learning and advance equality of opportunity”*.

Equality and diversity are embedded in teaching and learning and evidenced in course documentation, learning observations and student opinion surveys. The College promotes teaching techniques and develops resources to encourage inclusive learning, advance equality of opportunity and recognise diversity. All students are made aware of their rights and responsibilities in relation to equality during their induction.

Student participation, achievement and progression rates are analysed by age, gender, ethnicity and disability status and compared with local and national information in order to inform recruitment and narrow gaps between different groups.

9. **EMPLOYMENT**

Staff recruitment and selection procedures, agreed by the College personnel committee and trades unions, follow best practice to ensure equality of opportunity. New College is registered with the government's *Disability Confident Employer* scheme which promotes the recruitment and retention of disabled staff. Analysis is undertaken of the age, gender, ethnicity and disability status of applicants, successful candidates and the workforce as a whole in order to identify underrepresentation.

Decisions on recruitment, selection, pay, training, promotion and termination of employment are based solely on objective and job related criteria. Gender pay gaps are identified and plans are in place to eliminate them.

Employees are required to undertake Equality and Diversity awareness training at induction and equality of opportunity is included in the staff performance review system.

10. RECRUITMENT OF EX-OFFENDERS

Information on the processes of recruitment of ex-offenders is available from the College's 'New College Employment of Ex-offenders' policy, which is available for all job applicants.

11. MONITORING AND REPORTING

The results of equality data analysis and monitoring are used to inform decision making and set objectives throughout the College, included in the College's annual Self Assessment Report and Quality Improvement Plan and reported to Senior Managers. As required under the Equality Act 2010, information is published annually on the College website to demonstrate compliance with the Public Sector Equality Duty.

12. RESPONSIBILITIES

The Principal has overall responsibility for the operation of this policy, on behalf of the Corporation. The Director of Human Resources is responsible for all aspects of the employment relationship. All Managers must implement this policy and ensure that employees and contractors for whom they are responsible understand and implement the policy. All employees have personal responsibility for the practical application of the policy.

Linked Policies:

- All

NEW COLLEGE EQUALITY IMPACT ANALYSIS

DATE: October 2017

Function: Equal Opportunities

This policy, plan, procedure, process has been examined for equality impact, i.e., the impact that this function will have on different groups of actual and potential learners, service users and staff taking account of the protected characteristics of the Equality Act 2010 (**age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, sexual orientation**).

1. **If Equality Impact Analysis is not relevant to this function, give reasons and proceed to section 5 below.**

2. **In what ways could this function have a negative impact on any of the groups above? What actions have been taken to eliminate these?**

The College activities described in the policy are in place to minimise this possibility.

3. **In what ways could this function have a positive impact on any of the groups above? How will this function be used to eliminate discrimination, advance equality of opportunity and foster good relations between different groups? Are there plans for the future which will further advance equality?**

This policy documents the actions to be taken to achieve these ends. A separate policy has been produced to cover Gender Reassignment and a number of policies are in places which cover services for disabled people. Managers are required to consider the Equality Impact of their work when introducing or revising policy, plans or procedures.

4. **What evidence supports your judgment e.g. consultations, observations, expert opinions, quantitative or qualitative surveys? If the evidence is in the form of an additional document, where is it stored?**

Evidence is in Self Assessment Reports and in Equality and Diversity Reports provided for leaders and managers. The information published annually on the external website is detailed and includes records of participation and achievement. Records of student opinion support our judgments.

5. **Name and job title of manager responsible: Trudy Murphy, Equality and Diversity Coordinator**