



## **Lowestoft College Equality and Diversity Policy**

## **Lowestoft College Core Values**

Learners come first

Everyone is welcome

Our priority is teaching and learning

We expect the best of ourselves and others

We will respect everyone as an individual

We believe we can achieve more by working together

### **Policy Statement**

Lowestoft College aims to ensure that all actual or potential employees and students are treated equally, regardless of: age; disability; family responsibility; marital status; race; colour; ethnicity; nationality; religion or belief; gender; sexual orientation; trade union activity; unrelated criminal convictions; other irrelevant criteria.

The College is working to create an environment in which cultural diversity and individual differences are positively valued in an atmosphere free from harassment and discrimination. The College takes its legal and moral obligations seriously with respect to equality and diversity. The College welcomes dialogue with groups and individuals on ways in which its equality and diversity policies and practice can be enhanced and improved.

### **Scope**

The purpose of this policy is to establish clear college guidance regarding equality and diversity and to establish key principles, structures and monitoring arrangements for the college. This will ensure that we adhere to legal obligation within the single equality and diversity duty. The guidance should be applicable to all staff and students in the college.

### **Policy Implementation**

The College will ensure that its equality and diversity policy commitments are delivered through the following strategies and processes:

- The implementation, monitoring and review of all policies, targets, actions and outcomes will be evaluated with the consideration of equality and diversity impact measures
- Staff development programmes to support staff at all levels of the organisation in the delivery of equality and diversity objectives
- Assigning specific responsibilities to staff for the implementation, monitoring and evaluation of policies, targets, actions and outcomes
- Working with partner organisations in the field of diversity, inclusion and equalities to enhance equality of opportunity
- Ensuring that quality assurance and self-assessment processes incorporate equality issues
- Consulting with students, staff, employers, parents and other partners within the community on the promotion of equality and diversity
- Reporting on progress against equality objectives to the Equality and Diversity Committee, Academic Board, Senior Management and the Board of Governors

- Legal duties regarding Race, Disability and Gender will be regularly reviewed to ensure we comply with the current legislation

### **Staff Selection, Recruitment and Development**

The College will take positive action to ensure that under-represented groups are encouraged to apply for vacant posts at different levels and in different areas of the College's work. College procedures will ensure that there is neither 'direct' nor 'indirect' discrimination in staff recruitment, selection or development.

The College will aim to ensure:

- The profile of staff in relation to age, gender, disability and race is monitored across all areas of work at all levels
- Recruitment and selection documentation and procedures are non-discriminatory
- Recruitment, retention and progression is monitored and corrective action taken where necessary
- Vacancy details are drawn to the attention of under-represented groups
- Members of recruitment and selection panels are trained in Equality and Diversity
- Consideration is given to candidates' views of the recruitment process and that feedback is offered
- A complaints procedure is followed in cases of alleged discrimination or unfair treatment
- Family friendly working practices are developed
- Staff Development in equality and diversity issues is included in the College's annual Staff Development Plan
- Staff participation – action across all sections
- Person specification and advertisements will reflect the objective requirements of the job

### **Access to Provision**

- Wherever possible the College will support targeted provision for groups who are under-represented
- Interviews for courses/places will be sympathetically conducted, with due regard to equality and diversity issues and experiences and expressed needs of students.

*The College will aim to ensure:*

- Monitoring of applications, enrolments and outcomes by gender, ethnicity and disability
- Provision of a fee structure annually reviewed and hardship-funding is available and actively promoted to encourage disadvantaged individuals to attend appropriate courses
- Assessment of additional support/special educational needs and strategies to meet these
- Provision which meets the needs of community/outreach groups is developed and reviewed to improve physical access.
- We identify demand and aim to provide accessible delivery of programmes which takes account of learners' commitments
- That all courses have more than one start and progression point throughout the year

### **The Curriculum**

Curriculum development and delivery will address the variety of experiences, cultural background, skills and needs which students bring to their learning.

*The College will aim to ensure:*

- Teaching and learning methods and materials are non-discriminatory
- Course teams/tutors regularly review assessment methods, teaching styles and materials ensure learners make good progress, irrespective of race, gender, disability and age
- Identification and assessment of Learning Support requirements of all learners
- Data is used to monitor and improve participation and achievement of learners for all minority groups
- Good practice with regard to equality and diversity in the curriculum is shared and celebrated by staff
- Where relevant, employers are involved in design, delivery of curriculum and provision of appropriate work placements, in a way that challenges stereotype

### **Links with the Community**

The College will widen participation and strengthen links with all sections of the community which it serves through the following activities.

- Analysis of the demographic profile of Lowestoft and neighbouring areas in order to inform planning regarding the needs of all groups in the community, and to assess the relevance of current provision
- Networking with statutory, voluntary and private organisations to secure the provision of learning in the community
- Continued development of opportunities to work with community organisations including the Waveney Community Cohesion Group and other local partnerships

### **College environment and facilities**

The College will provide a welcoming, safe environment which encourages access and participation by all sections of the community to high quality learning and support facilities.

The College will aim to ensure:

- Accommodation is welcoming, accessible to all and appropriate for learning
- An accommodation strategy that seeks to develop the best possible learning environment and resources
- Student support services which enhance students' total learning experience
- An environment in which all users are able to observe individual needs
- An environment in which all users should feel safe, secure and free from bullying, harassment and discrimination

### **Responsibilities of the Corporation**

As the governing body of Lowestoft College, Corporation and its individual members have specific responsibilities with regard to ensuring that the principles of Equality and Diversity are embedded throughout the organisation.

The responsibilities of Corporation with regard to Equality and Diversity are:

- to ensure there is no unfair discrimination
- to act positively where appropriate to ensure legal duties are met
- to ensure that all employees are aware of their Equality and Diversity duties and responsibilities

- to promote the College and its ability to respond appropriately to the needs of a diverse student body, the wider community it serves and those of its employees.
- to ensure no unfair or unlawful discrimination takes place on grounds of race, gender, disability or age and to recognise that they will be liable for the discriminatory acts of employees
- College policies, procedures and action plans comply with anti-discrimination legislation and are not unlawfully discriminatory
- they take responsibility for eliminating discrimination
- they promote equality of opportunity
- they act positively where necessary to redress any unjustified disparities whether by age, disability or gender in the fields of education, training and employment.

### **Responsibilities of the College Management:**

It is the responsibility of the College management to ensure that the Equality and Diversity Policy agreed by Corporation is implemented, monitored and reviewed effectively and to use effective leadership and management to ensure that:

- Equality and Diversity is incorporated into strategic and operational planning, is effectively monitored against national/local benchmarks etc.
- College policies and procedures are the subject of 'Impact Measures' reviews
- College curriculum provision is responsive, accessible and flexible in meeting diverse learners needs
- there is disabled access, advice and support in respect of childcare, and provision for meeting religious and dietary needs
- there are positive action measures in place to address any issues of staff and/or learner under-representation
- there is a programme of effective support measures for both learners and staff which promote a culture of inclusiveness and reinforce positive values and codes of behaviour consistent with a policy of non-tolerance of all forms of discrimination.

### **Responsibilities of Students:**

Students have a responsible role to play in supporting the College in delivering this Equality and Diversity Policy. The College Student Charter, which sets out what students can expect of the College and also what the College expects of its students, requires of all students that they:

- conduct themselves at all times in a way that shows consideration for all members of the College community and is not detrimental to the reputation of the College
- should observe College regulations
- show respect for the College environment and encourage others to do the same
- do not behave in any way which is offensive to others, and finally
- treat everyone with respect.

### **Expectations of Partners (Schools, Employers, Parents/Carers etc):**

No Party shall under this Agreement discriminate within the meaning of the Equality Legislation against any person on the grounds of their race, disability, gender, sexual orientation, religion or belief, or age.

Each Partner shall in providing the services and education under this Agreement comply with the:

- Disability Equality Duty, the Race Equality Duty and the Gender Equality Duty, (together the "Equality Duties"); and
- specific duties imposed on public authorities by each of the Disability Discrimination (Public Authorities) (Statutory Duties) Regulations 2005; the Race Relations Act 1976

(Statutory Duties) Order 2004; and the Sex Discrimination Act 1975 (Public Authorities)  
(Statutory Duties) Order 2006.

**Key College Contacts:**

For key College contacts please see Appendix 1

**Key College Contacts:**

Evelyn Hicks	:	Member of Corporation (via Clerk to the Corporation)
Charles Reynolds	:	Clerk to the Corporation
Ruth Harrison	:	Assistant Principal Quality Improvement and Learner Services
Jenny Carter	:	Head of Learner Services
James Myhill	:	Head of Human Resources
Chris McGuinness	:	Equality and Diversity Champion
		Head of Personal and Community Development
Debbie Kerry	:	College Inclusion Co-ordinator