

Equality, Diversity & Inclusion Policy and Procedure

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1. Scope and Purpose

Wiltshire College and University Centre ((WCUC) also referred to as the College)) recognises and encourages the valuable and enriching contribution of all who work and learn within the College and the rights of all individuals who come into contact with the College, such as prospective students, job applicants, visitors and other stakeholders.

1.1 The College will not discriminate because of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race (which includes colour, nationality and ethnic or national origins), religion or belief, sex or sexual orientation. It will not discriminate because of any other irrelevant factors and will build a culture that values meritocracy, openness, fairness and transparency.

1.2 The policy is applicable to all students, employees, clients, communities, suppliers, visitors and contractors, whether permanent or temporary. The policy applies to all processes relating to teaching and learning, and employment.

1.3 The policy will be reviewed on an ongoing basis to reflect changes in the law, demographics and internal requirements or at least annually.

1.4 The publication of an Equality, Diversity and Inclusion (EDI) Policy and Procedure enables the College to send out a strong message of commitment, both internally and externally

1.5 All college students, staff and stakeholders will be made aware of the College's Equality, Diversity and Inclusion Policy and Procedure, through the Student Handbook, student, staff and governor induction programmes and visitor arrangements.

1.6 The College Equality, Diversity and Inclusion Policy is underpinned by principles to which all college staff, students and stakeholders should adhere, namely:

- The creation and maintenance of an environment in which individual differences and the contributions of all our staff and students are recognised and valued.
- That successful implementation of the Equality, Diversity and Inclusion Policy is the responsibility of all college staff, students and stakeholders.
- All students, staff and other stakeholders of the College will be treated with fairness, respect and sensitivity.
- The creation and maintenance of a working and learning environment where all will have the opportunity to fully participate in order to achieve their full potential in a climate free from discrimination, bullying or harassment.
- Training, development and progression opportunities are available to all students and staff.
- This policy is fully supported by Senior Managers and has been approved by the Governing Body of the College.

1.7 The College actively promotes British Values through tutorial and classroom and online delivery using the key themes: democracy, the rule of law, individual liberty and respect and tolerance.

2. Accountability

2.1 The Governors are responsible for ensuring that:

- They are aware of and take ownership of the College's responsibilities as outlined in this policy and equality legislation.
- They review college equality and diversity information and consider this with regards to setting targets for the College.
- They consider the diversity of the Governing Body and how this compares to the student population.
- Before any major strategic decisions are made, the Governing Body considers equality issues.
- The College meets its legal obligations in relation to the Equality Act 2010.

2.2 The Senior Leadership Team (SLT) is responsible for ensuring that:

- The College's Strategic Plan encompasses our commitment to equality of opportunity and action plans deliver equality.
- The quality improvement plan has equality at its core.
- The College recruits and retains an inclusive and diverse workforce, which is appropriately developed to ensure individuals have the opportunity to achieve their full potential.

2.3 The College Management Group is responsible for ensuring that:

- They promote this policy amongst their staff and ensure compliance.
- Actions within their departments contribute towards the College meeting its Public Sector Duties.
- All programmes of learning offered, will be regularly reviewed through the Self-Assessment Report (SAR) and curriculum planning processes. They will examine how far they meet the needs of all students with particular reference to equality of opportunity.
- Students' participation, attendance and success is monitored throughout the year and early remedial action is taken if appropriate.
- They take appropriate action where necessary to assist minority or under-represented groups to increase participation, retention and achievement tailored to any patterns within curriculum areas (e.g. gender bias).
- Teaching observation reports include an evaluation of how successfully equality and diversity is embedded and advanced.
- Schemes of work, lesson content and teaching resources of staff within their areas are reviewed against the commitments within this policy and take action to make improvements or adjustments accordingly.
- Professional Service areas analyse their service and resources against the commitments within this policy and take action to make improvements or adjustments accordingly, accounting for equality in their SAR.

3. Process/ Procedure

3.1 Audit

3.1.1 The College will:

- Undertake an audit in relation to policies and procedures, practice of policy and perception of policy and process;
- Student and staff opinions are sought and considered in review of the policy.

3.2 Policy Development

3.2.1. The College will:

- Benchmark existing policy statements from other Colleges and advisory groups;
- Develop human resources and other policies (outlining vision, scope, responsibility, accountability and measurements); and
- Cascade new policies with SMT endorsement through staff briefings.

3.2.2. Equality impact assessments are conducted for major decisions and changes and to ensure that all policies have been written and maintained so that their outcomes are fair and non-discriminatory.

3.3 Training and Education

3.3.1. The College will:

- Consult key stakeholders and players on the learning requirements.
- Evaluate training and secure budget for training design and delivery.
- Integrate diversity into mainstream training and development programmes including workplace Apprenticeships.
- Establish education programmes for all staff (including programmes that move from awareness to behavioural change); and
- Integrate diversity competencies into development programmes and assessment and selection processes.
- Review third party EDI policies as required.

3.3.2. Access to the Curriculum and the College:

- Integrate diversity competencies into development programmes and assessment and selection processes.
- Course programmes, syllabuses and resources are regularly examined to ensure they do not discriminate, directly or indirectly, against any group.
- Syllabuses and resources include positive acknowledgement of the contributions made to society by a diversity of cultures.
- Courses are available to as wide a range of students as possible by enhanced flexibility in both delivery and timing.
- After due process of assessment of need, Learning Support is made available to students as appropriate.
- Ways of modifying curriculum delivery to allow access to classes for individuals with learning difficulties and/or disabilities continue to be sought.
- Assistive technologies will continue to be developed and deployed to assist and enhance the participation of students with disabilities and impairments in their use of learning opportunities.

- Procedures for accreditation and assessment will, wherever practicable, be flexible and responsive to the needs of the whole range of students who attend the College.
- The College supports the entitlement, for the whole college community, to information, guidance and wellbeing, which will enable individuals to manage their personal development.
- By adapting and modifying the environment and facilities, the College will strive to make all groups feel welcome.
- Offensive material of a discriminatory nature will not be displayed in any part of the College.
- Wherever possible, a facility at each of the main college centres will be made available to meet religious needs.
- The College will comply with the requirements of all current legislation pertaining to the access rights of people with mobility problems to ensure reasonable adjustments are made.

3.4 Communication and Consultation

The College will:

- Establish key lines of communication across the College through consultation with key stakeholders;
- Undertake an audit of existing communications channels so that compliance and inclusiveness are assured;
- Ensure that communication imagery and graphics are inclusive, and reflect and reinforce the words within the documentation;
- Distribute a top-level communications plan to senior management for team briefings, and develop "reporting back" communication lines to ensure feedback; and,
- Ensure that mainstream communications reinforce the inclusive messages and become mainstreamed into day-to-day processes.

3.5 Students

3.5.1. Students are responsible for ensuring that:

- Ensure that communications reinforce the inclusive messages and become mainstreamed into day-to-day processes.
- They attend induction, enrichment and tutorial activities to expand their knowledge of equality and diversity.
- Their coursework reflects sensitivity to issues of equality and diversity and does not include any discriminatory content.
- They do not use any college equipment or resources to produce or research material in such a way that could be considered discriminatory or in opposition to the commitments within this policy.
- They refer cases of inappropriate behaviour by any staff, visitors or fellow students to a member of staff, act as good role models to peers and challenge inappropriate behaviour where they are confident in so doing.
- they contribute to a safe and inclusive environment that celebrates diversity.

3.5.1. The Comments, Complements and Complaints Procedure is available for all students to report any concerns. The complaints will be documented, and the complainant will receive

a response in accordance with the Comments, Complements and Complaints Procedure. Any complaints relating to equality and diversity are monitored separately and referred to the equality and diversity group for consideration.

3.6 Staff

3.6.1. Staff are responsible for ensuring that:

- They refer cases of inappropriate behaviour by any staff, visitors or fellow students to a member to a Senior Manager or Human Resources, act as good role models to peers and challenge inappropriate behaviour where they are confident in so doing.
- They are aware of this policy and their duties in relation to all of the protected characteristics and the College's Public Sector Duties under the Equality Act.
- They demonstrate sensitivity to issues of diversity and that they attend and complete staff training to help their understanding of the issues in this area.
- Whatever their role, they challenge, within their ability, inappropriate behaviour of any person wherever it might occur within the College or during its activities.
- Visitors and contractors are made aware of and comply with the policy.
- They conduct themselves throughout their employment in a way that positively supports this policy and protects the College's reputation.
- Allow students the opportunity to comment on equality and diversity issues.

3.6.2. All employees are responsible for the promotion and advancement of this policy. Behaviour, actions or words that transgress the policy will not be tolerated and will be dealt with in line with the College's Disciplinary Policy and Procedure.

3.6.3. Discussions relating to fair and inclusive practices will form an integral part of performance development reviews throughout the year.

3.6.4. All staff will be required to attend development opportunities to ensure that they are aware of and adhere to the College's Equality, Diversity and Inclusion Policy and Procedure.

3.6.5. The College will pursue non-discriminatory practices relating, pay and conditions.

3.6.6. All staff will have access to induction, regular performance development reviews, training and development reviews and appropriate staff development in equality and diversity, to equip staff to recognise and embed diversity and to challenge any form of discrimination.

3.6.7. Any employee may use the grievance procedure to raise issues about discriminatory conduct. If the matter relates to harassment based on disability, then the grievance may be raised in line with the Dignity at Work Policy or directly with the Head of Human Resources. The College wishes to ensure that staff feel able to raise such grievances and no individual will be penalised for raising such a grievance, unless it is untrue and made in bad faith.

3.6.8. Any employee who harasses any other employee on the grounds of any of the protected will be subject to the Discipline Policy and Procedure. In serious cases, such behaviour will be deemed to constitute gross misconduct and as such could result in dismissal.

3.6.9. Recruitment

3.6.9.1. Recruitment advertisements will indicate the College is an equal opportunity employer and will include the Disability Confident Scheme.

3.6.9.2. Neither recruitment advertisements nor post details will include conditions or requirements, which have an adverse impact in relation to the protected characteristics. Interview applicants will not be asked questions, which may be considered discriminatory.

3.6.9.3. Job applicants' 'Equality of Opportunity' monitoring information will be kept separate from application forms and will remain anonymous. The interview panel will not be provided with this information.

3.6.9.4. All staff will be asked to complete a form denoting their protected characteristics. In addition, staff will be invited to disclose sexual orientation and their Religion and Belief. This information will be used for monitoring the effectiveness of policy, including the promotion of race equality, and, as above, will remain anonymous.

3.6.9.5. Short-listing of applicants and selection will be made against specified criteria. Those shortlisting and interviewing will indicate reasons for decisions against such specified criteria.

3.7 Resources

The College will:

- Establish formal reporting lines for monitoring progress against targets and objectives;
- Select and establish an EDI working group with representatives from across all parts of the organisation;
- Secure financial sign-off from the appropriate individual(s) to enable related activities to be undertaken (for example reasonable adjustments to comply with the Equality Act 2010, and communication and training programmes).

3.8 Measurement

3.8.1. A set of Equality Objectives will be agreed and an action plan drawn up to help ensure that these are achieved.

3.8.2. Data is made available and analysed.

3.9 External Profile

3.9.1. The image the College projects of itself in its promotional material, advertising and public relations activity, sends messages about the College's approach to equality, diversity and inclusion

3.9.2. College publicity will be regularly reviewed to ensure that:

- i) It is non-discriminatory to any group or individual.
- ii) Individuals with a range of needs provide it in hard copy and electronic forms to ensure that information is widely available and accessible.
- iii) It gives a positive image of a place, which welcomes all for education and training.
- iv) Where groups might be under-represented applications from members of disadvantaged/ underrepresented groups are actively encouraged.
- v) Every effort will be made to ensure that appropriate publicity reaches all groups in the community, enabling the widest possible recruitment.
- vi) All College users and potential College users should be made aware of:
 - study support;
 - support for childcare;
 - the services available within the College to support Students with learning difficulties and/or disabilities;
 - the College counselling and guidance services; v) the availability of careers guidance;
 - financial support; and,
 - the admissions process.

4. Implementation

The Governing Body carries the ultimate responsibility, under the law, for ensuring that the College meets the requirements of equality legislation. The authority for this is delegated to the Principal who in turn has designated the Assistant Principal for Curriculum and Campus to take the strategic lead for championing equality, diversity and inclusion. This role is shared with the Head of Human Resources concerning the College as an employer. However, all staff have the responsibility to uphold the policy, comply with the law and support the College in fulfilling its duties and commitments.

5. Associated Documents

Equality Act 2010
 Special Educational Needs and Disability Act 2001
 Protection from Harassment Act 1997
 Employment Rights Act 1996
 Employment Relations Act 1999
 Safeguarding Policy and Procedure
 Admissions Policy
 Information, Advice & Guidance Policy
 Quality Manual (curriculum)
 Staff Recruitment Policy
 Staff Code of Conduct
 Staff Disciplinary Policy and Procedure
 Staff Grievance Policy and Procedure
 Dignity at Work Policy
 Fitness to Study Procedure
 Student Code of Conduct and Disciplinary Procedure
 College Complaints Procedure

6. Equality Impact Assessment

Wiltshire College and University Centre strives to ensure equality of opportunity for all students, local people and the workforce. As an employer and a provider of education, the College aims to ensure that none are placed at a disadvantage as a result of its policies and procedures. It is intended that this policy is fair to all. Where any part could potentially lead to unequal outcomes, the policy then justifies why this is a proportionate means of achieving a legitimate aim.

7. Data Retention Statement

Wiltshire College & University Centre is committed to ensure the data it collects, and holds is in line with the ICO's guidance and meets data protection law. Where appropriate a Data Protection Impact Assessment will be undertaken as and when policies are updated to ensure risks to the individual and college are considered and managed.

For further information please refer to Wiltshire College & University Centre's Data Protection Policy.

8. Policy Review and Ownership

This document is owned and managed by the Chair of the Equality, Diversity and Inclusion Group. The policy will be reviewed and amended as required, and at least annually by Chair of the Equality, Diversity and Inclusion Group or appropriate substitute.

9. Amendments Log

Version	Date of Issue	Amendment summary	Author(s)
V1.0	23/01/2019	Approved by SMT	
V1.1	26/05//2021	Full review undertaken and approved by SMT.	Denise Lloyd