



1 Authority & Context

- 1.1 This policy sets out the Oldham College response to the obligations of The Equality Act 2010 in having due regard to the statutory and the public sector duties, the elimination of unlawful discrimination, the advancement of equality of opportunity and the requirement to foster good relations.
- 1.2 It operates within the context of regulatory requirements of a variety of stakeholding organisations including OFSTED and a range of Awarding Organisations, and also kite marks such as Investors in People and Matrix

2 Scope

- 2.1 All aspects of College provision, to both internal and external customers, are covered by the Equality & Diversity Policy.
- 2.2 This Policy will apply to all Governors, full time, part time and temporary staff and students, visitors and contractors, additionally it will set the standards we require of subcontracted learning providers. In ensuring that this policy is fully effective the college undertakes to work in partnership with recognised trade unions; work based learning employers; with employees and with students in its development and implementation.

3 Policy Content

3.1 Policy Statement

- 3.1.1 Oldham College is committed to eliminating discrimination and encouraging diversity amongst staff and students. All employees whether part time, full time or temporary will be treated fairly and with dignity and respect. All employees will be encouraged and supported to develop their full potential.
- 3.1.2 The College will encourage each person to own the responsibility of promotion and implementation of Equality and Diversity throughout the College.
- 3.1.3 As part of its responsibility as an employer the College will ensure that all staff receive appropriate training on their rights and responsibilities in relation to Equality and Diversity Legislation and the College's Equality and Diversity policies and procedures.
- 3.1.4 Our vision is for Oldham College is to be a successful, recognised, prosperous college that fully utilises the creativity, innovation and talents of its people placing us at the leading edge of the sector and making us one of the best places to work, study and visit. We want to create a supportive and inclusive environment where everyone can reach their full potential and have a real choice to participate in and contribute to our activities and processes, without prejudice and discrimination.
- 3.1.5 Our aim is to create an environment in which people treat each other with mutual respect, regardless of race; age; gender reassignment; religion or belief; sex; sexual orientation, marriage and civil partnership; pregnancy and maternity / paternity; unrelated unspent criminal convictions in relation to the rehabilitation of offenders act 1974.

3.2 The College works actively to make progress in the following areas:

3.2.1 Direct Discrimination

Ensuring that no person is treated less favourably than others on the grounds of Race, Age, Disability, Gender Reassignment, Religion or Belief, Sex, Sexual Orientation, Marriage & Civil Partnership, Pregnancy & Maternity/Paternity.

3.2.2 Indirect Discrimination

Ensuring that no criterion, provision or procedure which applies equally to everyone has a disproportionate adverse effect on people from any disadvantages group covered by the protected characteristics in the Equality Act 2010.

3.2.3 Harassment (including Bullying)

Ensuring that no person is subjected to unwelcome or inappropriate behaviour that undermines, demeans, offends, insults or injures them; creates an unpleasant working or learning environment; and/or threatens their job security, promotion prospects or the outcome of their studies. This Policy should be read in conjunction with the Staff Grievance process and College Anti-Harassment Procedure, which provides detailed guidance on how staff should support staff and students complaining of harassment including bullying.

3.2.4 Widening participation

Encouraging maximum access to the full range of courses, and other educational services, for people of all social backgrounds and cultures. This includes monitoring patterns of recruitment to courses.

As part of student recruitment processes, other than where legislation dictates, students will not be prevented from accessing courses on grounds of age alone. Applicants considered 'children or young people' will be considered through the implementation of a full risk assessment based on the immaturity of trainees including factors such as physical size and weight and mental awareness of hazards.

3.2.5 Inclusive Learning

Providing support to enable individual students of different needs to progress through the formal and informal curriculum towards successful achievement.

Pre-course screening will take place to ensure suitability for the programme, and although programmes may have entry requirements as a pre-requisite for enrolment, these will not preclude students with additional needs from accessing learning programmes. A wide range of teaching and assessment methodologies will be employed to take account of the needs of all learners and maximise opportunities for success through differentiated study programmes that are tailored to meet individual need.

3.2.6 Celebrating Diversity

- Recognising and reflecting the positive contributions of people of different social background, cultures, religions, abilities, ages, gender and sexual orientation.
- The College will actively promote staff training and development in equality and diversity for all employees.
- The College will monitor and review the curriculum, and the learning resources used to deliver the curriculum, to ensure that they reflect and promote equality and diversity.
- The College will develop partnerships with organisations and groups in Oldham and beyond to help develop equal opportunities and positive action projects for the benefit of the wider community.
- The College will ensure that marketing strategies reflect equality and diversity good practice and that College provision is actively and appropriately promoted to all sections of the community.

3.2.7 Monitoring

Monitoring will be undertaken in accordance with best practice recommendations, particularly from bodies such as the Equality and Human Rights Commission and with regard to data protection principles. The outcomes of such monitoring will be reported on to the Principalship and the Governing Body.

The College will review the effectiveness of linked procedures, such as the Anti-Harassment Procedure, designed to enable students, staff or clients to raise issues of concern about equal opportunities, and to make complaints about discrimination, harassment or bullying or victimisation.

3.2.7.1 Students

The College will monitor all students and potential students in order to inform the setting of targets and the measurement of progress in achieving them. For example, in:

- Applications, success and failure rates for admission to programmes
- Retention rates
- Achievement rates
- Additional Learning Support
- Progression
- Disciplinary action
- Complaints by students or their sponsors
- Student feedback
- Safeguarding

3.2.7.2 Employment

The College is committed to the collection of statistics, analysis of data and presentation of data as well as monitoring on an ongoing basis as employment policy and practices change.

The College will monitor the composition of the existing workforce, the recruitment and selection process and the take up/completion of professional development opportunities. We will look at the workforce with reference all protected characteristics.

3.2.8 Publicity

The College will ensure that its Equality and Diversity Policy is publicised as widely as possible to its community, including students, staff, contractors, consultants, visitors, clients and members of partner organisations.

3.2.9 Positive Action

The College undertakes to follow positive action measures allowed by law to rectify disadvantages in employment or education provision revealed by monitoring.

Positive action, allows the College to:

- provide facilities or services (in the form of training, education, or welfare) to meet the particular needs of people from under-represented groups to widen participation
- target job training at particular groups that are under-represented in a particular area of work;
- encourage applications from groups that are underrepresented in particular areas of education or work.

Positive action strategies must be kept under regular review, and they cannot be used once the particular needs have been met, or if under-representation no longer exists. The College will ensure that when using positive action as a strategy, it falls within the law.

3.2.10 Core Equality and Diversity Performance Indicators

- The college will consistently measure and report performance against the following performance indicators, for which we set targets.
- Enrolment by ethnicity, gender and disability to broadly reflect vocational sector norms.
- Attendance rates by ethnicity, gender and disability are comparable with other non-protected characteristic groups
- Retention and Success rates by ethnicity, gender and disability are comparable with other non-protected characteristic groups
- Student progression profile to be comparable with other non-protected characteristic groups
- Staffing profile in respect of age gender and BAME groups reflect the community and are comparable with other similar FE Colleges
- The management of complaints of discrimination and harassment
- Student participation in cross college Equality and Diversity activities
- Access to staff development is comparable across all protected characteristic groups
- College maintains a position of being in the top quartile for performance outcomes
- Membership profile of the equalities committee
- Equality and Diversity through TL+A observation

3.2.11 Meeting Our Duties

The Equality Act 2010 replaced previous anti-discrimination laws with a single Act. In order to comply with The Public Sector Equality Duty contained within section 149 of the Act the College is committed to having due regard to:

- Eliminating unlawful discrimination
- Advancing equality of opportunity
- Foster Good Relations

In order to meet the requirements of the duties, the Principal will ensure that regular reports are made to the corporation on progress. These reports will inform the Governors about the college's position with regard to meeting the requirements of the Equality Act 2010.

The College will specifically publish Equality Objectives at least every 4 years within the Equality and Diversity area of our web site; we shall provide progress updates annually.

The college is committed to complying with all relevant EU directives as required.

3.2.12 Complaints Procedure

Any student/potential student, job applicant, member of staff or partner organisation may raise either formally or informally complaints of unfair or discriminatory treatment. The college will deal with all complaints fully and sensitively.

3.2.13 Breaches of the policy

In the event that staff or students are alleged to be in breach of the College Equality & Diversity Policy an investigation will be carried out in accordance with agreed procedures, including where appropriate, disciplinary procedures.

3.2.14 Definitions

The College operates within a set of agreed Equality & Diversity definitions, which can be found at Appendix1.

3.2.15 Policy Review

This Policy will be monitored and reviewed every two years or earlier if necessary to meet changes in equality legislation and best practice. The college will measure, review and reinforce the effectiveness of the policy through

- The Strategic Plan
- Internal review processes
- College Plans
- Staff and student surveys and data analysis
- Collecting and disseminating good practice
- Monitoring activity

4 Accountabilities

4.1 All employees of the College have a responsibility for implementing the Equality & Diversity Policy and promoting equal opportunities in all aspects of their work.

4.2 All employees are personally responsible for their own acts of discrimination, harassment or victimisation carried out during their employment, whether or not the employer is also liable

Specifically:

4.3 The College Governors are responsible for promoting Equality and Diversity on behalf of the Corporation. They are also responsible for ensuring that effective policies and procedures are in place to continuously improve the quality of equal opportunities through the College, and that a robust impact assessment process in place.

4.4 The Principal is responsible for ensuring the College meets its Public Sector Equality Duties under the Equality Act 2010 and that Equality and Diversity is continuously promoted and comprehensively implemented in all aspects of the College's operation

4.5 The College Equality Committee is responsible for coordinating, monitoring and reviewing the Equality and Diversity Policy and for evaluating its effectiveness.

- 4.6 The College Equality Committee is responsible for coordinating, reviewing and monitoring the developing in Inclusive Learning aspect of equal opportunities across the college.
- 4.7 The College Human Resources Department is responsible for the implementation of all aspects of the College's Equality & Diversity Policy relating to the employment of staff.
- 4.8 All Managers of the College are responsible for promoting Equality & Diversity, and for improving the equal opportunities performance of their individual department.
- 4.9 All students are personally responsible for their own acts of discrimination, harassment or victimisation

5 Associated Documentation

Appendix 1 - College Equality & Diversity Definitions
 Equality Impact Assessment
 Equality and Diversity Objectives and Targets

6 Related Policies and Procedures

Race Equality Procedure
 Grievance Procedure
 Anti-Harassment Policy
 Complaints Policy
 Assessment and Internal Quality Assurance Procedure
 Safeguarding Policy
 Management of 3rd Party Procedure

7 General Data Protection Compliance

	Confirm (x)	Date Reviewed	Reviewer
No personal subject data is placed at risk by implementing this Policy.			
Personal subject data is placed at risk by implementing this Policy but safeguards are in place to mitigate this.	X	8/11/2017	Nick Middleton Peter O'Donnell
Personal subject data is placed at risk by implementing this Policy and it is unknown if safeguards are in place to mitigate this			

Change History Record

Issue	Description	Approval (author signature)	Date of Issue
Draft 1.0	New Policy	Adrian Ball	25.02.14
Draft 1.1	Author changed to Sam Breckell. Sections formerly numbered as 1.1 – 1.4 moved to Policy Content section.	Nick Middleton	25.02.14

	Sections formerly numbered 3.2.8 and 3.2.9 re-numbered as subsections of 3.2.7. Section formerly numbered 1.5 moved to Scope section as 2.1 1.1 and 1.2 added new for this version.		
Version 1	Approved by Governors subject to addition of Governors to scope statement. Addition made as required.	Nick Middleton	18.03.14
1.1	3.2.4 and 3.2.5 expanded in line with requirements of Lantra Awards.	Nick Middleton	16.09.14
1.2	Reviewed and updated	Sam Breckell	07.10.16
1.3	Policy Owner changed to Pamela Cowen	Nick Middleton	06.06.17
1.4	General Data Protection compliance statement added	Nick Middleton	25.10.17
1.5	Fit for purpose for 2018/19	Gill Ellis	24.09.18