



Equality and Diversity Report and Action Plan September 2020

The Sixth Form College Farnborough is committed to fulfilling its obligations under Equality and Diversity legislation.

As a community, it is committed to creating an environment in which all students can reach their potential. As a community we are actively developing and building upon practices and policies which provide equal opportunities for all members of the College, regardless of age, disability, gender reassignment, pregnancy and maternity, religion or belief, race, sex and sexual orientation. We celebrate diversity and value the differences between individuals within the whole College community. We actively challenge expressions of prejudice, and seek to rectify any discriminatory practices or behaviour.

In seeking to progress towards achieving our stated aims, we will use the following 8 themes to monitor our progress and inform our action.

1. Equality performance data

If we are to uncover inequality we must collect accurate and appropriate data which can then be used to agree strategies for closing the inequality gaps

Achievements so far:

- Tutors receive data (e.g. disadvantage, ethnicity, vulnerability factors, protected characteristics) which enables them to work with students in raising aspirations – particularly with regard to future careers and university applications.
- 2018 and 2019 Gender Pay Gap Report for Employees at The Sixth Form College Farnborough published on the College website (to be updated annually). (Note: there is delay in this year's data being published due to Covid)
- The college employs a data analyst who is able to produce accurate statistics as required.

Areas for improvement:

Objective/area for improvement	How we aim to do this	Who will lead?	By when?
Reduce gender pay gap (the 2018 Gender Pay Gap report shows that the gap has increased to 16.75% from 14.69% in 2017)	We will look closely at the local level to see if there are any specific issues that stand out	The Prospect Trust Human Resources Director with E&D coordinator and HR	Later in the year (e.g. Dec 2020) once the data has been released

2. Promoting the College's values

We must ensure that all members of the College community understand, share and promote our ethos of respect for others.

Achievements so far:

- The Principal re-iterates the College values and Mission Statement at the first staff meeting of the academic year. In addition, Tuesday staff briefings frequently highlight good practice in staff and student promotion of College values.
- All first year students are introduced to the 'College Code of Conduct' and College policies during 'Getting Ready' and Induction.
- The weekly College news notes major religious and cultural festivals and highlights local events relating to Equality and Diversity. In the academic year 2019/20 the following were highlighted: Holocaust Memorial Day, LGBT History Month, Black History month and International Women's day.
- Raising the profile / awareness of Black history month and Black Lives Matter through various media sent to all staff /students, poster displays round college, and curriculum areas setting work specifically looking at these things.
- Raising the profile / awareness of Pride month and LGBTQ+ issues through various media sent to all staff /students and poster displays round college.
- There is a higher profile of the LRC in promoting and providing resources for the specialist awareness months
- The College has a 'Reflection Room' which is open to all members of the College community. It is equipped with washing facilities and moveable partitions to suit the requirements of different faith groups.
- All first year students have tutorial input on the unacceptability of bullying and are made aware of College action taken in the past.
- Major voluntary contribution by a second year student in this year's Equality and Diversity tutorial.
- The Two Ticks accreditation was awarded to the College in June 2010 and was renewed in December 2011. This accreditation continues but the validating authorities have not visited for 9 years. Two ticks accreditation has now been replaced by Disability Confident.
- All staff are directed to Google Drive where College Policies are located. "British Values' are explicitly promoted in Tutorials and (where possible) lessons. The current first year's third tutorial covered British, individual and college values
- First year students are strongly encouraged to partake in the election of the members of the Student Association.
- HR ensures that the requirements of 'TwoTicks' accreditation are being rigorously upheld in recruitment procedures.

- Improving the visibility of student led clubs and societies - already on website and Study Directory - displays in Time Out and Shades
- Improving the visibility of the LGBTQI+ community within college - sale of rainbow ribbon pins on Valentine's day - promoting the message 'Love is love'.
- Equality and Diversity - The Trust and Academy Quality Council has identified members with specific responsibility for oversight of equality and diversity issues

Areas for improvement:

Objective/area for improvement	How we aim to do this	Who will lead?	By when?
Continue to raise awareness of diverse nature of the College	Ongoing programme of themed weeks / months and tutorial sessions More displays around college	E &D Officer + Student Association E &D group + tutorial / Prospects coordinator	Ongoing
Continue to raise awareness of Black history month and BLM	Ongoing programme of themed months and tutorial sessions More displays around college	E &D Officer + Student Association E &D group + tutorial / Prospects coordinator	Ongoing
Continue to consult with student population for feedback on visibility of E&D within lessons/tutorials and around college	Equality and Diversity student survey - within Student voice and also Leavers survey	E&D coordinator with Director of Progression and Assistant Principal Teaching, Learning and Assessment	December 2020
Continue to increase the visibility of our acceptance of the LGBTQI+ within college	Decoration of stairwells within college/some artwork in Shades/TimeOut/Cafe D or	E&D coordinator, SLT and Estates	Ongoing

	artwork around college		
Continue to promote the importance of democracy	Encourage all eligible students to register to vote in the lead up to local/national elections	E&D coordinator & Director of Progression	Ongoing

3. Embedding Equality and Diversity in Teaching, Learning and Assessment

The principles of Equality and Diversity must be firmly embedded in all we do and good practice must be evident and visible.

Achievements so far:

- Wall displays in curriculum areas are thoughtfully planned to present positive role models and celebrate diversity.
- Diversity calendar produced to give a framework for departmental displays, Instagram and Twitter posts (both by college, departments and the SA)
- All new teaching staff are given training on the support of students with additional needs and on College procedures for the referral of students causing concern.
- Curriculum area self assessment reports include consideration of the extent to which British values are promoted.
- Learning walk reports and lesson observation forms indicate that there is a positive awareness of equality and diversity in curriculum areas.

Areas for improvement:

Objective/area for improvement	How we aim to do this	Who will lead?	By when?
Continue to adopt an integrated approach to E&D focus weeks. Liaison with curriculum areas to ensure cross-college approach	Integrated planning in tutorial program and Prospects	Director of Progression/Faculty Directors/APs/SA/ E&D Coordinator	Ongoing
To improve E&D knowledge of students earlier in the first year	Assistant Principal Admissions & School Liaison & Assistant Principal Pastoral to talk to Lead Tutor and Director of Progression about what could be done in the first tutorial to introduce some of these issues (perhaps through the use of icebreaking activities).	Assistant Principal Pastoral to talk to Lead Tutor and Director of Progression	By end September 2020

4. Training

All staff, students and councillors must receive adequate training to ensure that they can fulfil their obligations in accordance with the College's equality and diversity policy.

Achievements so far:

- All teaching and support staff, councillors and students are required to complete an online equality and diversity training package.
- All first year students participate in a tutorial focusing on fundamental British values, Black history month and Prevent. Second years completed *refresher exercises* on Prevent and participated in a tutorial focusing on valuing difference and diversity, incorporating BLM, LGBT and College values.
- All teaching staff, support staff managers and councillors have completed *Prevent* online training.

- All staff and councillors receive annual update training on safeguarding.

Areas for improvement:

Objective/area for improvement	How we aim to do this	Who will lead?	By when?
Monitor completion of E&D training by staff - AccessAble (was DisabledGo)	Liaise with HR	E&D Coordinator/HR	Ongoing
Look at replacing the existing on-line E and D training with something more up to date and relevant	E and D coordinator with look in to this and will try and produce in-house material if necessary.	E&D Coordinator/HR	September 2021

5. Equality and Quality Improvement

Principles of equality must be integral to the quality improvement and self-assessment processes.

Achievements so far:

- All subject areas are required to comment on Equality and Diversity in their self assessment report.
- College SAR analyses student outcomes by gender, ethnicity, disadvantage, etc. Any achievement gaps are identified as actions in the College QIP.
- Learner voice heard throughout the year via subject rep system.
- November and summer student satisfaction surveys - results published and considered by student services and curriculum areas. Curriculum areas publish 'You said-we did' statements.
- Staff and parent voice gathered annually via questionnaire (closed and open questions).
- Appointment of new E&D coordinator (Feb 2020).

- Bi-annual meeting of the E&D steering group to discuss action plan.
- Student performance is tracked throughout the year and recorded on CristalWeb. Managers and teachers can see the progress of their students on CristalWeb Data.
- Student Association officer elected with specific responsibility for Equality and Diversity - there are 2 elected this year due to the quality of the candidates.
- All trustees and Counsellors asked to complete AccessAble (DisabledGo) training.

Areas for improvement:

Objective/area for improvement	How we aim to do this	Who will lead?	By when?
Investigate possible reasons for underperformance of some Nepalese students in some subjects.	Continued monitoring by Curriculum Managers Possible focus groups led by SA diversity rep Monitor workshop attendance Reflect on VESPA training, and how we might support Nepalese students further	CMS, AP Quality, AP Teaching, Learning & Assessment	Ongoing

6. Leadership & Management

There must be a clear vision and strategic action plan which drives forward and genuinely advances Equality and Diversity within the College.

Achievements so far:

- Practical subjects subsidise materials and equipment for students who have financial challenges
- Free school meals payments, bursary scheme.
- Laptops are available for bursary students to borrow free of charge. They may be to assist a student who does not have access to a computer at home or to provide a student with specialist support software.

- Faculty Directors, in conjunction with Curriculum Managers, analyse gender, ethnicity and performance post-summer results. Identified equality gaps are used to formulate QIP's
- Teachers add to 'Academic Support Log' which details action taken to support student success. Support is arranged as appropriate (e.g. financial support via the Health and Well-being coordinator, Study Support or ESOL in Study Support)
- All students are regularly monitored for progress in their 1 to1 meetings with their Personal Tutor. Tutors are provided with detailed information about students such as specific learning difficulties, financial hardships etc.
- There is a Councillor on the AQC with specific responsibility for oversight of equality and diversity issues. Annual reports monitor gender, age, disability and ethnicity of staff and students.
- Student Association Equality and Diversity Officers are members of the College Equality and Diversity Working Party. A report from Student Association Equality and Diversity Officer is a standing agenda item for the Equality and Diversity group meetings
- Tutors and subject teachers automatically receive notification on CristalWeb when one of their student's Support Record is updated (notifications remain 'live' for one week after updating)
- Tutors automatically receive notifications on CristalWeb if any of their students have two or more unexplained absences
- Parents are emailed if their child has two or more unexplained absences.

Areas for improvement:

Objective/area for improvement	How we aim to do this	Who will lead?	By when?
Continue to review how best to get relevant / up to date information to staff	Work with the software team who deals with Cristal web	Matt Smith / Helen Ruxton	Ongoing

7. Protecting from discrimination/harassment/victimisation

There must be effective and appropriate procedures for challenging inappropriate actions/ discrimination/ bullying and harassment.

Achievements so far:

- All staff and students required to complete online Equality and Diversity training
- All students participate in Tutorials which challenge bias (conscious and unconscious) and encourage celebration of diversity
- There are appropriate policies for: Harassment/bullying, Bursary Scheme, Child Protection, Study Support, Careers Education and Guidance, Counselling, Support for Students for whom English is a Second Language. All students are made aware of these during Induction.
- All staff are required to challenge stereotypes/negative language/comments
- A database is maintained by Lead Tutors which logs incidents of bullying and discrimination
- In February 2020, 98.9% of second year students and 99.29% of first year students agreed or strongly agreed that feel safe at College, slightly lower numbers for the smaller one year cohort
- In February 2020, 96.54% of second year students and 94.21% of first year students agreed or strongly agreed that they knew who to talk to if they had concerns about themselves or another student
- In February 2020, 96.39% of second year students and 94.81% of first year students agreed or strongly agreed that the

college promoted the values of respect, democracy, liberty and the rule of law

- In their first tutorial new students are reminded of unacceptable behaviours and practices - for example discrimination and bullying. In addition, sources of support and advice are signposted.
- Log of staff grievances/ discipline etc. (including informally resolved issues) is maintained by HR department.

Areas for improvement:

Objective/area for improvement	How we aim to do this	Who will lead?	By when?
Increase number of gender neutral toilet facilities	Audit of staff and students’ toilets in College - with a view to making as many as possible gender neutral toilets - providing a standardised signage for minimum cost.	E&D Coordinator	September 2020

8. Engagement with the wider community

There must be engagement with the wider community to ensure that principles of Equality and Diversity are fostered and upheld in all external relationships. In addition the College must be perceived as an institution which values and promotes Equality and Diversity

Achievements so far:

- The Student Admissions Policy is explicit in welcoming applications from all students within a framework of equality and diversity, regardless of race, gender or disability.
- All staff post advertisements state that the College is an equal opportunities employer and the ‘Two Ticks’ accreditation is clearly visible

- The College has appointed a Director of Community Engagement to develop partnerships with the local community
- The College encourages and facilitates a wide range of volunteering activities. For example, 'Pass it On' to assist senior citizens in using new technology and 'Coppers' in which College staff and students work on joint activities with young people from the Henry Tyndale Community Special School

Areas for improvement:

Objective/area for improvement	How we aim to do this	Who will lead?	By when?
Continue to adopt an integrated approach to E&D focus weeks - including use of Instagram and Twitter by departments, College and SA accounts to increase awareness by students, parents and other stakeholders. Liaison with curriculum areas to ensure cross- College approach	Integrated planning	Director of Progression/ Faculty Directors/AP's/ SA	Ongoing