

Equality and Diversity Policy

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| Policy type: | Local |
| Approved by: | AQC (Simon Reigh, Assistant Principal – Quality) |
| Effective from: | March 2021 |
| Revision date: | March 2022 |

Policy Statement

The Sixth Form College Farnborough is committed to fulfilling its obligations under Equality and Diversity legislation. We are committed to creating an environment in which all students can reach their potential. In particular, we are mindful that the Equality Act 2010 requires us to have due regard of 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.

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 the protected characteristics of age, disability, gender reassignment, pregnancy and maternity, religion or belief, race, sex and sexual orientation. We actively challenge expressions of prejudice, and seek to rectify any discriminatory practices or behaviour.

What this Policy means to us

Some of the ways in which College will seek to promote Equality and embrace Diversity are as follows. We will:

- aim to eliminate discrimination, harassment and victimisation against anyone with protected characteristics;
- advance equality of opportunity and foster good relations between all members of the College and the communities we serve;
- promote awareness of Equality and Diversity issues through curriculum delivery;

- monitor all aspects of our provision with the aim of continuously improving equality of opportunity;
- actively challenge expressions of prejudice and take action to stop discriminatory practices or behaviour;
- provide appropriate study support for all those students identified as being in need of it;
- continue to develop ways of encouraging students from protected groups to apply to the College;
- seek to appoint staff and members of the Trust and Academy Quality Council to reflect the diversity of the community we live in;
- actively promote the use of the Government's Bursary Funding to increase student representation from low-income households.

Equality Act 2010 and the Public Sector Equality Duty

The Equality Act 2010, and the accompanying Public Sector Equality Duty, set out the framework of duties for all colleges. This includes:

- the eight protected characteristics: age, disability, gender reassignment, pregnancy and maternity, religion or belief, race, sex and sexual orientation. The duty also covers marriage and civil partnership in terms of equality of employment opportunities;
- providing information on the effect our policies and practices have had on people who share a protected characteristic.

Accordingly, the College will publish the analysis we have undertaken to establish whether our policies and practices further the general aims of the duty.

Summary of work already undertaken

The Sixth Form College Farnborough has worked on race, disability and gender equality issues for a number of years. The College has been judged to have 'outstanding' student support and careful attention is paid to meeting the different and varying needs of all students.

The Admissions Policy is explicit in welcoming applications from all students within a framework of equality and diversity, regardless of race, gender or disability. We have welcomed opportunities to give access to students with additional needs and disabilities.

The Academy Quality Council has identified members with specific responsibility for oversight of equality and diversity issues. Annually, the Academy Quality Council will receive monitoring reports for both staff and students on gender, age, disability and ethnicity.

In support of the College's commitment to Equality and Diversity, there is an Equality and Diversity Coordinator. They are directly line managed by the Assistant Principal, Quality.

We have created an Equality and Diversity Steering group which comprises:

- Equality and Diversity Coordinator
- Principal
- Assistant Principal, Teaching, Learning & Assessment
- Assistant Principal, Quality
- Assistant Principal Admissions & School Liaison
- Assistant Principal Safeguarding
- HR Manager
- Health and Safety Officer
- AQC Councillor (Sue Myland)
- Equality and Diversity Officers of the Student Association

The Equality and Diversity Steering group meets twice yearly and has the following remit:

- Overall responsibility for meeting legal requirements regarding Equality and Diversity, including a yearly update of College website
- to determine overall College strategy and consequent action plan

Leadership, management and responsibilities

The Trust Board

The Trustees are responsible for:

- making sure the institution complies with its legal duties;
- nominating a Councillor (Academy Quality Council) and Trustee to lead the Trust on Equality and Diversity issues. This is Sue Myland.

The Principal

The Principal is responsible for:

- promoting the Equality and Diversity Policy both inside and outside the institution;
- ensuring that the Equality and Diversity Policy and its procedures are followed.

The Assistant Principal, Quality

The Assistant Principal, Quality is responsible for:

- line management of the Equality and Diversity Coordinator;
- oversight of the Policy and annual Report and Action plan.

Equality and Diversity Coordinator

The Equality and Diversity Coordinator responsibilities include:

- to keep up to date with Equality and Diversity legislation and ensure that the College complies fully with it (with respect to students, staff and other stakeholders);
- ensure that British values are promoted throughout the College;

- to chair the College Equality and Diversity Steering Group and to convene it twice yearly. Keep the group abreast of legislation and in collaboration, decide priorities and specific targets for the College, ensuring that these priorities are taken forward to appropriate members of staff to be dealt with;
- in collaboration with the Assistant Principals, identify achievement gaps (e.g. gender, ethnicity, disadvantage) and ensure that appropriate action is taken to narrow or close them;
- be responsible for writing and updating the College Equality and Diversity Report and Action Plan, along with any additional reports that might be needed to update the Senior Leadership Team and/or Councillors on progress that is being made with targets;
- to advise and support the Senior Leadership Team in relation to Equality and Diversity matters, helping them to deliver their management responsibilities in respect of equality and diversity;
- to advise on any necessary training of staff and to assist in internal training;
- to work with the Student Association Equality and Diversity Officer in raising awareness amongst the student body of Equality and Diversity issues. Encourage and facilitate cross college events which celebrate diversity;
- to work with the Director of Progression and Lead Tutor to ensure that the Prospects Diploma/Prospects for Life and the Tutorial programme reflects the College's commitment to promoting Equality and Diversity;
- impact assess all new policies, practices and procedures to ensure that they comply with current legislation and good practice;
- to be the College Equality and Diversity representative locally and to attend the termly Hampshire Sixth Form Colleges' Partnership Equality and Diversity Group meetings.

College Managers

Managers at all levels are responsible for implementing the Equality and Diversity Policy in full. In particular, Curriculum Managers will monitor and report the impact of the Policy in the areas for which they are responsible through the annual Self Assessment Reporting process (SAR).

All staff

All staff are responsible for:

- dealing with incidents relating to bias, discrimination or stereotyping on the basis of age, disability, gender reassignment, pregnancy and maternity, religion or belief, race, sex and sexual orientation;
- challenging any verbal or other discriminatory behaviour used in the classroom or in a learning context;
- making reasonable adjustments when providing a service to those with a disability and not treating these learners less favourably;
- promoting Equality and Diversity for all members of the College;
- showing sensitivity towards, and respect for, cultural diversity within the College

community;

- taking appropriate opportunities to celebrate diversity issues both in and out of lessons.

Students

All students at the College must read and abide by the Student Code of Conduct. This requires students to show respect towards all members of the College community regardless of age, disability, gender reassignment, pregnancy and maternity, religion or belief, race, sex and sexual orientation.

Contractors and service providers

All contractors and service providers are responsible for following the College's Equality and Diversity Policy, and any related conditions in contracts or agreements. The Policy will be made available to all organisations bidding for a contract and will be provided by the Finance Director to all successful contractors and service providers as part of the contract process.

Equality and Diversity Group

The Equality and Diversity Coordinator will convene twice-yearly meetings of the College Equality and Diversity Group. Remit as previously stated.

Staff Recruitment and Conditions of Service

Recruitment and appointment of staff will be carried out in accordance with legal requirements and equality and diversity practice and this commitment will be stated in all external job details.

Monitoring of all activities that relate to staff recruitment for posts at all levels of the organisation will take place.

Applicants with protected characteristics will be encouraged to apply for internal and external posts. Measures will be taken in an attempt to increase the proportion of staff from ethnic minorities and with disabilities applying for posts, for example through the "Two Ticks" scheme (whilst always appointing the strongest candidate for the post).

Promoting Equality and an appreciation of Diversity issues will form part of the induction programme for all staff. Extra provision will be made for new and existing staff for the updating of skills and raising awareness where necessary.

Admissions and Induction

The College works closely with the Trust to ensure that the admissions process is as fair and equal as possible. The Admissions Policy is reviewed annually and adjustments made as appropriate.

As an open access College, admissions are based on the suitability of the student for the courses we offer. The process is entirely transparent and can be accessed in detail on the College website. In cases of serious and unforeseen hardship or distress, extenuating circumstances will be taken

into account when considering applications.

Students are identified prior to and assessed on entry into the College and any need for Study Support is identified. A teacher or tutor may also identify an individual's need for additional support at a later date. Students may receive a weekly timetabled lesson with a member of the Study Support department or be assigned to a Structured Study class. In addition, any student may book a Study Support appointment with the department.

Students are informed about the Equality and Diversity Policy during induction; Equality and Diversity principles are reinforced throughout the Tutorial programme.

The Curriculum

Teaching materials should reflect the variety of lifestyles and cultures in Britain (when it is appropriate to the subject being taught), and aim to broaden students' knowledge and experience of world cultures.

Teachers are expected to challenge negative stereotypes based on age, disability, gender reassignment, pregnancy and maternity, religion or belief, race, sex and sexual orientation through their teaching. Where teachers have to use teaching and assessment materials which are discriminatory, the teacher should identify and challenge the prejudiced assumptions of these materials.

Teaching approaches used should value the differences between cultures and the diverse backgrounds of the students.

The Equality and Diversity practice of all Curriculum Areas will be reviewed annually through the SAR.

Complaints against the College or members of its community

Conduct related to any Equality or Diversity issue which is unreasonable or offensive to the recipient will be treated through the College disciplinary procedures.

Data Monitoring

Data relating to Equality and Diversity is collected and analysed on an annual basis. It includes data on staffing and students in relation to ethnicity, disability and gender.

Recruitment, retention and achievement data is analysed on an annual basis for students with a range of protected characteristics. Each curriculum area analyses results in their SARs and if appropriate will incorporate improvements into the Development Plans. Learning Support monitors and measures the level of improvement of those students with disabilities who receive learning support.

The data collected from monitoring and assessment of Equality and Diversity and the Gender Pay Gap Report will be published on an annual basis.

Publication

The Equality and Diversity Policy can be accessed externally via the College website. A hard copy can be made available on request by writing to the Equality and Diversity Coordinator. The Equality and Diversity SAR and action plan will be published annually.

Consultation

The College will consult with people affected by the Equality and Diversity Policy.

Associated Policies/Procedures

- Accessibility Policy
- Admissions Policy
- Anti-Bullying Policy
- Attendance Policy
- Child Protection Policy and Guidance
- College Charter
- Fitness to Study Procedures
- Safeguarding Policy and Procedures
- Student Code of Conduct
- SEND Policy