



THE
BEDFORD
COLLEGE
GROUP

Policy Name	Equality and Diversity Policy
Department	Quality
Reviewed by (Job Title)	Equality and Diversity Improvements Co-ordinator
Date Reviewed	August 2017
Date of Next Review	August 2020
Pathway	Intranet: Equality and Diversity
Equality Impact Assessment	<p>This policy has been reviewed in line with the Equality Act 2010 which recognises the following categories as Protected Characteristics: Age, Disability, Gender Reassignment, Marriage and Civil Partnership, Pregnancy and Maternity, Race, Religion and Belief, Sex (gender) and Sexual orientation. We will continue to monitor this policy to ensure that it provides equal access and does not discriminate against anyone, especially any person/s listed under any protected characteristic.</p>

Equality and Diversity Policy

1. Policy Statement

- 1.1 The Bedford College Group is committed to the promotion and advancement of equality and diversity for its staff and students. We aim to provide a learning and working environment which values individuals equally and does not disadvantage individuals by discriminating on any grounds including age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion and belief, sex (gender), and sexual orientation.
- 1.2 For information on the definitions of the protected characteristics listed above please see www.equalityhumanrights.com and search for protected characteristics.

2. Responsibilities

- 2.1 All staff and students - Staff and students are responsible for their own conduct and should ensure that their behaviour does not make any other person feel uncomfortable. Every member of staff and every student have a responsibility to question their own prejudices and assumptions. It is the duty of all staff and students to avoid unfair discriminatory practices, to challenge them in others and to accept personal responsibility for abiding by this policy.
- 2.2 The Corporation - The College Governors are responsible for ensuring that all sites within the Bedford College group comply with the Equality Act 2010 and the Single Equality Duty. The Corporation members are responsible for setting the policy framework for the Group and for monitoring the delivery against the key priorities and targets in the Single Equality Scheme.
- 2.3 The Group Executive - The Executive has the overall responsibility for the operation of the Policy. The Executive is responsible for ensuring the implementation of the Bedford College groups' Single Equality Scheme Action Plan, that all services, functions and policies promote equality and the College is compliant with the statutory duty to carry out equality impact assessment.
- 2.4 Equality, Diversity and Inclusion Committee - The Committee is chaired by the Vice Principal for Performance and Standards and has cross-college representation. Its key responsibilities include:
 - to devise and implement the Single Equality Scheme Action Plan and monitor its impact;

- to complete equality impact assessment of policies, procedures and practices;
- to consult with groups within the College and the wider community;
- to collect and publish equality data.

2.5 Line Managers - Line Managers are responsible for ensuring their staff understand equality and diversity issues and how to report any perceived discrimination or unfair treatment. They also allocate development opportunities for their staff on a fair, objective basis based on individuals' and College needs. In addition, they are responsible for ensuring their part-time staff are not disadvantaged in any way and that complaints of discrimination or offensive behaviour are dealt with promptly.

All Managers are responsible for ensuring proactive dialogue about equality opportunities issues and practices with partner organisations, contractors, customers, students and employers providing work experience to students.

2.6 External Partners - External partners with which the College Group works must comply with the College's Equality and Diversity Policy and share the College's commitment to equality and diversity.

When drawing up agreements or contracts with external partners, the College Group must ensure that external partners are made aware of the above requirements and must ensure that the external partner has appropriate policies and procedures in place regarding equality and diversity.

2.7 Visitors, Contractors and Sub-contractors - Visitors, contractors and sub-contractors must comply with the Bedford College Groups Equality and Diversity Policy.

College staff who meet visitors and/or employ contractors and sub-contractors are responsible for making them aware of the College's Equality and Diversity Policy.

3. **Statutory Duties**

3.1 The Bedford College Group will abide by its current statutory duties for students and staff, in line with its obligations under the Equality Act 2010 and resulting duty to:

- eliminate discrimination, harassment and victimisation
- advance equality of opportunity
- foster good relations between different groups

4. Students

4.1 Recruitment and admissions

The College Group will ensure that:

- recruitment and publicity materials are designed in a range of formats to ensure they are free from bias and stereotypes, and encourage applicants from all groups in the community;
- applicants for courses are considered on the basis of their ability to meet the entry criteria, as specified in course information;
- applicants are not treated less favourably because of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion and belief, sex (gender) and sexual orientation;
- applicants are interviewed on the basis of their academic ability and/or potential to succeed;
- application and enrolment procedures give students the opportunity to identify any additional learning support available for their needs;
- where assessment(s) form part of the application process for a particular course, all applicants will take the same assessment(s), with adjustments being made for identified additional learning needs;
- new students are made aware of the Equality and Diversity Policy and the behaviour expected of them during induction, through the student handbook and the information published on the Moodle website.

4.2 Teaching and learning

The College Group will ensure that:

- the range, content and delivery of the curriculum reflect the needs of students and the community and promote widening participation;
- all aspects of teaching are sensitive to, and promote, equality and diversity, including language used, timetabling, delivery methods, materials, group organisation and activities;
- teaching and learning materials and delivery methods avoid stereotypes and bias, and promote the rich cultural diversity of the local community;

- resources are available in formats appropriate to the needs of individual students, including the use of specialist equipment where appropriate;
- equality and diversity and access for everyone to develop their potential are embedded in the teaching and learning strategy;
- there is an ethos and learning environment which is inclusive and enables students to feel comfortable and valued as an individual.

4.3 Support services and facilities

The College will:

- provide a range of support services and facilities which will enable students with particular physical, social and cultural needs to participate fully in college life, including:
 - tutorial support
 - additional support with learning, for example English and maths
 - additional learning support, for example dyslexia, hearing and autistic support specialists
 - financial and welfare advice
 - personal counselling
 - social, recreational and catering facilities
 - prayer facilities;
- ensure that its support services and facilities are publicised to students and potential applicants through recruitment and publicity materials, the College website, the student handbook, and at induction;
- seek to make continuous improvements to physical access to all of its buildings and make reasonable adjustments to ensure that students, staff and visitors with access requirements due to disability are not disadvantaged.

5. **Staff**

5.1 Recruitment and selection

The College will:

- when a vacancy arises, prepare a person specification identifying the essential and desirable levels of qualifications/training, knowledge/experience and skills/abilities required for the job;
- advertise jobs internally and/or externally to attract applicants who meet the

person specification;

- consider applicants on the basis of their suitability for the job and their ability to fulfil the requirements set out in the person specification.

5.2 Training and development

The College will:

- identify annually training and development needs through the Development Review and training and development planning processes;
- make available a range of training opportunities to meet these needs;
- include Equality and Diversity training as part of the induction for new staff.

5.3 Working environment

The College will:

- make reasonable adjustments to premises or working arrangements to ensure that employees are not disadvantaged on the grounds of any protected characteristics.

6. Harassment, victimisation and discrimination

6.1 The College will not tolerate harassment, victimisation or discrimination and has procedures in place to deal with such incidents.

6.2 Students who feel they have been harassed or discriminated against, or otherwise treated unfairly within the scope of this policy, may raise their concerns with their personal tutor in the first instance. Alternatively, they may discuss the issue with Student Services, who will advise and assist them should they wish to pursue the matter through the student grievance or anti-bullying procedures.

6.3 Staff who feel that they have been unfairly treated within the scope of this policy may raise their concern through the staff grievance procedures.

6.4 Staff or students whose conduct breaches this policy through discrimination, harassment or victimisation of others will be dealt with through the disciplinary procedure for staff or students, as appropriate.

7. Monitoring

7.1 The College monitors the profile of its students and staff by age, gender, disability and ethnicity. Monitoring of the whole student population is

undertaken by the College Information Services team and, for staff, by the HR Department. The outcomes are reported:

- to the College Executive (staff and student population)
- to the HR Committee (staff population)
- to the College's Corporation annually.

7.2 Monitoring at course level is integrated into the course review and self-assessment processes. Course teams and programme areas monitor enrolment, retention, achievement and success data. They evaluate this data in their self-assessment reports and, where there are differences in the data for different groups of people, identify actions to eliminate these differences. These actions are fed into quality improvement plans and monitored regularly.

8. Related policies and procedures

9.1 This policy should be read in conjunction with the following:

- Bedford College Single Equality Scheme and Action plan
- Admissions Policy
- Teaching, Learning and Assessment Policy
- Student Anti-Bullying Policy
- Student Grievance Procedure
- Student Disciplinary (Misconduct) Procedure and Code of Conduct
- Staff Recruitment and Selection Procedure
- Staff Grievance Procedure
- Staff Disciplinary Procedure
- Safeguarding Policy and Procedures.