

# Quality Manual

## **01.04.01 EQUAL OPPORTUNITIES POLICY AND PROCEDURES (GENDER, DISABILITY, RACE)**

**PURPOSE** To inform staff, students, visitors and volunteers of the Equal Opportunities Policy for the College as part of the College's statutory duty to eliminate discrimination and promote equality

**SCOPE** These policies apply to the College staff, students, visitors and volunteers

**RESPONSIBILITY** The Principal has overall responsibility for Equality and Diversity. The College Equality and Diversity Co-ordinator is responsible for monitoring the policies as they relate to students in the areas of gender and race. The Disability Manager is responsible for monitoring the policy so far as it relates to students' disabilities

### **PROCEDURE**

Relevant procedures are included in the three policies and in a separate Race Equality Procedure which all together form the West Suffolk College Equal Opportunities Policy, comprising of:

- Gender Policy
- Disability Policy
- Race Equality Policy
- Race Equality Procedure

Date	Author	Impact Ass.	Issue	Review Date	Quality App	Section	Page
Jan 09	Ian Mathers	Jun 09	7	Jan 10		1	1 of 30



# EQUAL OPPORTUNITIES POLICY

## GENDER

January 2009

Date	Author	Impact Ass.	Issue	Review Date	Quality App	Section	Page
Jan 09	Ian Mathers	Jan 09	7	Jan 10		1	2 of 30

**GENDER POLICY****Aim**

To provide an environment in which all staff, students and visitors are valued as individuals and are enabled to develop their educational potential and their chosen career regardless of their gender, age, sexual orientation and marital status.

**Scope**

This policy applies to all staff, students and visitors.

**Statement**

The College will have a particular regard to the duties under the Sex Discrimination Act 1975 (as amended) and to the guidance and advice of the Equality and Human Rights Commission.

**1 Student Recruitment and Enrolment**

- 1.1 All College publicity materials and recruitment procedures will be designed to encourage applications from all groups within the community, and should encourage female and male students to apply for courses in areas in which they are under-represented. It will be emphasised that all courses are open to women and men unless specifically designed to address gender imbalance.
- 1.2 The College will ensure that the advice, guidance and interview procedures do not pose discriminatory barriers to students.
- 1.3 The College will develop a flexible approach to the recruitment of students and will match ability and relevant experience to entry requirements and not rely solely on formal qualifications.
- 1.4 The College will provide support for those wishing to enter non-traditional areas of study/training and support strategies to reduce gender imbalance in the programme profile.

**2 Staff Recruitment**

- 2.1 The College operates a policy of equal opportunities irrespective of an applicant's or an employee's gender and marital status. In pursuit of the policy applicants are requested to complete the Notes for Application form accompanying the application form for posts at the College.

Date	Author	Impact Ass.	Issue	Review Date	Quality App	Section	Page
Jan 09	Ian Mathers	Jan 09	7	Jan 10		1	3 of 30

### **3 Staff Training and Development**

- 3.1 The College will provide in-service training and support for all staff, and for Governors, on the policy and its implementation.
- 3.2 The College will provide mandatory in-service training for all staff to raise awareness of the College's public duties in relation to sex discrimination and in particular issues regarding gender, age, sexual orientation and marital status in relation to both colleagues and students.

### **4 Educational Guidance and Careers Advice**

- 4.1 The College will ensure that educational guidance and careers advice given by College staff to both existing and potential students is free from stereotyping and prejudice of any description.
- 4.2 The College will seek advice and support from appropriate external bodies with regard to gender and marital issues in employment and education.

### **5 The Curriculum and Teaching Programmes**

- 5.1 Course teams will be encouraged and supported to ensure that the curriculum on offer is free from gender stereotyping and prejudice.
- 5.2 Staff will avoid the use of language which reinforces or expresses sexism and the notion of superiority and inferiority of specific groups.
- 5.3 Through the raising of gender awareness, staff will be encouraged to continue to question their assumptions, create co-operative learning situations and broaden their view of their subject areas, in order to facilitate the development of a curriculum accessible to both men and women.
- 5.4 Department/Faculty Heads and course teams will regularly review their provision and where appropriate improve access to students to attend College courses, by the use of distance and flexi-learning, flexible attendance patterns and timing of courses.
- 5.5 The curriculum will be reviewed annually as part of each department's strategic plan for appropriate provision for adult returners.
- 5.6 All materials displayed on College premises - e.g. paintings, calendars, student projects - will avoid gender stereotyping and any suggestion of sexual exploitation or harassment.

### **6 Work Experience**

- 6.1 All prospective work placement providers will be informed about the College policy on Equal Opportunities via a summary to be included in the work experience pack.

Date	Author	Impact Ass.	Issue	Review Date	Quality App	Section	Page
Jan 09	Ian Mathers	Jan 09	7	Jan 10		1	4 of 30

- 6.2 The College will provide a procedure to deal with complaints relating to gender discrimination and sexual harassment occurring while students attend work experience. If a student feels that gender discrimination has taken place during work experience, s/he should discuss this with the Work Experience Co-ordinator, DTA or Group Tutor as soon as possible. The person concerned should present a summary of the facts to the Faculty Head and the College Equality and Diversity Co-ordinator who together will decide on the appropriate action.

## **7 College Marketing**

### *7.1 Market Research*

- a) Data from the College Information Unit (CIU) will be used to produce data on gender participation and marital status.
- b) The College will, where reasonably practicable, undertake market research to establish the educational needs of the whole community it serves.
- c) Research will be undertaken in order to establish the most effective means of attracting women and men on to College courses where there has been traditional gender imbalance.

### *7.2 Publicity*

College publicity will be monitored by the Equality and Diversity Co-ordinator to ensure that the College's public duties are met so that discrimination is eliminated, equal opportunities promoted, and gender stereotyping avoided.

## **8 Facilities and Resources**

- 8.1 The College is committed to maintaining and if necessary expanding the nursery provision for children of students and staff to enable greater access to courses and employment.
- 8.2 The College is committed to the development of accommodation appropriate for all learners.

## **9 Management Information**

- 9.1 College staffing will be recorded by gender and marital status.
- 9.2 Membership of the Governing Body, staff teams and membership of College committees will be recorded by gender and subject to periodic gender analysis, which will be published. The College policy will be to encourage an appropriate balance of membership of all these groups.

Date	Author	Impact Ass.	Issue	Review Date	Quality App	Section	Page
Jan 09	Ian Mathers	Jan 09	7	Jan 10		1	5 of 30

9.3 Participation on courses by staff will be recorded by gender and marital status.

## 10 Sexual Harassment

10.1 The College will not tolerate sexual harassment, which is a form of discrimination. Examples may include:

- a) unwelcome sexual attention, unnecessary touching or unwanted physical contact
- b) lewd, suggestive or over-familiar behaviour
- c) suggestions that sexual favours may further one's career, or course achievements (or refusal may hinder it)
- d) insults or ridicule of a sexual nature
- e) threats, sexist comments and verbal abuse such as derogatory name calling, insults, sexist jokes or ridicule of an individual for gender differences
- f) display or circulation of sexually suggestive material, outside the context of teaching/learning materials
- g) refusal to co-operate or a lack of co-operation with other people because of their gender.

10.2 Any allegation of sexual harassment will be investigated, impartially and confidentially. Disciplinary action will be taken against any person found to be in breach of the policy on sexual harassment. Support will be provided for the victim.

## 11 Guidelines for dealing with sexual harassment

### 11.1 *Dealing with sexual harassment of members of staff by a staff member*

If a member of staff thinks s/he being sexually harassed s/he must first make it clear to the person harassing him/her that the behaviour is unwelcome and must stop.

If the behaviour continues the person alleging harassment should contact the Equality and Diversity Co-ordinator who will arrange an opportunity to discuss the matter informally as soon as possible with a counsellor appointed by the College. If the person wishes to take the matter further it should be discussed with the line manager or Human Resources manager.

It is important that records of incidents of harassment are kept by the victim; the behaviour, time and place of occurrence should be noted.

Once a complaint has been made an independent and objective investigation will be carried out by the Head of Department/Faculty or the Human Resources manager.

Date	Author	Impact Ass.	Issue	Review Date	Quality App	Section	Page
Jan 09	Ian Mathers	Jan 09	7	Jan 10		1	6 of 30

If the matter cannot be resolved the College disciplinary procedures will be invoked.

Support will be provided for those involved.

#### 11.2 *Dealing with sexual harassment of members of staff by a student*

If a member of staff thinks s/he is being sexually harassed by a student s/he must first make it clear to the person harassing him/her that the behaviour is unwelcome and must stop. If the behaviour continues the person alleging harassment should consult with the Equality and Diversity Co-ordinator who will arrange an opportunity to discuss the matter informally as soon as possible with an adviser appointed by the College. The member of staff should make a full report to the Department/Faculty Head who will where appropriate invoke the disciplinary procedures.

#### 11.3 *Dealing with sexual harassment of students by a member of staff*

If a member of staff becomes aware that a student thinks s/he is being sexually harassed by a member of staff the matter should be fully reported to the Department/Faculty Head who will investigate the same. If appropriate the College disciplinary procedures will be invoked.

#### 11.4 *Dealing with sexual harassment of students by a student*

If a member of staff becomes aware that a student thinks s/he is being sexually harassed by another student the matter should be reported to the Course Tutor who will investigate the same. If appropriate, College disciplinary procedures will be invoked.

#### 11.5 *Dealing with an incident in class*

In pursuance of our equal opportunities policy it is a requirement that we establish and maintain a 'safe' learning environment for all of our students.

If an incident of sexual harassment occurs during class time the following procedures should be adopted:

- a) Deal with the incident and the perpetrator publicly at the time of occurrence if appropriate (as deemed appropriate by the professional judgement of the member of staff), or privately.
- b) Explain to the victim that s/he has the right to demand that the perpetrator stops doing it.
- c) Provide support if s/he needs it.
- d) Where appropriate debrief the importance of the issue with the class, where the incident has occurred.

Date	Author	Impact Ass.	Issue	Review Date	Quality App	Section	Page
Jan 09	Ian Mathers	Jan 09	7	Jan 10		1	7 of 30

e) Log the incident with the Equality and Diversity Co-ordinator

Persistent offenders must be referred to the appropriate Faculty Head, who will adopt the appropriate disciplinary action and inform the Equality and Diversity Co-ordinator of this action.

In all serious cases where it is deemed appropriate the Police will be informed.

## 12 Visitors

- 12.1 Staff should do everything reasonably practicable to ensure that visitors to the College are made aware of the College's Equal Opportunities policy and procedures.
- 12.2 Staff aware of any alleged harassment by visitors of staff, students or fellow visitors or of visitors by staff or students should immediately report the same to the appropriate Faculty Head who will take appropriate action.

Date	Author	Impact Ass.	Issue	Review Date	Quality App	Section	Page
Jan 09	Ian Mathers	Jan 09	7	Jan 10		1	8 of 30



# EQUAL OPPORTUNITIES POLICY

  

## DISABILITY

January 2009

Date	Author	Impact Ass.	Issue	Review Date	Quality App	Section	Page
Jan 09	Ian Mathers	Jan 09	7	Jan 10		1	9 of 30

## **DISABILITY POLICY**

### **Aim**

To provide an environment in which all staff, students, visitors and volunteers are valued as individuals and are enabled to develop their educational potential and their chosen career regardless of disability.

### **Scope**

This policy applies to all staff, students, visitors and volunteers.

### **Statement**

West Suffolk College recognises that it is unlawful to discriminate in matters of employment and training/educational opportunities on the basis of learning difficulties and disabilities. Moreover the College believes it must be committed to playing its part in developing a society which is tolerant and inclusive. The College wishes, therefore, not only to comply with the Disability Discrimination Act 1995 as amended by the other relevant legislation, but also to ensure that all its practices and procedures, its curriculum provision and its support for students and staff exhibit a positive attitude towards those with learning difficulties and disabilities.

### **Duties**

The College will not, without justifiable reasons, treat a disabled person less favourably than others because of the nature of his or her disability

The College will ensure that it makes all reasonable adjustments to make sure that disabled students are not placed or likely to be placed at a substantial disadvantage in comparison with persons who are not disabled

The College will not discriminate against disabled students by excluding them temporarily or permanently from the College on the ground of their disability.

The College will ensure that potential and actual students with disabilities have an opportunity to discuss their disability, and its implications for their College life, in private

The College will ensure that staff are made aware of adaptations they need to make to meet the needs of disabled students (but will preserve the confidentiality of the students as to the reasons for the adaptations unless the students are prepared to authorise staff to be told).

Date	Author	Impact Ass.	Issue	Review Date	Quality App	Section	Page
Jan 09	Ian Mathers	Jan 09	7	Jan 10		1	10 of 30

## 1 Recruitment and Enrolment

- 1.1 Marketing of the College will emphasise the College policy and its commitment to providing access to education for all members of the community and to providing equality of opportunity in employment.
- 1.2 The College will ensure that there is no discrimination in either the admission and enrolment procedures for students or the terms on which admission or enrolment offers are made or in the arrangements for interview, selection or appointment of staff. No application for admission or enrolment shall be unreasonably refused or deliberately refused.
- 1.3 The College will provide support for those wishing to enter into non-traditional areas of study/training and support.
- 1.4 The College will seek to accommodate special dietary or other requirements as far as is reasonably practicable.

## 2 Staff Development

- 2.1 The College is aware that some staff will not have the opportunity to work with students with learning difficulties and disabilities. Therefore regular staff development programmes for all staff and for the Governors will:
- a) ensure understanding of College policy and appropriate implementation on a day to day basis (mandatory for all staff).
  - b) where appropriate, provide opportunities to assess, review and develop current curricula delivery methods and approaches.
  - c) provide opportunities to develop understanding of learning difficulties and disabilities.

## 3 Curriculum Development

- 3.1 The College will not discriminate against disabled students in the provision of services such as courses of education, recreation, and leisure and catering facilities, wholly or mainly for students
- 3.2 Staff will be encouraged and supported to ensure that the curriculum on offer is free from disability stereotyping and prejudice.
- 3.2 Staff will endeavour to use learning materials that reflect inclusiveness which avoid stereotypic materials and teaching approaches.
- 3.3 Staff will avoid the use of language which reinforces or expresses the notion of superiority and inferiority of specific groups.

Date	Author	Impact Ass.	Issue	Review Date	Quality App	Section	Page
Jan 09	Ian Mathers	Jan 09	7	Jan 10		1	11 of 30

- 3.4 Through the raising of disability awareness staff will be encouraged to continue to question their assumptions and broaden their view of their subject area in order to facilitate the development of a curriculum accessible to all groups.
- 3.5 All materials displayed on College premises - e.g. paintings, calendars, student projects - will, where practical, reflect an inclusive society.
- 3.6 Support for those for those with learning difficulties or disabilities will be provided where reasonably practicable. Special arrangements for examinations and assessment for such students will be made with the Examinations Manager, through the Disability and Basic Skills Manager, within the policies of awarding bodies.

#### **4 Educational Guidance and Careers Advice**

- 4.1 The College will ensure that educational guidance and careers advice given by College staff to both existing and potential students is free from stereotyping and prejudice of any description.
- 4.2 The College will seek advice and support from appropriate external bodies with regard to learning difficulties and disabilities issues in employment and education.

#### **5 Work Experience**

- 5.1 All prospective work placement providers will be informed about the College policies on Equal Opportunities, via a summary to be included in the work experience pack.
- 5.2 Staff arranging work experience placements will ensure that College disability and confidentiality procedures are followed and will work with the work experience placement provider to ensure reasonable adjustments are made and that there is no discrimination against students with a disability or learning difficulty.
- 5.3 The College will provide a procedure to deal with complaints relating to disability discrimination and to harassment occurring while students attend work experience. If a student feels that disability discrimination has taken place during work experience, s/he should discuss this with the Work Experience Co-ordinator or Course Director as soon as possible. The person concerned should present a summary of the facts to the School Head who together will decide on the appropriate action.

Date	Author	Impact Ass.	Issue	Review Date	Quality App	Section	Page
Jan 09	Ian Mathers	Jan 09	7	Jan 10		1	12 of 30

## 6 College Marketing

### 6.1 Market Research

- a) The College Information System will be used to produce data on participation of students from groups with learning needs and disabilities in the local community.
- b) The College will, where reasonably practicable, undertake market research to establish the educational needs of the whole community it serves.

### 6.2 Publicity

The Equality and Diversity Co-ordinator will develop guidelines for the marketing department to help ensure that equal opportunities are promoted, and disability stereotyping avoided in all College publicity. The Equality and Diversity Co-ordinator will regularly scrutinise College publicity.

## 7 Management Information

7.1 College staffing will be recorded by disability.

7.2 Membership of the Governing Body, staff teams and membership of College committees will be recorded by disability and subject to periodic disability analysis, which will be published. The College policy will be to encourage an appropriate balance of all these groups.

7.3 Participation on courses will be recorded by learning difficulties and disabilities.

## 8. Visitors and Volunteers

8.1.1 Staff should do everything reasonably practicable to ensure that visitors to the College and Volunteers working with the College are made aware of the College's Disability policy and procedures.

8.1.2 Visitors to the College and volunteers working with the College who have learning difficulties or disabilities will be treated in accordance with this Policy.

Reference should also be made to the College Disability statement entitled "Help and Guidance for Learners with Disability and Learning Difficulties". This is available in large print and audio formats and on the College website.

Date	Author	Impact Ass.	Issue	Review Date	Quality App	Section	Page
Jan 09	Ian Mathers	Jan 09	7	Jan 10		1	13 of 30



# RACE EQUALITY POLICY

January 2009

Date	Author	Impact Ass.	Issue	Review Date	Quality App	Section	Page
Jan 09	Ian Mathers	Jan 09	7	Jan 10		1	14 of 30

**RACE EQUALITY POLICY****1 College Aims**

The College endeavours to:

- a) respect each individual at the College.
- b) support every student and every member of staff.
- c) value the contribution made by everyone to the life of the College.
- d) praise the work and achievement of each student and each member of staff.
- e) take pride in every aspect of our College.

Our aim is to fulfil the public duties on race equality set out in the Race Relations Act 1976, as amended by the Race Relations (Amendment) Act 2000

**2 Statutory Duties**

The legislation places a general duty on the College to promote race equality.

The aim of the duty is to:

- a) eliminate unlawful racial discrimination.
- b) promote equality of opportunity.
- c) promote good relations between people of different racial groups.

The College also has the following statutory specific duties:

- a) to prepare and maintain a race equality policy statement.
- b) to assess the impact of its policies on students and staff from different racial groups.
- c) to monitor, by racial group, the admission and progress of students, and the recruitment and career development of staff.
- d) to set out our arrangements for publishing our race equality statement, and the results of our assessment and monitoring.
- e) to take reasonable practicable steps to publish annually the results of our monitoring.

Date	Author	Impact Ass.	Issue	Review Date	Quality App	Section	Page
Jan 09	Ian Mathers	Jan 09	7	Jan 10		1	15 of 30

### 3 Meeting our duties

We will seek to ensure that:

- a) Governors, staff, students, volunteers and visitors access to the race equality policy and are aware of its purpose.
- b) Governors, staff, students, volunteers and visitors are aware of the value placed upon equal opportunity and that action will be taken in the event of any breach of the policy.
- c) Governors and staff will have access to comprehensive information which will assist them to carry out their responsibilities for monitoring under the policy.
- d) The College's publicity materials present appropriate and positive messages about community groups.
- e) Heads of Faculty, Heads of School, and Course Directors will review the schemes of work, lesson content and teaching resources of teaching staff within their areas, to ensure they demonstrate sensitivity to issues of cultural diversity.
- f) Students from all/ethnic community groups will have access to appropriate support and facilities.
- g) Employment vacancies will be advertised in the local and national press, as appropriate, and notified to the local communities to encourage applicants from under-represented groups.
- h) Recruitment and promotion procedures are designed to eliminate cultural bias.
- i) Governors and staff are provided with information and training on the policy and how to put it into practice, in particular to meet the needs of under-represented groups.
- j) Our race equality policy is linked to the College's strategic plan including, where appropriate, the setting of race equality targets to measure our progress towards putting the policy into practice and a timetable for reviewing and assessing the policy.
- k) We monitor, review and assess the effects of the race equality policy on our other policies.
- l) We develop a training strategy which includes training and support for staff and governors and monitor and assess the training.

Date	Author	Impact Ass.	Issue	Review Date	Quality App	Section	Page
Jan 09	Ian Mathers	Jan 09	7	Jan 10		1	16 of 30

#### 4 Planning and developing College policies

- a) Questions relating to the implications for race equality will form part of the general processes for developing and planning policy.
- b) We will build into the consideration of College procedures and evaluations the issue of whether we need to take any action under this policy.
- c) Race equality targets will be built into our wider strategic plans.

#### 5 Monitoring Process

To inform the setting of targets and the measurement of our progress in achieving them, we will collect and analyse the following information:

***For students:***

- a) Participation of students from ethnic groups by course area
- b) Applications for admission to full-time programmes
- c) Retention rates
- d) Achievement rates
- e) Withdrawals
- f) Exclusions
- g) Incidents of harassment and bullying
- h) Additional Support
- i) Progression

***For employees:***

- a) Ethnic profiles of employees by category of work
- b) Job application rates
- c) Selection success rates
- d) Type of contract

Date	Author	Impact Ass.	Issue	Review Date	Quality App	Section	Page
Jan 09	Ian Mathers	Jan 09	7	Jan 10		1	17 of 30

- e) Disciplinary proceedings
- f) Grievances
- g) Satisfaction surveys
- h) Training selection
- i) Progression

**Generally:**

- a) Use the ethnic data provided by organisations such as the Learning and Skills Council

**6 How we will use this information**

The analyses will help the College to

- a) monitor representation of staff and students from different racial groups.
- b) review any areas of under-representation and develop action plans to address issues as appropriate.
- c) review good practice to continually monitor our policy and action plan.
- d) Identify any issues of racial tension between people of different racial groups.

**7 Assessing and reviewing policies**

- a) This policy will be reviewed, monitored and assessed bi-annually.
- b) The action plan will be evaluated annually.
- c) All other College policies and strategies will be reviewed, monitored and assessed over the next two academic years to see how effective they are in tackling racial discrimination, and promoting race equality and good race relations.
- d) The following groups will be consulted on the policy and action plan:
  - o College Information Unit
  - o Equality and Diversity Board
  - o Senior Management Team

Date	Author	Impact Ass.	Issue	Review Date	Quality App	Section	Page
Jan 09	Ian Mathers	Jan 09	7	Jan 10		1	18 of 30

- o Trade Unions
- o Curriculum and Quality Improvement committee
- o Student Council
- e) The Governors will approve the revised policy and action plan from time to time
- f) The Race Equality group will revise and evaluate the policy and action plan on an annual basis

## 8 Publishing and promoting our policy

### ***To the public:***

- a) Our commitment will be made known via publication in the full-time and part-time prospectus, Information Fact Sheets and College notices

### ***To students:***

- a) All students will be made aware of the policy through the Student Handbook, induction materials and the policy will be included on the website and Studentnet.
- b) Induction packs for all students will highlight the College's commitment to racial equality and the action to be taken against a breach of College Policies.
- c) Personal Tutors, Admissions Tutors and Course Tutors will reinforce the race equality policy during Induction.
- d) All students will be made aware of the process to be followed by anyone suffering from discrimination.
- e) The policy will be made available in special formats if requested and appropriate

### ***To staff:***

- a) All staff will be made aware of the policy on Staffnet
- b) All new staff will receive a copy of the policy during their Induction
- c) Results of staff monitoring will be published in an annual Report to Governors.

Date	Author	Impact Ass.	Issue	Review Date	Quality App	Section	Page
Jan 09	Ian Mathers	Jan 09	7	Jan 10		1	19 of 30

- d) The policy will be made available in special formats if requested and appropriate

### **Generally**

- a) The policy will be promoted as evidence of good practice in audits, inspections and performance reviews

## **9 Publishing the results of monitoring and assessment**

- a) The results of our assessments and monitoring will be published annually in the College's Annual Report
- b) This information will be available to staff via the Staff Intranet and to students via Springboard
- c) The information will be presented in a format which ensures that individual students cannot be identified
- d) The information will be prepared in special formats if requested and appropriate

## **9 Breaches of this policy**

The College will view seriously any breaches of this policy. Appropriate disciplinary procedures will be invoked against staff and/or students where breaches occur. Others in breach will also be subject to appropriate action.

## **11 Division of responsibilities**

*The Governors are responsible for ensuring that*

- a) Every effort is made to ensure that the membership of the College community reflects the diversity of the communities served by the College
- b) They are aware of their responsibilities as outlined in this policy in relation to race and ethnicity legislation

They receive ethnic monitoring information on students and staff.

*The Principal is responsible for*

- a) Giving a consistent and high-profile lead on race equality issues
- b) Promoting the race equality policy inside and outside the institution
- c) Making sure that the race equality policy and its procedures are followed

Date	Author	Impact Ass.	Issue	Review Date	Quality App	Section	Page
Jan 09	Ian Mathers	Jan 09	7	Jan 10		1	20 of 30

*The Senior Management Team is responsible for ensuring that*

- a) The College's Strategic Plan includes a commitment to race equality
- b) The procedures for the recruitment and promotion of staff promote good practice in equal opportunities

*Managers are responsible for ensuring that*

- a) They are aware of this policy and their duties in relation to race and ethnicity legislation
- b) Ethnic monitoring in relation to course areas is carried out annually and appropriate action taken if necessary to target under-represented groups
- c) A review of the recruitment, retention and achievement of students is made annually and included in the Annual Report
- d) Teaching observation reports ensure issues around race and ethnicity are addressed
- e) Internal verification procedures include scrutiny of race and ethnicity issues
- f) Curriculum areas assess performance in relation to race and ethnicity and take action as appropriate
- g) The College's publicity materials present appropriate and positive messages
- h) Induction and Tutorial programmes reflect the College's commitment to the promotion of equality of opportunity
- i) Child Care Centre policies promote equality of opportunity

*Staff are responsible for ensuring that*

- a) They are aware of the College's duties in relation to race and ethnicity and are aware of this policy
- b) Their schemes of work, lesson content and teaching resources demonstrate sensitivity to issues of cultural diversity and that they attend staff training to support them in this process
- c) They challenge inappropriate behaviour by either students, members of staff or others

Date	Author	Impact Ass.	Issue	Review Date	Quality App	Section	Page
Jan 09	Ian Mathers	Jan 09	7	Jan 10		1	21 of 30

*Contractors and service providers are responsible for*

- a) Following the race equality policy and any race equality conditions in contracts and agreements

Date	Author	Impact Ass.	Issue	Review Date	Quality App	Section	Page
Jan 09	Ian Mathers	Jan 09	7	Jan 10		1	22 of 30



# RACE EQUALITY PROCEDURE

January 2009

Date	Author	Impact Ass.	Issue	Review Date	Quality App	Section	Page
Jan 09	Ian Mathers	Jan 09	7	Jan 10		1	23 of 30

## **RACE EQUALITY PROCEDURE**

### **Aim**

To provide an environment in which all staff, students and visitors are valued as individuals and are enabled to develop their educational potential and their chosen career regardless of race, religion ethnic or national origin.

### **Scope**

This procedure applies to all staff, students and visitors. It should be read in conjunction with the Race Equality Policy.

### **1 Recruitment and Enrolment**

- 1.1 Marketing of the College will emphasise the College policy and its commitment to providing access to education for all members of the community and to providing equality of opportunity for employment.
- 1.2 All potential members of staff/students will be interviewed and selected on the basis of their relevant experience and ability and not solely on formal qualifications so that they will not be disadvantaged by their race, religion or ethnic origin.
- 1.3 Arrangements will be made for assessment of qualifications and/or experience obtained abroad.
- 1.4 The College will provide support for those wishing to enter into non-traditional areas of study/training and support strategies to prevent racial imbalance in the programme profile.
- 1.5 The College will seek to accommodate special religious, dietary or other requirements as far as is reasonably practicable.

### **2 Staff Development**

- 2.1 The College is aware that because of its position in a predominantly monocultural area, some staff will not have the opportunity to work with students in multi ethnic groupings. Therefore regular staff development programmes for all staff and for the Governors will:
  - a) ensure understanding of College's public duties and the policy and appropriate implementation on a day to day basis mandatory for all staff
  - b) where appropriate, provide opportunities to assess, review and develop current curricula delivery methods and approaches
  - c) provide opportunities to develop understanding of other cultures.

Date	Author	Impact Ass.	Issue	Review Date	Quality App	Section	Page
Jan 09	Ian Mathers	Jan 09	7	Jan 10		1	24 of 30

### **3 Curriculum Development**

- 3.1 Staff will be encouraged and supported to ensure that the curriculum on offer is free from racial stereotyping and prejudice.
- 3.2 Staff will endeavour to use learning materials that reflect cultural diversity which avoid stereotypic materials and teaching approaches.
- 3.3 Staff will avoid the use of language which reinforces or expresses racism and the notion of superiority and inferiority of specific groups.
- 3.4 Through the raising of racial awareness staff will be encouraged to continue to question their assumptions and broaden their view of their subject area in order to facilitate the development of a curriculum accessible to all racial groups.
- 3.5 All materials displayed on College premises - e.g. paintings, calendars, student projects - will, where practical, reflect a multi cultural society.
- 3.6 The College's International Society will promote multicultural understanding and awareness.
- 3.7 Support for those for whom English is a second language will be provided where reasonably practicable. Special arrangements for examinations and assessment for such students will be made with the Examinations Manager, within the policies of awarding bodies.

### **4 Educational Guidance and Careers Advice**

- 4.1 The College will ensure that educational guidance and careers advice given by College staff to both existing and potential students is free from stereotyping and prejudice of any description.
- 4.2 The College will seek advice and support from appropriate external bodies with regard to racial issues in employment and education.

Date	Author	Impact Ass.	Issue	Review Date	Quality App	Section	Page
Jan 09	Ian Mathers	Jan 09	7	Jan 10		1	25 of 30

## 5 Work Experience

- 5.1 All prospective work placement providers will be informed about the College policy on Equal Opportunities, via a summary to be included in the work experience pack.
- 5.2 The College will provide a procedure to deal with complaints relating to racial discrimination and racial harassment occurring while students attend work experience. If a student feels that racial discrimination has taken place during work experience, s/he should discuss this with the Work Experience Co-ordinator, DTA or Group Tutor as soon as possible. The person concerned should present a summary of the facts to the Department/Faculty Head who together will decide on the appropriate action.

## 6 College Marketing

### 6.1 *Market Research*

- a) The College Information System will be used to produce data on participation of students from ethnic groups in the local community.
- b) The College will, where reasonably practicable, undertake market research to establish the educational needs of the whole community it serves.

### 6.2 *Publicity*

The Equality and Diversity Co-ordinator will develop guidelines for the marketing department to help ensure that equal opportunities are promoted, and ethnic or cultural stereotyping avoided in all College publicity. The Equality and Diversity Co-ordinator will regularly scrutinise College publicity.

## 7 Management Information

- 7.1 College staffing will be recorded by ethnicity.
- 7.2 Membership of the Governing Body, staff teams and membership of College committees will be recorded by race and subject to periodic racial analysis, which will be published. The College policy will be to encourage an appropriate balance of all these groups.
- 7.3 Participation on courses will be recorded by ethnicity.

## 8 Racism

### 8.1 *Identifying racist behaviour*

Racial harassment is a form of discrimination

Date	Author	Impact Ass.	Issue	Review Date	Quality App	Section	Page
Jan 09	Ian Mathers	Jan 09	7	Jan 10		1	26 of 30

Racist behaviour includes any hostile or offensive act or expression by a person of one racial and ethnic origin against a person of another racial group or ethnic origin or any incitement to commit such an act:

- a) in such a manner that it interferes with the peace and comfort of the aggrieved person or
- b) that the persons aggrieved fear for their safety or
- c) that the quality of life of the person aggrieved is reduced.

## 8.2 *Categories of racist behaviour*

Examples of racist behaviour include:

- a) Physical assault against a person or group or damage of the property of a person or group because of colour, race and/or ethnicity
- b) Threats, racist comments and verbal abuse such as derogatory name-calling, insults and racist jokes, or ridicule of an individual for cultural differences, e.g. food, music, dress
- c) Racist graffiti or racist abuse of College e-mail facilities
- d) Provocative behaviour such as wearing racist badges, insignia or tattoos and incitement of others to behave in a racist way
- e) Apart from dedicated study purposes bringing into College racist materials e.g. leaflets, comics, magazines, videos, software or material obtained from the Internet; accessing such material on College computers
- f) Attempts to originate or recruit staff and/or students to organisations and groups which have a racist interest
- g) Refusal to co-operate/lack of co-operation with other people because of their race or ethnicity

## 9 **Code of Practice for Dealing with Racism**

9.1 It is desirable that allegations/incidents of racial harassment should be resolved within the group and situation in which they occur. Lecturers, support staff and students all have a responsibility to facilitate this happening, and the College will arrange for appropriate training and support to be given to staff. Guidelines for dealing with racist behaviour are outlined in Section 10.

9.2 Where serious incidents and criminal offences occur parents, employers, the Police and other agencies, as appropriate, will be informed.

Date	Author	Impact Ass.	Issue	Review Date	Quality App	Section	Page
Jan 09	Ian Mathers	Jan 09	7	Jan 10		1	27 of 30

## 10 Guidelines for dealing with racial harassment

### 10.1 *Dealing with racial harassment of members of staff*

Section 11 gives guidelines on how to tackle individual occurrences of racist behaviour it is important that staff feeling that they are racially harassed should adhere to the following guidelines.

### 10.2 *Dealing with racial harassment of a member of staff by a member of staff*

If a member of staff thinks s/he is being racially harassed s/he must so far as is reasonably practicable first make it clear to the person harassing him/her that the behaviour is unwelcome and must stop. If the behaviour continues the person alleging harassment should contact the Equality and Diversity Co-ordinator who will arrange an opportunity to discuss the matter informally as soon as possible with a counsellor appointed by the College. If the person wishes to take the matter further it should be discussed with the line manager or Human Resources manager. It is important that records of incidents of harassment are kept by the victim; the behaviour, time and place of occurrence should be noted.

Once a complaint has been made an independent and objective investigation will be carried out by the Head of Department/Faculty and in all cases where a member of staff alleges racist behaviour against another member of staff, the Human Resources Manager.

If the matter cannot be resolved the College disciplinary procedures will be invoked.

Support will be provided for those involved.

### 10.3 *Dealing with racial harassment of members of staff by a student*

If a member of staff thinks s/he is being racially harassed by a student s/he must first make it clear to the person harassing him/her that the behaviour is unwelcome and must stop. If the behaviour continues the person alleging harassment should consult with the Equality and Diversity Co-ordinator who will arrange an opportunity to discuss the matter informally as soon as possible with an adviser appointed by the College. The member of staff should make a full report to the Department/Faculty Head who will where appropriate invoke the disciplinary procedures.

### 10.4 *Dealing with racial harassment of students by a member of staff*

If a member of staff becomes aware that a student thinks s/he is being racially harassed by a member of staff the matter should be fully reported to the Department/Faculty Head who will investigate the same. Where appropriate the College disciplinary procedures will be invoked.

Date	Author	Impact Ass.	Issue	Review Date	Quality App	Section	Page
Jan 09	Ian Mathers	Jan 09	7	Jan 10		1	28 of 30

## 10.5 *Dealing with racial harassment of a student by a student*

If a member of staff becomes aware that a student thinks s/he is being racially harassed by another student the matter should be reported to the Course Tutor who will investigate the same in conjunction with the Equality and Diversity Co-ordinator. If appropriate, College disciplinary procedures will be invoked and the police informed.

## 11 **Guidelines for dealing with racist behaviour**

The following general procedures may be followed in dealing with the perpetrators:

### a) Physical Assaults

*Make a full report to the Department/Faculty Head, who will invoke the disciplinary procedures.*

### b) Threats, racist comments and verbal abuse such as derogatory name-calling, insults or racist jokes, or ridicule of an individual for cultural differences

*No member of staff should ignore any form of verbal racist abuse in College.*

*Explain fully to the perpetrator that verbal racist abuse will not be tolerated.*

*Give an oral warning.*

*Refer persistent offenders to the Department/Faculty Head, who will where appropriate invoke the later stages of the College Disciplinary Procedure.*

### c) Racist graffiti and abuse of College e-mail

*All racist graffiti in the College must be reported to the Estates Manager who will arrange for its immediate removal.*

*Regular checks will be made by caretakers and steps taken to discourage reappearance of graffiti.*

*Abuse of College e-mail must be reported to the appropriate Department/Faculty Head, Learning Centre Manager and IT Adviser. The College Disciplinary Procedure will be invoked.*

### d) Provocative behaviour such as wearing racist badges, insignia or tattoos or the incitement of others to behave in a racist way

*The College will not permit wearing of racist badges, insignia or tattoos, nor attempts to incite others to behave in a racist way. Offenders should be referred to the Group Tutor and/or Department/Faculty Head as appropriate, who will invoke the Disciplinary Procedure, and inform the Equal Opportunities Co-ordinator and the Principal.*

Date	Author	Impact Ass.	Issue	Review Date	Quality App	Section	Page
Jan 09	Ian Mathers	Jan 09	7	Jan 10		1	29 of 30

- e) Apart from dedicated study purposes bringing into College racist materials e.g. leaflets, comics, magazines, videos, software or material obtained from the Internet; accessing such material on College computers

*All forms of racist literature, materials and software must be removed immediately. Offenders should be referred to the Department/Faculty Head. Staff or students abusing the College's Internet access should be referred to the Learning Centre Manager who will refer them to the Department/Faculty Head. The Disciplinary Procedure will be invoked.*

- f) Attempts to originate or to recruit staff or students to organisations and groups which have a racist interest

*Report immediately to the Principal who will investigate the activity which may lead to dismissal of the perpetrators from the College.*

- g) Refusal to co-operate or lack of co-operation with other people because of their ethnicity

*Explain that students and staff must work collaboratively. The College mission guarantees the right of every student to be included in all activities and the College will not tolerate the exclusion of any student or member of staff or visitor on racial, cultural or linguistic grounds. Persistent offenders must be referred to the Department/Faculty Head, who will invoke the later stages of the Disciplinary procedures.*

**NB:** In any serious cases relating to any of the above, the Police will be informed.

## 12 Visitors

12.1 Staff should do everything reasonably practicable to ensure that visitors to the College are made aware of the College's Race Equality policy and procedures.

12.2 Staff aware of any alleged harassment by visitors of staff, students or fellow visitors or of visitors by staff or students should immediately report the same to the appropriate Department/Faculty Head who will take appropriate action.

Date	Author	Impact Ass.	Issue	Review Date	Quality App	Section	Page
Jan 09	Ian Mathers	Jan 09	7	Jan 10		1	30 of 30