

It is intended that this policy is 'fair to all'. Where any part could potentially lead to unequal outcomes, the policy then justifies why this is a proportionate means of achieving a legitimate aim.

SWINDON COLLEGE: POLICIES AND PROCEDURES

Title: Single Equality Policy

Reference: PP31

Owner: DRF

Date: January 2018

Review Date: January 2020

Scope – The Single Equality Policy is applicable to all users of Swindon College.

Policy Statement - The Policy follows the Equality Act 2010 which harmonised all previous equality legislation into a single Act of Parliament.

The Equality Act 2010 protects individuals from discrimination and harassment based on “Protected Characteristics”. The Protected Characteristics are:

- age;
- disability;
- gender reassignment;
- marriage and civil partnership;
- pregnancy and maternity;
- race;
- religion or belief;
- sex;
- sexual orientation.

For all individuals, with due regard to the Protected Characteristics, Swindon College has a duty to:

- Eliminate discrimination, harassment and victimisation
- Advance equality of opportunity
- Foster good relations

- Swindon College aims to ensure that no group or individual receives less favourable treatment by virtue of skin colour, race, gender, ethnic origin, disability, age, class, sexual orientation, religion, culture or faith, pregnancy and maternity status or gender reassignment thereby enabling all people to have equality of access to the provision of goods, services, facilities, premises and employment.

- Swindon College means to reduce and eliminate disadvantage, harassment, bullying, prejudice and discrimination by following legislation and taking positive action through transparent reporting procedures, taking swift action where issues are identified, and through the comprehensive adherence to related policies.
- Swindon College commits itself to promoting good practice and ensuring that the procedures and conduct of all staff give weight to this scheme which covers all areas of College activity, putting Equality and Diversity at the heart of the organisation, and benefiting all.
- Swindon College recognises that students with SEND are more likely to be abused and/or neglected. The College will monitor and support these students through the Learning Support Transitions Team, the College Complex Needs Panel, the Student Engagement Team and the Deputy DSL in order to ensure these students are appropriately identified.
- Swindon College encourages students to take an active role in promoting equality of opportunity both in their studies and in general College life.

Related College Documents:

Staff should make themselves aware of the following related policies and procedures (all found at <http://thehub.swindon.ac.uk/CollegeDocuments/default.aspx>)

- Emergency Lockdown Procedure
- E-safety Policy
- Events Involving External Speakers Policy
- Multi-Faith Room Policy
- Safeguarding Policy
- Workplace Violence Policy
- Young Carers' Policy
- Public Interest Disclosure Policy
- Staff Code of Conduct
- Student Code of Conduct

Our Vision

- Every student will excel and develop their talents and potential for employment, independence and improving their life chances
- Swindon College will seek to be a catalyst for economic and social change in Swindon and the surrounding areas

Swindon College is a learning community that:

- encourages all its members to embrace challenging learning goals and to realise their full potential as citizens in a global world
- strives for excellence
- recognises, honours and reinforces the self-worth of all
- recognises the dignity of difference and our dependence on one another as citizens in a global setting
- promotes the principles of sustainability
- respects the rights and responsibilities of individuals within the College and the wider community
- affirms the spiritual, moral, social and cultural dimension of the College experience
- is committed to ensuring that fairness and integrity underpin everything that the College does

One College – Equality and Diversity Statement

Swindon College ensures all its stakeholders enjoy and respect equality of opportunity, and that:

- People's ability to achieve their potential is not limited by prejudice or discrimination
- There is respect for and protection of each individual's human rights
- There is respect for the dignity and worth of each individual
- Each individual has an equal opportunity to participate in College life and its wider environs
- There is a mutual respect between groups based on understanding and valuing diversity and on shared respect for equality and human rights

All people working or studying at the College have a responsibility for upholding these values.

The Single Equality Policy document is intended to give a common-sense approach to the rights and responsibilities of all members of the College community.

Swindon College actively promotes Equality and Diversity for all by removing barriers to education, training and employment opportunities, thereby widening access through a flexible and inclusive culture. Equality and Diversity applies to all of the College activities, services we use, placements, work experience and visits. It applies to all College sites.

College Single Equality Policy expectations:

The College will not tolerate any form of behaviour that is discriminatory, bullying, harassing or in contravention of either legislation or the College ethos. The College regards any such behaviour as unacceptable and the College will fully investigate any incidents under the appropriate procedure (i.e. the relevant Disciplinary Procedure for Staff/Students) as appropriate.

Breaches of the Policy by students, staff or visitors may result in disciplinary procedures that can lead to exclusion from the College or dismissal.

The College will create an environment in which positive relations are fostered. The College undertakes to provide:

- appropriate training and support to create a positive, inclusive ethos
- a shared commitment to challenging and preventing stereotyping and discrimination
- a culture of respect for diversity and difference
- the encouragement of good relationships between people of different groups.

Swindon College has specific duties to:

- prepare and maintain a Single Equality Policy
- assess the impact of its policies on students and staff
- monitor the admission and progress of students and the recruitment, and career progress of staff
- set out the College's arrangements for publishing the results of assessments and monitoring and, where reasonably practical, publish annually the results of assessments and all monitoring that takes place
- Make reasonable adjustments to ensure equality of opportunity is maintained

Specific responsibilities under the Single Equality Policy

All staff are responsible for:

- ensuring that they are aware of Swindon College's statutory duties in relation to race legislation and that they work within the College's Equality and Diversity Policy
- providing evidence of their compliance with this policy and can account for their work in implementing this policy

CIS and Examinations staff:

The College Information System data relating to the Protected Characteristics is recorded, stored, processed and readily available. The College will use this information in equality impact assessments to ensure that:

- no individual or group is disadvantaged
- identify where equality of opportunity can be promoted
- investigate underlying causes
- remove any unfairness or disadvantage and create reasonable adjustment

The Board of the Corporation is responsible for:

- making sure that the institution meets all the requirements of the Equality Act 2010 and meets all its duties, including the general duty and specific duties
- making sure that the Single Equality Policy and its procedures are followed
- ensuring that the membership of the Board of the Corporation reflects the diversity of the community served by Swindon College

The Principal and Chief Executive is responsible for:

- taking the lead in creating a positive, inclusive ethos that challenges discriminatory behaviour on the part of managers, staff and students
- giving a consistent and high profile lead on Equality and Diversity

The Senior Management Team (SMT) are responsible for:

- ensuring that they are aware of the College's statutory duties in relation to the Single Equalities Policy
- putting the Policy and its strategies and procedures into practice
- ensuring internal verification procedures include sampling of Protected Characteristic groups
- assessment of curriculum areas in relation to Equality and Diversity, and to take appropriate action where necessary

Contractors and Service Providers

When we contract with or outsource to external organisations, the duty to promote Single Equalities is passed to that organisation. All contractors and providers of services are responsible for adhering to the College Single Equality Policy, and any equality conditions in contracts or agreements.

Students are required to:

- adhere to the Student Code of Conduct
- treat everyone politely and fairly, making them feel welcome in the College
- use language carefully and appropriately
- ensure display materials they use do not offend others
- report to reception staff any graffiti which attacks or insults other members of the College and its communities
- resolve differences and disagreements amicably

Monitoring our progress

Swindon College will monitor relevant information to ensure that its commitment to Single Equality is being realised. Such data will also be used to set targets and measure our progress in achieving them.

An Equality & Diversity Steering Group will meet once per term to monitor any equality & diversity issues, and to formulate and implement the Annual Equality & Diversity Action Plan & Strategy. The group will also be responsible for producing the Annual Equality & Diversity Report.

Swindon College undertakes, once the results of monitoring are available, to consider targets and actions to address any disadvantage of students or employees. If monitoring reveals that a specific group is disadvantaged, targets will be set to eliminate this.

Action Planning

Using all available internal and external information Swindon College will annually develop an action plan to address Equality and Diversity issues. The aim of the Action Plan will be to:

- Close the achievement gap between different groups
- Promote awareness of Equality & Diversity matters
- Ensure student and staff recruitment reflects our community
- Further promote a positive attitude towards Equality and Diversity

Reporting

The Swindon College Annual Report to the Governors will summarise the key actions that the College has taken towards the achievement of the Equality and Diversity Action Plan throughout the academic year.