

Equality and Diversity Policy

The policy is available online on the College website www.candi.ac.uk and at www.my.candi.ac.uk

Please contact marketing@candi.ac.uk if you would like this policy to be made available in an alternative format

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1.0 INTRODUCTION

City & Islington College mission is to deliver world class education and training by championing Learning, Excellence, Aspiration, Diversity and Equality, Employability, Results and Social Justice.

The College's commitment to equality and diversity is reflected in its successful promotion of equality through the curriculum, through additional activities and employment practices as well as the wide celebration of diversity in daily life as commended by Ofsted.

We value the diversity of our students and staff who share different aspects of their identity, for example in terms of their race and ethnicity, gender, sexual orientation, gender reassignment, religion and belief, disability or marital / civil partnership status and age.

We aim for all our students to achieve their educational goals and to become lifelong students. We also work to remove barriers to access and to enable Students and staff experiences at the College to be enjoyable and a time of personal development.

2.0 SCOPE

- 2.1 This is an overarching policy on equality and diversity that applies across all the functions of the College, including employment, teaching and learning, procurement, marketing and admissions. The implementation of the policy is linked to a number of related policies, procedures and practices, a list of which can be found at Appendix 1.
- 2.2 This Policy applies to students including those under our sub contracted provision, staff, contracted staff and visitors to the college in respect of all aspects of the College provision and the employment relationship.
- 2.3 The College will also promote the principles of this Policy in its dealings with its external contractors, through having in place equality and diversity requirements as part of the tender process and documentation.
- 2.4 The College will not tolerate any form of discrimination, bullying or harassment on the grounds of:
 - Age;
 - disability (including physical or sensory impairments, ,mental health difficulties, long term medical conditions such as epilepsy, HIV/AIDs and neuro-diverse conditions such as dyslexia and ADHD);
 - gender;
 - gender reassignment;
 - maternity and pregnancy;
 - race (which includes , ethnic or national origins and caste);
 - religion or belief ;
 - sexual orientation;
 - marital or civil partnership .
 - socio –economic status

- 2.5 Breaches of this Policy will be regarded as misconduct and therefore subject to the Students and Staff Disciplinary Policies.
- 2.6 Complaints of bullying or harassment should be dealt with using the Staff or Students Bullying and Harassment policies.
- 2.7 A copy of this Policy will be available to Students on MyCandi, to all staff on the staff intranet and to members of the public on the College website.

3.0 RESPONSIBILITIES

- Strategic responsibility for equality lies with the Senior Management Team and in particular, the Deputy Principal (Curriculum and Quality) Director of Human Resources and Communications, the Deputy Director of Teaching and Learning and the Head of Equality & Diversity.
- The Equality and Diversity Committee will review equality and diversity issues for students and staff.
- All staff and students have a right to work and learn in an environment free from bullying or harassment. Governors, managers, staff and Students share the responsibility to create an environment that is free from discrimination, which promotes equality of opportunity and values diversity.
- Staff and students must comply with the Policy and treat others with respect at all times.
- Any incidences of discrimination or harassment should be taken seriously and dealt with sensitively. Where Students or staff encounter discriminatory practice or behaviour, including those by a person who provides a service on behalf of the College they are expected to actively discourage it and/or to report the matter to their tutor or line manager. Appendix 2 highlights the types of unlawful discrimination.
- Staff must participate in equality and diversity training and other relevant development activities where possible.

3.1 Commitment to Equality and Diversity

The College is committed to embedding equality and diversity through:

- Identifying and removing the potential barriers that may prevent current or future staff and Students from reaching their full potential while studying or working for the College;
- Celebrating and valuing the diversity brought to the organisation by individual students and member of staff;
- Working towards creating a positive and safe environment where staff and students feel secure and the diversity of all are respected.

In its commitment to students, the College for example undertakes to:

- Deliver services to students in a way which is sensitive to their culture, ethnic background, beliefs, sexual orientation, gender, ages, socio-economic background and disability;
- Ensure the curriculum on offer reflects the needs of potential and existing students, and includes sufficient equality and diversity content;
- Promote styles of teaching and learning that support students' individual needs;
- Provide appropriate support to assist all students to achieve their maximum potential;
- Make clear our expectations and commitments to equality and diversity in our marketing materials and events, during the students' admissions process and again during induction.

In its commitment to staff, the College, for example, undertakes to:

- Ensure all staff policies and procedures promote equality of opportunity and are not unlawfully discriminatory in their operation;
- Work towards employing a workforce that is representative of the diversity of the communities from which we recruit and the Students population.
- Ensure training, development and progression opportunities are available to all staff;
- Arrange training for staff on relevant equality and diversity issues and include equalities issues in training on employment practices;
- The College consults with appropriate staff to identify any potential barriers to recruitment, promotion and retention;
- Opposes all forms of unlawful or unfair discrimination in all aspects of employment including recruitment, promotion, opportunities for training, pay and benefits, discipline and selection for redundancy related to the protected characteristics.

3.2 Legal Context

The College welcomes and abides by all statutory provisions on equality and diversity. The Equality Act 2010 recognises nine 'protected characteristics':

- Race;
- Disability;
- Gender;
- Age;
- Sexual orientation;
- Religion and belief;
- Gender reassignment;

- Pregnancy and maternity;
- Marriage and civil partnerships.

Under the Equality Act 2010 the College has a “public duty” to give due regard to:

- Eliminate discrimination, harassment and victimisation;
- Advance equality of opportunity. This includes the need to:
 - remove or minimise disadvantage experienced by persons who share a protected characteristic;
 - take steps to meet the needs of people who share a protected characteristic that are different from the needs of people who do not share the protected characteristic. This includes taking steps to take account of disabled people’s impairments, even where that means treating disabled people more favourably or using positive action to achieve this duty;
 - encourage persons with a protected characteristic to participate in public life or any other activities where participation is disproportionately low.
- Foster good relations – which can include tackling prejudice and promoting understanding between people of different groups.

To help meet this duty, the College has created a Single Equality Scheme (Appendix 3) and Strategic Equality Action Plan and Objectives (Appendix 4).

4.0 IMPLEMENTATION

4.1 The College has a number of measures and plans in place to help it achieve equality and diversity for students and staff. These include :

- Mission Vision Values Statement;
- An Equality Impact Analysis Framework;
- The Equality and Diversity and Disability Sub Committee;
- A Head of Equality & Diversity and other roles with equality and diversity responsibilities such as the E&D Centre based Champions ;
- Staff and Students Equality and Diversity Policies;
- Membership of or links with FE sector organisations that promote equality e.g. the Network for Black Professionals (NBP), and the Women’s’ Network.
- Centre based and College wide enrichment activities for Students designed to support and raise awareness of equality and diversity topics ;
- Specific services and courses to meet the needs of Students with additional learning support needs e.g. the Additional Learning Support Service, the Organic Café, etc;
- Strategic Equality Objectives and Action Plan 2012 -2016;
- The Curriculum and Quality Assurance Committee;
- Staff and Students LGBT forums;
- Staff Race Equality Staff Forum
- Lesson observations
- Trades Unions;

5.0 TRAINING, COMMUNICATION AND AWARENESS

The College is committed to using a number of different ways in which to communicate our policy to ensure all our staff, governors, students and visitors:

- understand our commitment to equality and diversity
- understand their responsibilities and role in the process
- know where to seek advice and guidance
- Know how to make complaints and are confident that they will be handled effectively.

These methods will include equality and diversity being covered via;

- training/briefing meetings for all staff/governors
- briefings for employee and trade union representatives
- Information on local notice boards and the College intranet
- details in the Student and staff handbook
- employee/Student individual induction
- HR advisers who can guide employees through the policy and procedures;
- articles in the staff newsletter.

6.0 MONITORING AND EVALUATION

6.1 Student enrolment, retention, and achievement, student surveys and complaints are annually monitored by ethnic group, gender, language, age, and disability and learning difficulty. The findings are used to inform operational plans and the Centre and Service Self-Assessment Reviews.

6.2 All aspects of the employment process from recruitment, grievances, disciplinaries, and redundancies through to employment tribunal applications are regularly monitored by managers and governors. Learning and development opportunities are also monitored. Monitoring covers ethnic group, gender, age, disability, religion and belief and sexual orientation. The findings are used to inform employment and development strategies and to address any negative equality and diversity impact where identified.

6.3 The College has in place a structure to monitor the implementation and impact of the policy. These include the:

Governors' Finance and Resources Committee
Reports to Senior Management Team
Equality and Diversity Committee.
Curriculum and Quality Committee
Student and Staff Focus Groups
Equality Impact Analysis

7.0 REVIEW

7.1 This Policy will be reviewed every year.

LINKS TO COLLEGE POLICIES, PROCEDURES, PRACTICES

Single Equality Scheme 2012-16

College Development Plan

SARs - Curriculum, Course and Support Service

Equality Impact Analysis Framework

Staff Bullying and Harassment Policy

Anti-Bullying and Harassment Policy (Students)

Family Friendly Policy (including Maternity/Paternity Leave, Adoption Leave, Parental Leave, Time Off For Dependants, Flexible Working)

Maternity Leave Checklist for Managers

Additional Learning Support Service and policies

Religion and Belief Policy for Students and Staff

Safeguarding, Child Protection and Vulnerable Adult Policy

Data Protection

Recruitment Policy

Retirement Policy

Sickness Policy and Managers'

Staff Reasonable Adjustments Policy

Learning and Development Policy

Grievance Policy

Disciplinary Policy

Transgender Policy

ICT Acceptable Use Policy

Learning and Behaviour Policy

Procurement Procedures

Well-being Policy

THE EQUALITY ACT: TYPES OF UNLAWFUL DISCRIMINATION

Direct discrimination is where a person is treated less favourably than another because of a protected characteristic. An example of direct discrimination would be refusing to employ a woman because she is pregnant.

Indirect discrimination is where a provision, criterion or practice is applied that is discriminatory in relation to individuals who have a relevant protected characteristic (although it does not explicitly include pregnancy and maternity, which is covered by indirect sex discrimination) such that it would be to the detriment of people who share that protected characteristic compared with people who do not, and it cannot be shown to be a proportionate means of achieving a legitimate aim.

Harassment is where there is unwanted conduct, related to one of the protected characteristics (other than marriage and civil partnership, and pregnancy and maternity) that has the purpose or effect of violating a person's dignity; or creating an intimidating, hostile, degrading, humiliating or offensive environment

Associative discrimination is where an individual is directly discriminated against or harassed for association with another individual who has a protected characteristic (although it does not cover harassment because of marriage and civil partnership, and pregnancy and maternity).

Perceptive discrimination is where an individual is directly discriminated against or harassed based on a perception that he/she has a particular protected characteristic when he/she does not, in fact, have that protected characteristic (other than marriage and civil partnership, and pregnancy and maternity).

Victimisation occurs where an employee is subjected to a detriment, such as being denied a training opportunity or a promotion because he/she made or supported a complaint or raised a grievance under the Equality Act 2010, or because he or she is suspected of doing so. However, an employee is not protected from victimisation if he or she acted maliciously or made or supported an untrue complaint. There is no longer a need for a complainant to compare his or her treatment with someone who has not made or supported a complaint under the Equality Act 2010. For example, if a blind employee raises a grievance that the employer is not complying with its duty to make reasonable adjustments, and is then systematically excluded from all meetings; such behaviour could amount to victimisation.

Previous equality legislation recognised disability-related discrimination. The Equality Act 2010 replaces this with two new causes of action in relation to disability – indirect discrimination (see above) and **discrimination arising from a disability**. The latter occurs when a disabled person is treated less favourably because of something connected to their impairment.

Failure to make reasonable adjustments happens when an organisation fails to make reasonable adjustments for a disabled person, to avoid the disabled person being placed at a substantial disadvantage when compared to a non disabled person.

In the majority of cases, the college will be legally liable if a court found that discrimination, harassment or victimisation had occurred. However, it is also important to realise that individuals can also be held responsible for their own actions.

Customers, suppliers and other people not employed by the College

The College will not discriminate unlawfully against customers using or seeking to use goods, facilities or services provided by the Company.

Employees and Students should report any bullying or harassment by customers, suppliers, visitors or others to their manager who will take appropriate action.

The College will seek to choose suppliers who work within an Equalities Framework. This requirement is reflected in the tender process and documentation. Where a supplier is found to have breached the E&D requirements of the College and the Equalities Act the contract will be terminated with immediate effect.