



Equality and Diversity Report and Action Plan

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:

- The College employs a data analyst who is able to produce accurate statistics as required.
- 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.
- The 2018 Gender Pay Gap Report for Employees at The Sixth Form College Farnborough has been published on the College website. The 2020 report can be found at the end of this document (2019 was not published due to Covid). A commentary will be provided when a data analyst in HR has been appointed. Note that the 2020 report includes Tomlinscote School, so a direct comparison with 2018 (when the Trust only consisted of the College) is not possible.

Areas for improvement:

Objective/area for improvement	How we aim to do this	Who will lead?	By when?
Analyse the gender pay gap at College level.	HR to produce a commentary and identify College specific information.	The Prospect Trust HR Business Partner	The final Steering Group meeting (second half of the summer term) Update April 2022: This report has now been written

			by HR and shared with Catherine. Gabi has made some comments on it: https://docs.google.com/document/d/1v3dMIErypuzx4dpgp1cyv4Vz-E0cTPI-c0bwec760Ck/edit?usp=sharing
Produce annual reports monitoring gender, age, disability and ethnicity of staff. Publish equality monitoring data on the College website.	HR to produce the information, which will be shared with the Steering Group.	The Prospect Trust HR Business Partner	The final Steering Group meeting (second half of the summer term)

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 2020/21 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 around 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 around College.
- There is a higher profile of the LRC in promoting and providing resources for the specialist awareness months. For example, in 2020/21 the LRC organised a range of events to promote Refugee Week, Mental Health Awareness Week, LGBTQ+ History Month, Autism Awareness Week, and Empathy Day.
- 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.
- All staff are directed to Google Drive where College Policies are located. "British Values" are explicitly promoted in Tutorials and lessons. All disabled applicants who meet our minimum criteria will be invited to interview.
- Teacher-led sports, music and drama enrichment continued to be offered to students (within Covid rules). A student-led 'virtual' enrichment programme was launched (including e-Sports, debating, GSA, med soc, vet soc, history soc, etc). 482 students were involved in 24 different clubs and societies.
- 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?
--------------------------------	-----------------------	----------------	----------

Add more artwork that celebrates the diverse College community to our common areas.	The E&D coordinator has requested student art work that fits this description from all the Art subjects.	E&D coordinator	We have selected the pieces that we want to be displayed and these will be framed as soon as they are printed. UPDATE January 2022: We have the Photography pieces but the caretakers have not put them up yet (job request 15/12/2021). Graphics and Fine Art have not printed out the work yet.
Create a questionnaire for staff and students asking for suggestions as to how we can further promote equality and encourage diversity in College.	Google Form sent to all staff and students. The E&D coordinator will address all the issues raised during the course of the academic year.	E&D coordinator	October 2021 UPDATE January 2022: Done.
Re-establish GSA (after a break during COVID, when communication happened via Google Meet) and offer students the opportunity to join an Interfaith group	Freshers' Fair; College News	E&D coordinator	October 2021 UPDATE January 2022: Done
Create a 'Culture Day' and a day to celebrate the Nepalese community	Student E&D rep will plan this, with the help of the E&D coordinator	Student E&D rep	Update April 2022: This year, Lisa Amor has been put in charge

			<p>of organising Events with the Student Association. Lisa and the student E&D reps have planned the following:</p> <ul style="list-style-type: none"> -Friday 6 May 2022 during lunch break -Cultural dancing in the Quad -Special menu being served in Time Out (alongside normal menu) -SA selling snacks in the Quad -Students encouraged to come in wearing their cultural dress -Money raised going towards Ukraine
Collaborate with the LRC to celebrate important dates in the E&D calendar	Discussions between the E&D coordinator and the LRC team about themes and events during	LRC team and E&D coordinator	Meeting held September 2021 and future plans discussed.

	the year		<p>Banned Books event - September 2021 Black History Month events - September 2021 International book club organised by The Queen's College Oxford promoted by the LRC and College News - October 2021.</p> <p>Update April 2021: Here is a document outlining all of the LRC's E&D activities this year: https://docs.google.com/document/d/1DV6YnPtaSgZSELzQU4jOZVCbkwMttekelXKpakDOWS4/edit?usp=sharing</p>
Celebrate Sign Language Day and Mother Language Day (suggestions from the questionnaire)	Study Support will organise events to create awareness	Study Support Team and E&D coordinator	<p>21 February 2022</p> <p>Update April 2021:</p>

			<p>We have created a permanent display in the corridor, at the entrance of the Study Support area. See pictures:</p> <p>https://drive.google.com/drive/folders/1P682dbZt0TaRj73w9CeCSjN1dn9sgclg?usp=sharing</p>
Put articles on the website promoting the College's values and celebrating diversity	Report on the E&D events happening around College and encourage members of the College community to send us their personal stories	E&D coordinator	<p>-September 2021 - article about 'Banned Books' week.https://farnborough.ac.uk/news/show/6747</p> <p>-October 2021 - message in College News and staff briefing notes asking if anyone had a story relating to Black History Month Magazine's 'Proud to Be' campaign</p> <p>November 2021 - message in College</p>

			<p>News asking for photographs or stories about celebrating Diwali</p> <p>Update April 2022: -Article by James Turrel from the GSA about inspirational LGBTQA+ figures. https://farnborough.ac.uk/news/show/6762</p>
Recruit a new E&D working party to discuss how we can further promote E&D in college	Collect names of interested people, and set up regular meetings.	E&D coordinator	<p>First meeting held in October 2021. The E&D coordinator has created a series of suggestions based on the discussion which she will share with the DOFs. These have been added to the Action Plan.</p> <p>Update April 2022: Here is a link to the document with the suggestions made duringn the meeting of</p>

			<p>the working party: https://docs.google.com/document/d/1GkawNPagvHPTxgAfQj6Zaq2kj_ZvZrbuFBRLgSwOwLY/edit?usp=sharing</p> <p>Some of these ideas have been used in discussions about flexible working policies in the Wellbeing working party led by Becky Young.</p> <p>We have also started an E&D working party Google chatroom so that the members can raise any issues.</p>
Meetings with the SA E&D reps to discuss how we can further promote E&D in college	Set up meetings with the E&D coordinator	E&D coordinator	First meeting held in November 2021. The students' suggestions were added to the Action Plan.

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.
- Learning walk reports and lesson observation forms indicate that there is a positive awareness of equality and diversity in curriculum areas.
- Ofsted inspection (October 2021) highlighted good practice in the College: "Students improve their knowledge of equality of opportunity and the diversity of society during their time at college. For example, performing arts students discuss choreography that depicts racism and racial segregation. They explore topics such as stereotyping with sensitivity and in detail. Students studying A level English evaluate the changing use of the spoken and written word through the study of representation and the gendered use of language."

Areas for improvement:

Objective/area for improvement	How we aim to do this	Who will lead?	By when?
Audit curriculum areas about how they are addressing E&D through their subjects.	Ask all subject areas to complete an audit regarding the different ways they promote equality and diversity in their areas. Share the	Document created by E&D Coordinator and shared with curriculum areas by SLT	October 2021 - completed

	document with all the curriculum managers in order to disseminate good practice.		
Develop staff engagement with E&D	<ol style="list-style-type: none"> 1) Create 'E&D Resources' folder on Shared Drives with materials that could be used by all departments 2) Create E&D chat group (suggestion from questionnaire) 3) Discussions with departments who have expressed concern that the syllabus is not inclusive enough about approaching exam boards to raise this issue, followed by discussion with SLT about the best way to achieve this (perhaps a section of an inset day devoted to a meeting between interested departments?) 	E&D Coordinator and SLT	<ol style="list-style-type: none"> 1) October 2021-completed 2) November 2021-completed 3) Summer 2021
Create a list of resources aimed to promote E&D connected to the topics covered in Tutorial and Prospects	The E&D Coordinator will create this resource and share it with the Director of Progression and Lead Tutor for the Tutorial programme.	E&D Coordinator	<p>The document was created in September 2021 and shared with the relevant people.</p> <p>https://docs.google.com/document/d/1wXA4XPh4U2Ab6pqHrjfDEKG_1trMNkW7wsZQZ4RGWAQ/edit?usp=sharing</p>

4. Training

All staff, students and councillors must receive adequate training to ensure that they can fulfill 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 year students 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.
- A new Mental Health Champion has been appointed. She has already introduced a training programme to educate students and staff about mental health (FIKA).
- The Equality and Diversity coordinator will attend Wessex group E&D meetings.

Areas for improvement:

Objective/area for improvement	How we aim to do this	Who will lead?	By when?
--------------------------------	-----------------------	----------------	----------

<p>New E&D training module for students.</p>	<p>Develop a new E&D training module for students. The SA will select a group of students with protected characteristics that would like to collaborate with the E&D Coordinator on this resource.</p>	<p>E&D Coordinator and E&D reps</p>	<p>The E&D reps will send the E&D coordinator a list of students willing to participate by 26 November. An initial meeting will be held with them in December. The new training will be completed by the end of the summer term. UPDATE January 2021: The E&D coordinator has not yet received any names of students who would be willing to help create the training. She</p>
--	--	---	---

			has asked the Wessex E&D group if they knew of any training modules that would be suitable for students, but nobody knew of any.
Deliver staff training on reasonable adjustments for students with disabilities.	Staff training on what it means to make reasonable adjustments to students with disabilities (protected characteristics) and what positive action means. Training to be delivered by Study Support team	Head of Study Support	By the end of the summer term. UPDATE January 2021: Steph Pistorious has confirmed that they will be working on this during the year. Update April 2022: Study Support have created a

			PowerPoint on 'The Equality Act and Making Reasonable adjustments' : https://docs.google.com/presentation/d/1mb_oPiAu_KnII-bup_ZBTEA27pI97G14eKhAtVaCnixJk/edit?usp=sharing
Improve the staff's understanding of the needs of trans students	Research relevant training	E&D Coordinator	Update April 2022: -Summer 2021 'Mermaids' will deliver virtual training to all interested staff in June.
Develop an understanding of how other colleges are addressing E&D	E&D Coordinator will attend Wessex Group meetings.	E&D Coordinator	First meeting took place Monday 8 November

			2021
--	--	--	------

5. Equality and Quality Improvement

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

Achievements so far:

- College SAR analyses student outcomes by gender, ethnicity, disadvantage, etc. Any achievement gaps are identified as actions in the College QIP.
- Learner voice is heard throughout the year via the 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.
- Appointment of new E&D coordinator (July 2021).
- 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 member appointed with specific responsibility for Equality and Diversity (2 have been appointed for 2021/22).
- All trustees and Councillors are asked to complete AccessAble (DisabledGo) training.

Areas for improvement:

Objective/area for improvement	How we aim to do this	Who will lead?	By when?
None identified			

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. A significant number of Chromebooks were provided to students who needed them during lockdown.
- Faculty Directors, in conjunction with Curriculum Managers, analysed gender, ethnicity and disadvantaged performance in this year's Teacher Assessed Grades to ensure that there were no significant equality gaps.
- Teachers add to the 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 (and teachers). Tutors and teachers 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.
- Student Association Equality and Diversity Officers are members of the College Equality and Diversity Working Party. A report from the Student Association Equality and Diversity Officer is a standing agenda item for the Equality and Diversity steering 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?
Break down barriers for staff who might feel unable to access certain roles in College due to their protected characteristics or personal circumstances.	Following a discussion with the E&D working party, the E&D Coordinator has created a document with the issues raised and some suggested actions.	SLT	<p>The E&D coordinator will share this document with SLT in November 2021</p> <p>UPDATE January 2021: The E&D working party discussed the benefits of flexible working in terms of encouraging diverse groups of people to apply for positions of responsibility in college. It appears that this is also an issue that has been raised by the Health and Wellbeing working party and the</p>

			unions, so we will be writing some recommendations for a flexible working policy.
Create links between members of staff with responsibilities that connect to E&D.	Meetings with the Green Dot and Mental Health champions, Study Support.	E&D Coordinator	Meetings held in September and October 2021
Create and share a 'flexible working policy' with staff, so that employees understand how to make a statutory application, and how the College/Trust will deal with such requests.	HR to create a policy and share with all staff.	The Prospect Trust HR Business Partner	August 2022

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 are 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
- The Leavers' survey, May 2021 (1796 responses), suggest that students feel that the College is a safe place to study:
 - "I felt safe from bullying and discrimination whilst at College." 98% strongly agree or agree.
 - "Equal opportunities are respected in the College." 97% strong agree or agree.
- The Ofsted inspection (October 2021) reported the following:
 - "Students, including those with high needs, feel very safe at college. They know how to report any concerns they have."
- Following the Ofsted report into sexual harassment and bullying in schools and colleges, the College have already begun to act on some of its recommendations. The Ofsted inspection (October 2021) noted that "Safeguarding staff question groups of students carefully to find out about their concerns regarding sexual harassment and abuse. They ask students about the most appropriate ways of covering these topics to ensure that students will benefit from increased knowledge of these subjects."
- 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 the HR department.

Areas for improvement:

Objective/area for improvement	How we aim to do this	Who will lead?	By when?
Respond to suggestions from the E&D questionnaire about the wellbeing of trans students	1. Enable students and staff to record their preferred pronouns on Cristalweb 2. Provide preferred pronouns badges in Tutorial for those who wish to wear them	E&D Coordinator	1. January 2022 2. December 2021 3. December 2021 -UPDATE January 2021: There is now an

	3. Create information for trans students and publish on the College website.		information sheet for transgender students on the website which explains the support they will be given at College. -As of next year, they will be able to enter on Cristalweb the pronouns and names that they want teachers to use when addressing them. This information will also be transferred onto registers. (IT job request created in October 2021). Update April 2022 -Following responses from the E&D questionnaire, we ran a competition to design pronoun badges which are available for students and staff who wish to wear them.
Make sexual health education more inclusive	Review current sexual health module taught in tutorial and include LGBTQIA+ relevant material	Lead Tutor responsible for the Tutorial programme	Summer 2022
Ensure that any area of the College grounds is accessible to disabled students	Discussion with disabled members of the College community and meeting with H&S advisor	E&D Coordinator & H&S advisor	Initial meetings held in November 2021

and staff			
Enabling disabled and trans students to easily find suitable toilets	Put disabled and gender neutral toilets on the College map	E&D Coordinator and Exec Office	January 2022 UPDATE January 2022: -The disabled and gender neutral toilets are now clearly marked on the college map, which can be found on Cristalweb.
Increase the variety of food options for those with protected characteristics	Discuss with the catering manager the possibility of adding more halal and vegan food options to the menu, with clear labelling.	E&D Coordinator and catering manager	December 2021
Ensure that those with protected characteristics feel safe with regard to the College's response to Covid	Report Covid numbers and the College's response to the Covid situation in HR Briefing notes	The Prospect Trust HR Business Partner	November 2021 UPDATE: The numbers are now being reported in HR News.
Respond to the needs of women going through the menopause	Create a Menopause Policy (suggestion from E&D questionnaire). Send out a Google Form questionnaire first to ascertain the issues experienced by women going through the menopause. Educate students about the need for good bone health in <u>late teens and early twenties</u> to mitigate against osteoporosis later in life and particularly following the menopause.	E&D Coordinator and SLT Lead Tutor, Tutorial programme	Initial questionnaire to be sent out in November 2021. UPDATE January 2022: E&D Coordinator is analysing the responses and researching similar policies. Some suggestions will be sent to SLT by March 2022.

		<p>Update April 2022: From Anna Finch: 'We are planning on discussing this along with other ideas at the Wellbeing Meetings, as we would want to introduce a Trust policy rather than a policy just for the College. I am therefore unable to give you a time frame on when this will be ready but once I know anymore I will let you know.'</p>
--	--	--

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 all disabled applicants who meet our minimum criteria are invited to interview.

Areas for improvement:

Objective/area for improvement	How we aim to do this	Who will lead?	By when?
Engage with members from the wider community who have protected characteristics	Organise events where members from the wider community who have protected characteristics share their experiences or describe their success in their chosen careers	Prospects Team and E&D Coordinator	Meeting held with the Prospects team about future speakers (September 2021). A virtual event connected to Black History Month was advertised in College News and Staff Briefing (October 2021). The Prospects Team will seek out other opportunities during the year. Update April 2022:

		<ul style="list-style-type: none"> - Ali Lapper talk about living with disability 5th May (organised by Study Support) - STEMM careers talk (Helen Sharman) - 'Dare to Dream' I. Stephanie Boyce's journey to becoming the Law Society of England and Wales' First President of colour - 3rd May (organised by the Law department)
--	--	---

Gender Pay Gap Extract Report



Snapshot Date : 31/03/2020
Description: GPG 31 March 2020 Take 2

Payrolls: Farnborough, Tomlinscote

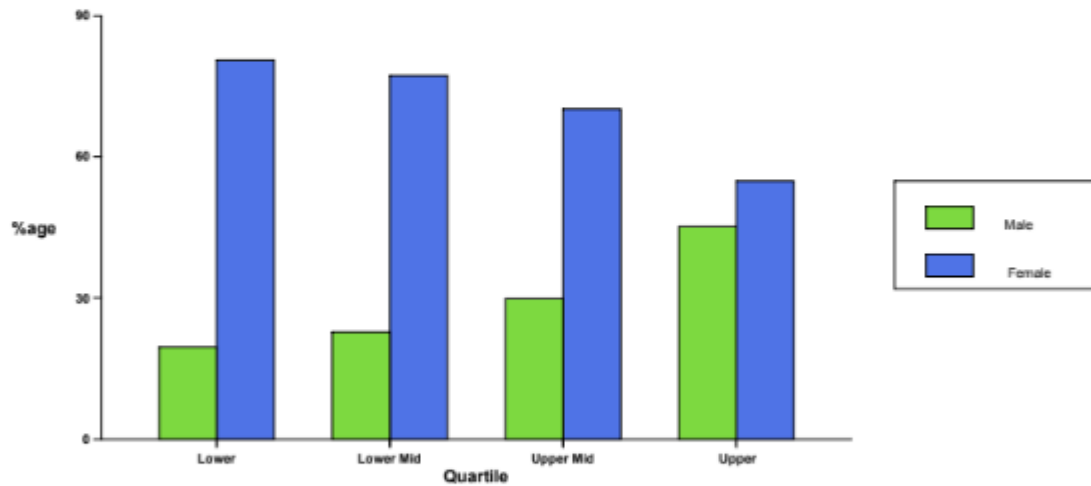
Hourly Rate Gaps

	Male	Female	Percentage Difference
Mean	21.13	17.60	16.71%
Median	23.09	17.17	25.64%

Hourly Rate Quartiles

Gender	Lower (123)	Lower Middle (123)	Upper Middle (124)	Upper (124)
Male	24 19.51%	28 22.76%	37 29.84%	56 45.16%
Female	99 80.49%	95 77.24%	87 70.16%	68 54.84%

Proportion of male and female employees per quartile



Bonus Gaps

	Male	Female	Percentage Difference
Mean	0.00	0.00	0.00%
Median	0.00	0.00	0.00%

Bonus Proportions

Number of Males receiving bonus:	0 / 145
Proportion of Males receiving bonus:	0.00%
Number of Females receiving bonus:	0 / 349
Proportion of Females receiving bonus:	0.00%