



Equality, Diversity and Inclusion Policy

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1. Key Principles

1.1 At East Coast College we strive to unlock the potential of our community. We do this as a community impact college and this means that equality, diversity and inclusion are integral to everything we do.

1.2 Our core values are:

- Integrity
- Happiness
- Supportive
- Inclusive
- Inspiring

1.3 East Coast College is committed to:

- Ensuring equality of treatment for everyone in connection with service delivery, recruitment and employment
- The broad principles of social justice and is opposed to any form of discrimination or oppression and accepts all its legal and moral responsibilities in these respects
- Treating with equity everyone with whom its representatives come into contact including current and potential students, employees, board members and job applicants
- Ensuring that no person is treated in any way less favourably on the grounds of race, colour, national, ethnic or social origin, gender, sexual orientation, religion, age, disability and/or political/other personal beliefs
- The implementation of necessary actions and training to ensure its commitments with regard to equality, diversity and inclusion are fulfilled and will establish structures for oversight and scrutiny on a regular basis
- Engagement and communication, both internally and externally, with staff, students and other stakeholders where appropriate in relation to equality, diversity and inclusion
- Ensuring our commitment to equality, diversity and inclusion is understood by all staff, students, partners, visitors and other stakeholders

1.4 In addition to this East Coast College aims to:

- Promote equality, diversity and inclusion in all that we do to develop further understanding of our students, employees and community for college life and beyond.
- Ensure that all actual or potential students, employees and visitors are treated as individuals and given opportunities for equal access.
- Create an environment in which diversity and individual differences are positively valued in an atmosphere free from harassment and

discrimination and aims to promote further understanding of equality, diversity and inclusion for students, staff and visitors.

- Take its legal obligations seriously with respect to equality, diversity and inclusion. The college welcomes dialogue with groups and individuals on ways in which its equality, diversity and inclusion policies and practice can be enhanced and improved.

2. Defining Equality, Diversity and Inclusivity

- 2.1 Equal treatment involves more than treating everyone the same. There must be a recognition that some groups and individuals have particular and specific needs and requirements which need to be met to ensure equal of access to the College. East Coast College recognise they may need to be flexible in service delivery to ensure there is equality of opportunity and access for individuals or groups who may have experienced or be experiencing barriers to access.
- 2.2 Understanding the value of diversity involves an awareness that differences in a community benefit the community and provide strength. East Coast College aims to embrace and celebrate the differences between individual and group identities and their cultural and social contributions. We will seek to promote mutual respect, understanding and tolerance between individuals and groups.
- 2.3 Inclusivity is the acceptance and integration of all students, staff and visitors regardless of diversity background.

3. The Legal Framework

- 3.1 The Equality Act 2010 uses the term 'protected characteristic' to refer to aspects of identity which are explicitly protected from unlawful discrimination. They are:
 - Age
 - Disability
 - Gender
 - Race (inc. nationality and ethnicity)
 - Sexual orientation
 - Religion or belief
 - Gender re-assignment
 - Maternity and pregnancy
 - Marriage and civil partnership
- 3.2 Other characteristics not covered by the Equality Act 2010 include trade union membership or activity, socio-economic status, unrelated or unspent criminal convictions or family responsibility. These characteristics can cause a person to experience discrimination and must be kept in mind when considering equality, diversity and inclusion.

3.3 The Equality Act 2010 recognises the following types of discrimination:

- Direct discrimination - where an individual is discriminated against due to an individual characteristic. This is also the case if they are discriminated against for associating with someone who has or being perceived as having a certain characteristic
- Indirect discrimination – where an organisation's practices, policies or procedures have the impact of disadvantaging a specific group
- Harassment
- Victimisation
- Failure to make reasonable adjustments specific to an individual's disability

3.4 The Equality Act 2010 requires colleges to give due regard to:

- Eliminating discrimination, harassment and victimisation
- Advancing equality of opportunity
- Fostering good relations

4. Scope

4.1 The purpose of this policy is to establish clear college guidance regarding equality, diversity and inclusion and to establish key principles, structures and monitoring arrangements for the college. This will ensure that we effectively value and promote equality, diversity and inclusion through all college activities including teaching and learning and adhere to the College Single Equality Scheme and also our legal obligation within the Public Sector Equality Duty. The guidance should be applicable to all staff, students and visitors in the college.

5. Responsibilities

5.1 The following are the key responsibilities for East Coast College. This is expanded in the Single Equality Scheme and Action Plan:

- The ultimate responsibility for the operation of this policy lies with the Principal. All managers have direct responsibility for the implementation of procedures relevant to their area of work
- Every member of the East Coast College community has a responsibility for ensuring they behave in a manner consistent with equality, diversity and inclusion principles
- All staff will ensure they understand this policy and seek guidance if there are any questions; promote equality, diversity and inclusion for others and strive to create a safe, supportive and welcoming environment and challenge inappropriate behaviour and discrimination

- Curriculum staff will promote equality, diversity and inclusion in all learning settings and develop student understanding and realisation of equality, diversity and inclusion
- East Coast College's Community Committee has responsibility for advising the Principal on equality, diversity and inclusion issues and for the formal monitoring of progress with equality, diversity and inclusion initiatives
- All formal policies and procedures will clearly state the relevant staff members responsible for implementation of any associated equality, diversity and inclusion issues
- Statistical information will be gathered and analysed regularly as part of monitoring and reviewing progress. Information will be forwarded to relevant managers for action
- All staff are required to complete equality, diversity and inclusion training and updates

6. Implementation and Monitoring

6.1 The college will ensure that it's equality, diversity and inclusion commitments are delivered with responsibilities for implementation and monitoring as follows:

- The Assistant Principal Student Wellbeing and Support, Managers and staff will ensure that we have clear and accessible advice and guidance for all applicants to East Coast College
- The Senior Leadership Group will ensure that monitoring of applications, enrolments and outcomes are in line with the Equality Act 2010
- Student Services will work with partner organisations in the field of equality, diversity and inclusion to enhance equality of opportunity
- The Senior Leadership Group will ensure there is provision of a fee structure (annually reviewed) and that hardship-funding is available and actively promoted to encourage disadvantaged individuals to attend appropriate courses
- The Assistant Principal Student Wellbeing and Support, managers and staff will ensure that student application, recruitment and enrolment practices are fair and robust
- Each Assistant Principal and Curriculum Manager will be responsible for ensuring equality, diversity and inclusion is embedded within schemes of learning and lesson plans, supported by the Deputy Principal of Curriculum, Quality and Learning.
- Teaching staff will be responsible for promoting equality, diversity and inclusion within teaching and learning through embedding themes, links to curriculum context and maximising naturally occurring opportunities to challenge and enhance learning
- The Deputy Principal of Curriculum, Quality and Learning and the Head of People and Wellbeing will be responsible for ensuring staff development programmes support staff at all levels of the organisation in the delivery of equality, diversity and inclusion objectives

- The Deputy Principal of Curriculum, Quality and Learning will ensure that appropriate programmes of study are provided to enable all students to make progress relevant to their starting points and aspirations
- The Senior Leadership Group will strive to narrow achievement gaps between different groups of students
- Curriculum Managers will ensure that all students are able to make progress relevant to their starting points for English and maths through appropriate placement
- The Senior Leadership Group will ensure that sites and resources support equality of access for students and staff
- The Head of People and Wellbeing and Assistant Principal Student Wellbeing and Support, will be responsible for consulting with students, staff, employers, parents/carers and other partners within the community on the promotion of equality, diversity and inclusion
- The Head of People and Wellbeing will regularly review legal duties under the Equality Act 2010 and other key legislation, to ensure we comply with the current requirements
- The Deputy Principal of Curriculum, Quality and Learning will be responsible for ensuring that quality assurance and self-assessment processes incorporate equality, diversity and inclusion issues
- Managers who write and implement policies are responsible for considering the impact on equality, diversity and inclusion. The Head of People and Wellbeing and Deputy Principal of Curriculum Quality and Learning will be responsible for the monitoring and review of all policies, with the consideration of equality, diversity and inclusion impact measures
- The Assistant Principal Student Wellbeing and Support and the Additional Learning Support Manager, will ensure that learning support needs are identified and assessed and that arrangements are in place for additional learning support requirements
- The Senior Leadership Group will assign specific responsibilities to staff for the implementation, monitoring and evaluation of policies, targets, actions and outcomes
- The Assistant Principal Student Wellbeing and Support will hold termly meetings where progress against equality, diversity and inclusion objectives are reported and will be responsible for informing the Senior Leadership Group and the Board of Governors of progress

7. Publicity and Awareness of the Equality, Diversity and Inclusion Policy

- 7.1 The College will ensure that all staff, students' visitors, stakeholders, contractors and suppliers are made aware of our Equality, Diversity and Inclusion Policy, Single Equality Scheme and Single Equality Action Plan. The policy will be drawn to the attention of students and staff at induction and new staff will be expected to subscribe to it at the time

of appointment. The College will continuously develop its methods of publicising equality, diversity and inclusion to students.

8. Equal Pay Statement

- 8.1 East Coast College supports the principle of equal pay for work of equal value and recognises pay gradings should be based on objective criteria. The College will carry out monitoring of the impact of its pay practices in line with legislative requirements.
- 8.2 In most circumstances a challenge to pay inequality and other contractual terms and conditions still has to be made by comparison with a real person of the opposite sex in the same employment. However, The Equality Act 2010 allows a claim of direct pay discrimination to be made, where no real person comparator can be found. This means that a claimant who can show evidence that they would have received better remuneration from their employer if they were of a different sex may have a claim, even if there is no-one of the opposite sex doing equal work in the organisation. This would be a claim under sex discrimination.
- 8.3 The Act carries provisions to introduce compulsory pay audits for employers with more than 250 employees from 2013 (if felt legislatively necessary). Public sector bodies with more than 150 employees will be required to report on gender pay (as well as other equality data) by April 2011
- 8.4 The Act makes it unlawful for an employer to prevent or restrict their employees from having a discussion to establish if differences in pay exist that are related to protected characteristics and outlaws pay secrecy clauses in contracts of employment. An employer can require their employees to keep pay rates confidential from some people outside the workplace, for example a competitor organisation.

9. Grievances

- 9.1 East Coast College's Grievances and Complaints procedure is available to any staff member, student or visitor who feels they have been discriminated against. In addition, the Bullying and Harassment policy is available if any person feels they have been bullied or harassed.
- 9.2 Those raising concerns in good faith will not be victimised or discriminated against for raising a concern. All concerns will be dealt with in confidence and as soon as possible in line with the appropriate procedures.

- 9.3 Staff and students will be made aware of the complaints procedures via induction. Copies of the Single Equality Scheme and Complaints Procedure will be made available around the College (in Receptions, via Moodle and on the College website) and to any member of the College community on request.
- 9.4 We will monitor the equality data of complainants, whenever possible and use this information to ensure that there are no discrepancies in the level or type of complaints from different equality groups.
- 9.5 All incidents and complaints of an equal opportunities nature, however informal, should be logged with the Quality Improvement Co-ordinator, anonymously if necessary, showing the nature of the complaint and any outcome. Such a record should be kept even if the individual concerned did not wish to make the matter formal. The College will monitor all complaints on a regular basis.
- 9.6 For those who wish to make a formal complaint, full details of how to do this can be found in the College's Complaints Procedure, which is available on the College's Intranet and reception.