

Policy & Procedures

Equal Opportunities and Diversity



The Governing Body of Adult Education College Bexley has agreed an Equal Opportunities Policy for staff and learners which, is printed below.

Adult Education College Bexley believes firmly in the implementation of Equal Opportunities. We believe that all staff and learners should be treated as the individuals they are, with different needs regardless of age, gender (including pregnancy and maternity), sexual orientation and civil partnerships, race, colour, religion or disability. All persons attending or working for the College should be given the opportunity to reach their full potential, having equal access and choice.

If any members of the College have comments or wish to raise issues in relation to the College's practice in implementing the policy, they are invited to speak to the Principal, who will be happy to discuss any points raised and to take action where appropriate.

All members of the College, whether Governors, staff or learners, are expected to support the College's Equal Opportunities Policy, and to raise any issues or concerns relating to Equal Opportunities with a member of the Equal Opportunities and Diversity Committee.

A cross-College Diversity and Equal Opportunities Committee meets regularly to review the College's Equal Opportunity Action Plan, and to suggest and work on new areas for development. New members are always welcome - please contact the Principal on 020 8269 8988.

Equal Opportunities Procedures

College procedures are designed to ensure compliance with the law and to promote an environment in which staff and learners can achieve their maximum potential.

1. Staff

As an employer, the College will implement the Equal Opportunities & Diversity Policy in the recruitment, selection, appraisal, and promotion of all staff at all levels. Criteria and procedures for these processes will be clearly identified and regularly reviewed to ensure that individuals are recruited, selected, appraised and promoted on the basis of their relative merits and abilities by ways which are neither directly nor indirectly discriminatory. All staff will have the opportunity to undertake training which is appropriate to their present post or future development.

2. Learners

- i. As a provider of educational services, the College will offer equal opportunities for access to all its courses through its admissions policy and practice. The College will pursue proactive recruitment policies to ensure maximum access and will facilitate opportunities for members of disadvantaged groups.
- ii. Selection criteria and procedures will be monitored and reviewed to ensure that learners are recruited on the basis of their relevant merits and abilities, and that discrimination is not occurring.
- iii. Learners' progress and achievement will be subject to monitoring and review to ensure that discrimination is not occurring and to identify and provide learning support for learners with particular needs.

3. Governors – Duties of a Governor

- Monitor and ensure the implementation of Equal Opportunities and Diversity Policy.
- To ensure there are effective means of knowing whether the College is being properly managed to fulfil its mission.
- To effectively manage resources to ensure (efficiently and best value) for the solvency of the College and the safeguarding of its assets.
- To appoint, grade, suspend, dismiss and determine pay and conditions of the holders of senior posts and the Clerk to Governing Body.
- To set the framework for the terms and conditions of all other staff.
- To set the policy to reflect the mission of the College.

4. Curriculum and Learning Resources

All College curricula and learning resources will be regularly reviewed to ensure that they reflect the changing and diversity of our society.

5. People with Disabilities and Learning Difficulties

The College has a pro-active policy towards the provision of services to people with disabilities and learning difficulties to ensure maximum access and appropriate support towards successful achievement of learning objectives.

6. Publicity and Marketing

Publicity and marketing materials will be monitored to ensure that they are not discriminatory and promote the College as an organisation committed to equal opportunities.

7. An Equal Opportunities Code of Practice: Combating Discrimination and Harassment

The following is a checklist of manifestations of racist and discriminatory behaviour or practices:

- I. Physical assault against a person or group contravening this policy.
- II. Derogatory name calling, insults or inappropriate jokes.
- III. Written insult or graffiti.
- IV. Provocative behaviour such as wearing badges or insignia, that would be considered discriminatory.
- V. Bringing discriminatory material such as leaflets, comics or magazines into the College.
- VI. Making threats against a person or group because of colour, religion, ethnic origin, disability, gender, sexual orientation, appearance, etc.
- VII. Discriminatory comment in the course of discussion.
- VIII. Attempt to recruit others to groups whose purpose is to encourage discrimination.
- IX. Any other behaviours which could be defined as unlawful direct or indirect discrimination under the latest Race Relations legislation.

The following is a checklist of some manifestations of sexism and sexual harassment:

- I. repeated and unwanted verbal or sexual advances, sexually explicit derogatory statements or sexually discriminating remarks made by someone in the College
- II. sexual harassment can take many forms from what may seem to some people trivial – such as leering, ridicule, embarrassing remarks or jokes, unwelcome comments about dress and appearance – to more obviously unacceptable behaviour such as deliberate abuse, the offensive use of pin ups or pornographic pictures, repeated and/or unwanted physical contact, demands of sexual favours, or physical assaults on individuals.
- III. any other behaviour which could be defined as unlawful direct or indirect discrimination under the latest Sex Discrimination Legislation.

Contravention of the College Equal Opportunities Code of Practice

In all cases of contravention of the College Equal Opportunities Code of Practice the College will act so as to make it clear that:

- such behaviour will not be tolerated
- sexual and racial harassment and other discriminatory behaviour constitute forms of misconduct which will be dealt with under the College's complaints, grievance and disciplinary procedures, as set out in the Learner & Staff Handbooks
- all members of the College staff have a responsibility to take initial action where they see evidence of discrimination. Appropriate action must be taken immediately to support the victim and to deal with the perpetrator. Senior Staff should be quickly alerted. The college will take appropriate disciplinary and/or legal action to protect staff and learners whilst at work from any discriminatory behaviour, verbal or physical, by any individual or groups from within or outside the College.

If any members of the College have comments or wish to raise issues in relation to the College's practice in implementing the policy, they are invited to speak to the Principal who will discuss any points raised and to take action where appropriate.

APPENDIX A

Ethnicity Profile: Bexley Borough

| | <u>1991 Census</u> % | <u>2001 Census</u> % | |
|--------------------|-------------------------|-------------------------|--------------------------|
| White British | | 87.93 | 12.07% all minorities |
| White Irish | | 1.39 | |
| White Other | | 2.08 | |
| WHITE TOTAL | 94.2 | 91.40 | |
| Ethnic minorities | 5.8 | 8.60 | |

LEARNER ETHNICITY 2007/08

| <u>Cat</u> | <u>Ethnicity</u> | <u>Total</u> | <u>Percent</u> |
|------------|--------------------------------------|--------------|----------------|
| 11 | Asian or Asian British – Bangladeshi | 22 | 0.24% |
| 12 | Asian or Asian British – Indian | 117 | 1.29% |
| 13 | Asian or Asian British – Pakistani | 11 | 0.12% |
| 14 | Asian or Asian British – Other | 51 | 0.56% |
| 15 | Black or Black British – African | 163 | 1.79% |
| 16 | Black or Black British – Caribbean | 56 | 0.62% |
| 17 | Black or Black British – Other | 28 | 0.31% |
| 18 | Chinese | 96 | 1.05% |
| 19 | Mixed – White and Asian | 16 | 0.18% |
| 20 | Mixed – White and Black African | 13 | 0.14% |
| 21 | Mixed – White and Black Caribbean | 21 | 0.23% |
| 22 | Mixed – Other | 20 | 0.22% |
| 23 | White – British | 7867 | 86.44% |
| 24 | White – Irish | 68 | 0.75% |
| 25 | White – Other | 235 | 2.58% |
| 98 | Other | 156 | 1.71% |
| 99 | Non known/Not provided | 161 | 1.77% |

Total Learner count: 9101
Total Ethnic Minority* count 1073

Percentage Ethnic Minority*: 11.79%

*where Ethnic Minority is taken as the total of all categories other than 23 and 99

STAFF ETHNICITY 2009

| <u>Cat</u> | <u>Ethnicity</u> | <u>Total</u> | <u>Percent</u> |
|------------|--|--------------|----------------|
| 11 | Asian or Asian British – Bangladeshi | 1 | 0.20% |
| 12 | Asian or Asian British – Indian | 7 | 1.39% |
| 13 | Asian or Asian British – Pakistani | 1 | 0.20% |
| 14 | Asian or Asian British – any other Asian | 4 | 0.79% |
| 15 | Black or Black British – African | 4 | 0.79% |
| 16 | Black or Black British – Caribbean | 3 | 0.59% |
| 17 | Black or Black British – any other Black | 2 | 0.40% |
| 18 | Chinese | 4 | 0.79% |
| 21 | Mixed – White and Black Caribbean | 1 | 0.20% |
| 23 | White – British | 366 | 72.48% |
| 24 | White – Irish | 7 | 1.39% |
| 25 | White – any other White background | 31 | 6.14% |
| 98 | Any other | 8 | 1.58% |
| 99 | Not known/Not provided | 66 | 13.07% |

Total staff count: 505

Total Ethnic Minority* count: 73

Percentage Ethnic Minority*: 14.46%

*where Ethnic Minority is taken as the total of all categories other than 23 and 99

APPENDIX B

ADULT EDUCATION COLLEGE BEXLEY EQUALITY & DIVERSITY COMMITTEE

Revised Terms of Reference

Membership

- Staff members
- Student representatives
- Governor representatives

Meetings

At least one meeting per term.

Objectives

- To monitor the College's performance in improving the diversity of its offer to students and employees.
- To propose developments to improve diversity in the College.
- To respond to changes in policy and legislation emanating from Government, LSC and the local authority.
- To draw up an annual action plan and keep the policy under continuous review.

Reporting

The Committee will report to the Senior Management Team of the College and to the Governing Body.

Equal Opportunities – Equality Assurance: A Guide to Good Practice

Introduction

A Positive Model

Monitoring Process

Procedures for Managing Equalities Incidents in the College

Procedures for Dealing with Equalities Incidents

The Victim

The Offender

The College

Introduction

This guide is designed to share good practice and aims to be of practical help in ensuring policies are translated into practice, which has tangible and visible results. The College already has a range of policies in place with an equal opportunities dimension e.g. Equal Opportunities, Race Equality, Gender, Equality etc.. It is important, however, to note that overall credibility with staff, students and the community will depend not on the rhetoric of the policy but on the day-to-day implementation. The College does appreciate the value of the practice of equal opportunities, since it allows for the development of individuals and their talents.

Some assumptions and simplifications have been made as many colleges have good equal opportunities practices. This information has been produced to be used as the recommended guidelines on how to deal with equalities incidents. It provides a positive model and a checklist of activities that will lead to the successful implementation of equal opportunities policies and practice. It represents a framework agreed through a multi-agency consultation process.

A Positive Model

The key to success in the implementation of equal opportunities lies in:

- commitment to the equal opportunities policy by senior management
- clear leadership in the implementation of the policy
- real and adequate resources
- communication of the commitment of staff and learners
- the support for this commitment is with the LEA and the governing body
- the ethos of the College, conveys that all unfair treatment and equalities incidents are totally unacceptable and will be regarded as cases for disciplinary action
- the designation of a senior member of staff as the person with special responsibility for this area of work and the allowance of time to enable duties to be carried out will indicate the commitment of the Senior Management Team
- the provision of high quality training for the Senior Management Team
- arrangement for the collection and collation of data which: records student population, performance by gender and race and records posts/responsibilities of teaching and support staff by gender and race
- the development of structures for implementation
- the identification of targets set in the policy
- the setting up of an equal opportunities monitoring process
- carry out Equalities Impact Assessments to prevent discrimination occurring in College policies, practices and procedures.

The Monitoring Process

To ensure an effective monitoring process the College will:

- set specific targets for implementing the terms and conditions in the policy, both long term and short term
- devise an action plan to ensure achievement of those targets to include actions and timetables
- cross-refer collated data with set targets. This will identify where action is necessary
- examine admission and induction procedure for learners
- examine induction process for new staff
- examine College documents for images or material that reinforces stereotypes and recommend change
- the Curriculum Committee examines resources for images that reinforce stereotypes and recommend change
- develop the curriculum to meet the needs of all learners to support a multicultural approach to the curriculum
- ensure that training should be made available to all staff to support a multicultural approach to the curriculum
- ensure that the Equal Opportunities Policy is periodically reviewed and revised.

Bexley Council and its Adult College are committed to combating all forms of unfair treatment.

Breach of an individual's equality of opportunity in the College hinders those who experience it from developing to their full potential and from contributing effectively. Everyone needs to work together to combat discrimination incidents wherever it occurs. Every incident is significant and should be recorded, reported and followed up as necessary.

Procedures for Managing Equalities Incidents in the Adult College

Effective Response to Incidents

- Consistency of approach is vital.
- All incidents should be reported and recorded.
- The monitoring and reviewing of all incidents should be conducted and a record of action maintained.
- The reporting of individual cases or aggregated information should be sent to the Governors of the College.
- There should be an appropriate range of support for victims and appropriate counselling for offenders.
- It is the responsibility of governing bodies to ensure that procedures for grievances and complaints are properly established.
- Victims or witnesses should report any incident to the Principal.
- The procedure for dealing with incidents should be discussed and made known to all staff and students.
- Practical advice and training on how to deal with incidents should be discussed and made known to all staff and students.

Procedures for Dealing with Equalities Incidents

The following procedures outline a range of possible measures that are in no way exclusive. The College will have to decide how to deal with each incident as a matter of collective responsibility. There is a range of agencies that can provide support for the College in dealing with such issues.

The Victim: the College will

- Facilitate immediate appropriate assistance or support.
- Explain the action to be taken to deal with the incident.
- Restate the firm policy of the College towards such action.

The Offender: the College will

- Firmly explain the wrong done.
- Incidents of a particularly serious nature, which could have repercussions outside the College should be reported immediately to the LA.
- Report the matter to the police as and when necessary.
- Exclusion procedures should be used only if appropriate.

The College

In dealing with the impact on the College as a whole, it may be necessary to:

- hold a staff meeting to share information and decide a course of action
- enable discussion of the matter with students where there is a possibility of a backlash or distortion of the situation through rumour.