



EQUALITY, DIVERSITY AND INCLUSION POLICY FOR STUDENTS AND STAFF

December 2017

Defining Equality, Diversity and Inclusion

Equality is about creating a fairer society where everyone can participate and has the same opportunity to fulfil their potential. Equality is backed by legislation (Equality Act 2010) designed to address unfair discrimination, harassment and victimisation; advance equality of opportunity and foster good relations between people who share a protected characteristic and those who do not. There are 9 protected characteristics: age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion and belief, sex, sexual orientation.

Diversity acknowledges and values the full range of differences between people both in the workplace and in wider society. Diversity acknowledges that entry into the workplace and an individual realising their potential once there can be influenced by a range of factors beyond the characteristics included within equality legislation, including social, economic and educational background, professional background, hierarchical level, working style, nationality etc.

Inclusion refers to an individual's experience within the workplace and in wider society and the extent to which they feel valued and included.

Taken from Equality, Diversity and Inclusion Strategy – gov.uk

Policy name	Equality and Diversity Policy for Students and Staff
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Through its policies and in its day to day work, the college is committed to promoting equality and fairness and combating discrimination. This applies to everyone, regardless of gender, racial or ethnic background, disability, religion, sexual orientation or age and embraces the college's legal responsibilities.

WORTHING COLLEGE

EQUALITY AND DIVERSITY POLICY FOR STUDENTS AND STAFF

College Mission and Values Statement and ten promises

The Mission of Worthing College is to provide Opportunity, Achievement, Success and Progression.

To achieve the College Mission the College will:

Mission

To inspire, build confidence and prepare you for the life you want to live.

Vision

“We’ll believe in you”

Whatever your background, identity or experience of learning to date, we believe in you. We will support your achievement and success.

“We’ll take you further than you expect”

You’ll have the opportunity to choose from the widest possible range of courses in one place and we’ll stop at nothing to connect you with the best university, employer, or apprenticeship for you. And if you’re already working, we’ll help you to keep developing and growing.

“We’ll provide an inspirational environment for you”

You’ll experience a warm welcome from our community. You’ll grow in confidence, resilience and be ready for progression to the next step in your life, whether that’s further study, the world of work or your own unique adventure.

Values

“For us to succeed in our mission and vision, the College has shared community values which help pull us together to act in agreed ways as part of an inspirational community.”

“We listen intently to the voice of those we serve and show unending commitment to continuous improvement and innovation.”

“We engage fully with the needs of the local community, employers and universities so we can secure your achievement, success and progression.”

“We respond quickly, so we’re always able to give you the best support, information, advice and guidance, just when you need it.”

“We celebrate together the successes and diversity of our community.”

Purpose of this policy

This policy states how the College will promote equality and diversity in all its work. It sets out how the College will work to value diversity, eliminate discrimination and promote good relations between people of different groups. It outlines the responsibilities of staff, students and others in promoting the policy.

Equality and Diversity Policy Statement

The College believes that:

- All people have a right to work or study at the college with an equal chance of success, free from fear of discrimination, harassment or intimidation
- Promoting equality, fairness and diversity in the college is everybody's responsibility
- The college places equality and diversity at the heart of all activities and believes that the following values are central to achieving its Mission and Vision:

The College will strive to achieve these values by:

- Working to ensure equality of access and resources for all
- Providing an environment which promotes equality and diversity and is free from discrimination, harassment or victimization of any kind against any of the following aspects of an individual's identity:
 - Age
 - Disability
 - Sex (including transsexual and transgender people)
 - Religion and belief
 - Sexual Orientation
 - Gender and status (including men, women, married people, single people, people in a civil partnership, pregnancy, maternity, paternity and carers)
 - Socio Economic Status (as measured by multiple indices of social deprivation)
 - Race (including nationality and black and minority ethnic background)
- Preparing students for life and work in a multi-cultural society
- Promoting British Values in accord with the Prevent Duty Guidance:
https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/445915/Prevent_Duty_Guidance_For_Further_Education_England_Wales_-_Interactive.pdf
and any future revisions.
- Ensuring that students with special educational needs or disabilities receive reasonable adjustments so that they are not disadvantaged in their learning experience.
- Enabling a representative cross-section of the local community to take part in educational activities
- Working to establish a workforce and Corporation which broadly reflects the local community
- Respecting equally, supporting appropriately and rewarding fairly each student, employee, and user of its services
- Training staff in equality and diversity issues and how to put them into practice
- Set targets for, and monitor and evaluate provision and policies
- Complying with all current equalities legislation in employment and provision of teaching and services.

As a public sector organisation we recognise our statutory responsibilities under the Equality Act 2010 and acknowledge our commitment to the five key steps framework for the development of our Equality and Diversity annual action plans to ensure there is transparency in how the College is responding directly to our statutory duties in the action plan as set out below:

The five key steps:¹

- Gather information on how your work affects different racial groups, disabled people and men and women, including transsexual men and women.
- Consult employees, service users, trade unions and other stakeholders, and involve disabled people.
- Assess the impact of your policies and practices
- In the light of this evidence decide what your priorities for taking action should be.
- Take the action that will deliver the best outcomes in race, disability and gender equality.

The College recognises the importance of the Ofsted common inspection framework and we are systematically reviewing

- How effectively leaders, managers and governors monitor the progress of groups of learners so that none is disadvantaged or underachieve.
- The extent to which leaders promote all forms of equality and foster greater understanding of and respect for people of all faiths (or those of no faith), races, genders, ages, disability and sexual orientations (and other groups with protected characteristics), and how well learners and staff are protected from harassment, bullying and discrimination, including those based with employers and at other sites external to the provider.
- How well the provider prepares learners for successful life in modern Britain and promotes the fundamental British Values of democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different backgrounds, faiths and beliefs.
- How well the provider prepares disabled learners or those with special educational needs to become more independent in their everyday life.

An Annual Action Plan will be produced with targets for achieving the above and The College is committed to benchmarking its practices in relation to Equality and Diversity

Equality Impact Assessments

Staff and students are invited to review college practices, policies and procedures from equality, diversity through the Every Student Matters Group, who meet every term. Parents/carers are invited to share any comments on discrimination issues e.g. harassment / bullying via the Parent and Carers page on the college website.

¹ Five Key Steps as published from the Equality and Human Rights Commission – April 2009

Responsibility for Equality and Diversity

Under legislation and this policy, **every member of staff and student has a responsibility to:**

- Listen to what others have to say and respect their point of view
- Understand that it is unlawful to discriminate on the grounds of race, religion, gender, age, sexual orientation or disability and that disciplinary action will be taken against those involved in discrimination, harassment or bullying on any grounds
- Speak out, or report it, if they witness or are aware of bullying, vindictiveness, verbal or physical aggression and not assume that it is someone else's responsibility
- Question their own prejudices and assumptions
- Avoid using language and behaviour which might offend others
- Familiarise themselves with the responsibilities that equalities legislation places on them
- Be sensitive to issues of cultural diversity in their work

The Governing Body are responsible for setting the policy and monitoring its implementation.

The Principal and Strategic Management Team have overall responsibility for:

- The implementation and operation of this policy
- Approving the annual E&D action plan and E&D annual report to governors
- Ensuring the College works to widen participation in education and meet the learning needs of students

Senior Management Lead is responsible for co-ordinating and monitoring the implementation of the E&D Action Plan, keeping up-to-date with changes in policy and legislation, advising other college staff.

Line Managers are responsible for ensuring their staff understand equal opportunities issues and how to report any perceived discrimination or unequal opportunity. They also apportion development opportunities for their staff on a fair, objective basis based on individuals' and College needs. In addition they are responsible for ensuring that their part-time staff are not disadvantaged in any way and that complaints of discrimination or offensive behaviour are dealt with promptly.

All managers are responsible for ensuring proactive dialogue about equal opportunities issues and practices with partner organisations, contractors, customers, students and employers providing work experience to students.

Service providers working on College premises are expected to operate within the law and to adopt the terms of this policy.

Appropriate action may be taken against anybody who does not comply with the requirements of this policy.

Complaints under the Equality and Diversity policy

Any individual who is experiencing discriminatory harassment or bullying should raise the issue under the College's procedures on harassment and bullying. Other complaints concerning

unfair treatment within the scope of this policy should be raised under the College Complaints Procedure or the Staff Grievance Procedure.

Links to other policies:

Student Code of Conduct Policy

Student Intervention and Disciplinary Policy

Child Protection and Safeguarding Policy and Procedures

Appendix 1: Equality Act 2010 Protected Characteristics

Protected Characteristic	
Age	The Act protects people of all ages. However, different treatment because of age is not unlawful direct or indirect discrimination if you can justify it, i.e. if you can demonstrate that it is a proportionate means of achieving a legitimate aim. Age is the only protected characteristic that allows employers to justify direct discrimination.
Disability	Under the Act, a person is disabled if they have a physical or mental impairment which has a substantial and long-term adverse effect on their ability to carry out normal day-to-day activities.
Gender Reassignment	The Act provides protection for transsexual people. A transsexual person is someone who proposes to, starts or has completed a process to change his or her gender. The Act no longer requires a person to be under medical supervision to be protected – so a woman who decides to live as a man but does not undergo any medical procedures would be covered. Where transsexual people are absent from work or study because they propose to undergo, are undergoing or have undergone gender reassignment, it is discrimination to treat them less favourably than they would be treated if they were absent because they were ill or injured.
Marriage and Civil Partnership	The Act protects employees who are married or in a civil partnership against discrimination. Single people are not protected.
Pregnancy and Maternity	A woman is protected against discrimination on the grounds of pregnancy and maternity during the period of her pregnancy and any statutory maternity leave to which she is entitled.
Race	For the purposes of the Act ‘race’ includes colour, nationality and ethnic or national origins.
Religion or Belief	<p>In the Equality Act, religion includes any religion. It also includes a lack of religion, in other words employees or jobseekers are protected if they do not follow a certain religion or have no religion at all.</p> <p>Additionally, a religion must have a clear structure and belief system. Belief means any religious or</p>

	philosophical belief or a lack of such belief. To be protected, a belief must satisfy various criteria, including that it is a weighty and substantial aspect of human life and behaviour. Denominations or sects within a religion can be considered a protected religion or religious belief. Discrimination because of religion or belief can occur even where both the discriminator and recipient are of the same religion or belief.
Sex	Both men and women are protected under the Act.
Sexual Orientation	The Act protects lesbian bisexual, gay, heterosexual people.

Appendix 2:

Equality Act 2010 Prohibited Behaviours

Prohibited Conduct	
Direct Discrimination	<p>Section 13 of the Act defines direct discrimination to be where people are treated less favourably than others on grounds related to their identity as one of the protected groups (age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion and belief, sex and sexual orientation).</p> <p>The definition of direct discrimination extends protection based on association and perception.</p>
Discrimination by Association	<p>Applies to age, disability, gender reassignment, race, religion and belief, sex and sexual orientation.</p> <p>This is direct discrimination against someone because they associate with another person who possesses a protected characteristic.</p>
Discrimination by Perception / Perception Discrimination	<p>Applies to age, disability, gender reassignment, race, religion and belief, sex and sexual orientation.</p> <p>This is direct discrimination against an individual because others think they possess a particular protected characteristic. It applies even if the person does not actually possess that characteristic.</p>
Indirect Discrimination	<p>Applies to age, disability, gender reassignment, marriage and civil partnership, race, religion and belief, sex and sexual orientation.</p> <p>Section 19 of the Act defines indirect discrimination as occurring when a provision, criterion or practice is neutral on the face of it, but its impact particularly disadvantages people with a protected characteristic, unless the person applying the provision can justify it as a proportionate means of achieving a legitimate aim. Ultimately, if tested, it will be for a court of law or tribunal to determine what is justifiable.</p>
Discrimination Arising from Disability	<p>This can occur when a disabled person is treated unfavourably because of something connected to their impairment and the treatment cannot be justified.</p>

<p>Failure to make Reasonable Adjustments for Disabled People</p>	<p>The Equality Act 2010 places a duty upon higher education institutions to make reasonable adjustments for staff, students and service users in relation to:</p> <ul style="list-style-type: none"> • provisions, criteria or practices • physical features • auxiliary aids <p>These adjustments apply where a disabled person is placed at a substantial disadvantage in comparison to non-disabled people.</p>
<p>Bullying</p>	<p>Bullying is defined as offensive, abusive, intimidating, malicious or insulting behaviour, or an abuse or misuse of power which undermines, humiliates, denigrates or injures the recipient.</p> <p>The behaviour is unwelcome and may be carried out as a deliberate act or unconsciously.</p>
<p>Harassment</p>	<p>Harassment is unwanted conduct which has the purpose or effect of violating a person's dignity, or creating an intimidating, hostile, degrading, humiliating or offensive environment.</p>
<p>Victimisation</p>	<p>Section 27 of the Act defines victimisation as less favourable treatment of someone because they have made or might make a complaint about discrimination under one of the above Protected Group categories.</p> <p>An employee is not protected from victimisation if they have maliciously made or supported an untrue complaint.</p>