

*College Policies and Procedures*

**Equality and Diversity Policy**

**SUE COOLE**

**Vice Principal Learner Support & Community Links**

**Impact Assessed & Revised July 2010**

# Equality and Diversity Policy

## Policies and Procedures made by the Principal and Chief Executive under Delegated Authority from the Corporation

These policies and procedures are made by the Principal and Chief Executive of the College using the powers delegated by the Corporation in accordance with the Instrument and Articles of Government.

They are intended to ensure that the matters concerned are not only conducted fairly, appropriately and in accordance with the law where required, but also promote the purposes of the College and its customers.

The policies and procedures may be revised or amended from time to time in the light of experience or changing circumstances.

If you have any observations on these policies and procedures, please write to the Principal and Chief Executive.



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**Jan Hodges**  
**Principal and Chief Executive**

.....July 2010 .....  
**Date**

### Equality Impact Assessment

Equality Impact Assessment	Date of Equality Impact Assessment
Name of policy, practice, process or procedure.	Equality & Diversity Policy for South Essex College 15 <sup>th</sup> July 2010
What is the main aim or purpose of the policy, practice, process or procedure?	To promote equality & diversity for all learners, employees and all other users of the College
Who is responsible for creating/implementing this?  Please state job role.	Vice Principal Learner Support & Community Links
Names of staff, students, stakeholders involved in the equality impact assessment process.	Equality & Diversity Group

### Information to support the impact assessment process

What evidence is already available to help inform the impact assessment process and to promote the general and specific duties related to equality and diversity? (Consider both quantitative and qualitative information)	E & D Group (Minutes & Agendas)  E & D Annual Reports  Race, Disability and Gender Equality Schemes  Previous EIA processes January 2010										
In what areas are there concerns that the policy, practice, process or procedure could have a differential impact? (Please circle or highlight)	<table border="0"> <tr> <td>Age</td> <td>Religion &amp; Belief</td> </tr> <tr> <td>Gender</td> <td>Gender Identity</td> </tr> <tr> <td>Disability</td> <td>Race</td> </tr> <tr> <td>Other</td> <td>Sexuality</td> </tr> <tr> <td>Social Class/background</td> <td></td> </tr> </table>	Age	Religion & Belief	Gender	Gender Identity	Disability	Race	Other	Sexuality	Social Class/background	
Age	Religion & Belief										
Gender	Gender Identity										
Disability	Race										
Other	Sexuality										
Social Class/background											

<p>What are the risks associated with the policy, practice, process or procedure in relation to the differential impact?</p>	<ul style="list-style-type: none"> <li>• Government funding Regulations 16/18 &amp; Adult</li> <li>• Higher turnover of different staff/groups</li> <li>• Promotion &amp; implementation of E &amp; D Policy and ensuring monitored, managed and systematically applied</li> <li>• Perception of unfair treatment can have a detrimental effect/impact on service provision and reputation</li> <li>• Ofsted grading</li> <li>• Changes required related to the Single Equality Scheme</li> </ul>
<p>What are the expected benefits of the policy, practice, process or procedure?</p>	<ul style="list-style-type: none"> <li>• Full engagement of all staff and learners</li> <li>• Minimise risks above</li> <li>• Promotes and actively encourages process</li> <li>• Enhances the reputation of the College</li> <li>• Increases awareness and disseminates process</li> <li>• Training of staff regarding changes for the Single Equality Scheme will help to embed Equality and Diversity into all areas of the College and its community</li> </ul>

## Equality Action Plan

Please list any recommendations for action that are planned as a result of this impact assessment

(Categories: Age, Gender, Gender Identity, Religion & Belief, Disability, Race, Sexuality, Social Class/Background, Other)

Identify groups	Action required/changes and modifications to outline of the promotional benefits	By Whom	By When	Evaluation and Date
All Strands	Modify Policy to include the changes related to the Single Equality Act 2010	Vice Principal Learner Support & Community Links	End September 2010	10.12.2010

If the action proposed will not fully eliminate negative impact, why is this and how can it be justified?	The new Single Equality Act will require training and development of staff and learners to ensure simplification of systems and will help to eliminate any discrimination.
General comments/concerns	Changes implemented as a result of the Single Equality Act will be monitored against the Single Equality Scheme and the Equality and Diversity report for 2009/10

- This document has been impact assessed against the Communication Guideline and Equality Impact Assessment process

## Equality and Diversity Policy

### Aim and Scope

South Essex College is committed to the promotion of equality and diversity for all learners, employees, and all other users of the College. We aim to ensure that the environment is one where all individuals are treated with courtesy and respect and their contribution to the learning process is valued. Our ethos is to create and maintain the conditions whereby learners and staff are treated solely on the basis of their merits, abilities and potential, regardless of ethnic or national origin, disability, gender, age, religion or belief, sexual orientation, social class and background, or other distinction.

The College will ensure that this commitment applies to all areas of its provision including where its collaborative partners deliver learning on behalf of the College.

The College will ensure that any partners we work with meet, and comply with, the relevant legislation. The College actively promotes a culture of celebrating diversity and will take all reasonable steps to prevent discrimination occurring. This includes promoting the significance of the Policy and what is expected of learners and staff while they study or work at the College.

This policy should be read in conjunction with the Code of Practice: promoting Equality and Diversity (including Racial Equality), which gives details of how the policy will be implemented.

This policy is supported by the following policies and procedures/statements:-

- Child Protection & Vulnerable Adults Policy
- College Core Values Statement (Strategic Plan 2010-2013)
- The Compliments & Complaints Procedure
- Disability Guide
- Guidance to Staff: The Use of Restraint in Emergency Situations
- Staff Dignity at Work Policy and Procedures
- Racial Equality Policy
- Staff Disciplinary Procedures
- Staff Grievance Policy
- Student Disciplinary Procedures
- Student Harassment and Bullying Policy
- Learner Involvement Policy
- Health & Safety Policy
- Inclusive Risk Assessment

Safeguarding Policy  
Operational Plans: 14-19, 19+ and Higher Education  
Staff Code of Conduct  
Student Code of Conduct

### **Relevant Legislation**

- Sex Discrimination Act 1975, Gender Equality Duty
- Sex Discrimination (Gender Reassignment) Regulations 1999
- Race Relations Act 1996
- Race Relations Amendment Act 2000
- Disability Discriminations Act 1995
- Disability Discrimination Amendment Act 2005
- Employment Equality (Sexual Orientation) Regulations 2003
- Employment Equality (Religion & Belief) Regulations 2003
- Employment Equality (Age) Regulations 2006
- Employment Equality (Sex Discrimination) Regulations 2005
- Gender Recognition Act 2004
- Single Equality Act 2010

### **Policy**

General:

The College will:

1. Ensure the requirements of relevant legislation related to race relations, age, gender, disability, religion and belief, sexual orientation, gender reassignment and social class and background are met.
2. Actively promote a culture of celebrating diversity and will promote and maintain an inclusive learning environment of mutual tolerance for all. This includes raising the awareness of what is expected of staff and learners while they study or work at the College. Direct and indirect discrimination will not be tolerated.
3. Implement effective policies and procedures throughout the College for dealing with harassment, bullying and victimisation of all learners and staff. The complaints and disciplinary procedures, Bullying & Harassment Policy and Staff Dignity at Work Policy will be used to effectively monitor all incidents. This includes monitoring the nature of complaints and disciplinary issues and the learners and staff directly involved in the process.
4. Implement effective processes for monitoring and impact assessing equality and diversity in relation to ethnic origin, disability, gender, age,

religion and belief, sexual orientation, gender reassignment and social class and background.

5. Annually publish an Equality and Diversity Report on the findings of its monitoring processes and impact assessments, its promotion of equality and diversity through its work with staff and the delivery of learning informed with appropriate statistics on staff and learners. This report will be available in hardcopy and on the College's intranet and website, and in a variety of other formats on request, for all staff, partner organisations and potential and actual learners.
6. Review the College's Disability Scheme, Race Equality Scheme and Gender Equality Scheme on an annual basis, in line with current legislation and deadlines. All schemes will be available in hard copy and on the College's internet for all staff, partner organisations and potential and actual learners.
7. Review the above Equality and Diversity Schemes and the option and process of developing a Single Equality Scheme relevant to the Single Equality Act, in draft form by September 2010.
8. Annually review the Equality and Diversity Policy and amend along with associate documentation in the light of further legislation and other requirements.

### **Definition of 'disability' under the Disability Discrimination Act**

The Disability Discrimination Act defines a disabled person as someone who has a physical or mental impairment that has substantial and long term adverse effect on his or her ability to carry out normal day to day activities. (This includes where chronic conditions form part of diagnosis).