

The Chesterfield College Group

Equality, Diversity and Inclusion Policy



Family:	Corporate Governance and Legal Frameworks
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Manager Responsible:	Director of Student Experience and Wellbeing
Committee for Approval:	Equality and Diversity
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Impact Assessment status	In preparing the Policy, any potential disproportionate impact it might have upon individuals with protected characteristics, as defined in the Equality Act 2010, have been carefully considered. It is the conclusion of the College Group that the Policy does not adversely impact on individuals with any of the protected characteristics.
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Originator	Director of Student Experience and Wellbeing
Responsibility	Senior Management Team

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Aim

The policy aims to ensure that all individuals and groups:

1. Are treated fairly and with respect in all interactions with them.
2. Have the right to be free from harassment and bullying of any description.
3. Do not suffer unwanted behaviour, whether based on age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, or sexual orientation.
4. Have an equal chance to contribute to achieve their potential, irrespective of any defining feature that may give rise to unfair discrimination.
5. Can engage with an organisation that complies fully with the Prevent Duty, and who takes active steps to equip staff and students with an understanding of Radicalisation, Extremism, and Fundamental British Values.

Scope

The Equality, Diversity and Inclusion Policy sets out our aims and how we will meet and, in some areas, exceed the legal requirements identified in the Equality Act 2010.

The Equality, Diversity and Inclusion Policy applies to:

- Prospective students/apprentices and staff (in relation to admissions and recruitment arrangements).
- Current students/apprentices and staff (including those absent, temporarily excluded, students on work placements, those in work-based learning and students studying remotely as relevant).
- Former students/apprentices and staff (if there is a continuing relationship based on them having been a student or member of staff at the College, i.e., following a reference request).
- Governors.
- Visitors, contractors and volunteers (while they are on College premises or carrying out College business).
- Partners and employers where students have work placements, are work based or study remotely.
- Pre-16 students where applicable.
- Parents and carers.

Behaviour outside working time and College premises may also fall into the scope of the policy e.g., the College has a duty to act where discriminatory behaviour or harassment by a member of staff outside working hours affects a member of staff or a student either directly or indirectly.

Breaches of the policy may be dealt with via the College's Staff Disciplinary Policy (PHR20) or Student/Apprentice Disciplinary Policy (TLA03).

This policy and associated operating procedures apply to Chesterfield College, which includes Learning Unlimited, and to our subsidiary companies; Training Services 2000 Ltd (LU Derby), Learning Unlimited ATA Ltd, Recruit Unlimited Ltd and Chesterfield College Enterprises Ltd.

Policy Statements

Chesterfield College recognises that many individuals and protected groups may experience unlawful discrimination and disadvantage on the grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, or sexual orientation. We believe that equality for all is a basic human right and actively oppose all forms of unlawful and unfair discrimination. We value and celebrate the diversity in our society and are striving to promote and reflect that diversity within the College, and we work to exemplify Fundamental British Values: democracy, the rule of law, individual liberty, and mutual respect and tolerance for those with different faiths and beliefs.

All staff, students, apprentices, and others who fall within the scope of the policy have a responsibility to give full and active support for the Equality, Diversity and Inclusion Policy and the promotion of Fundamental British Values by ensuring:

- The Equality, Diversity and Inclusion Policy is known, understood, and implemented.
- Behaviours take into account the sensitivities of others, everyone is treated with respect and dignity, and stakeholders are able to access all opportunities relevant to their learning and development, including involvement in democratic processes.
- Behaviour not in accordance with the Equality, Diversity and Inclusion Policy is challenged safely and appropriately.
- Engagement in learning opportunities which aim to raise awareness of the Prevent Duty and Fundamental British Values.

Within this general responsibility there are some specific responsibilities for:

- **Governors, the Principal and managers** for the effective implementation and championing of the Equality, Diversity and Inclusion Policy.
- The **Equality, Diversity and Inclusion (EDI) Committee** for coordination across the College Group of the Equality, Diversity and Inclusion Policy: implementation, development and monitoring. The Committee, alongside the Academic Board for Higher Education, also monitor the implementation of the Higher Education Access and Participation Plan (CSE04), aimed at widening participation against the spread of demographics at the College.
- The **Director of Student Experience and Wellbeing** for the College Mental Health and Wellbeing Charter.
- The **Deputy Principal** to close achievement gaps based on protected characteristics.
- **Student Representatives** to promote and encourage respect for equality, diversity and inclusion among the whole student community, both in everyday practice and through active student bodies such as the Student Union and Student Council.
- The **Safeguarding Team** and **Designated Safeguarding Lead** in relation to acting on concerns of Radicalisation and Extremism reported via the Safeguarding referral route.

Under the Equality Act 2010 (Specific Duties and Public Authorities) Regulations 2017, the College has a legal duty to report on gender pay. Schedule 2 of the aforementioned regulations detail that “the governing body of an institution in England within the further education sector (within the meaning of section 91(3) of the Further and Higher Education Act 1992) are legally required to publish such information”. The legislation requires employers with 250 or more employees to publish particular statutory calculations every year, including the gender pay gap and gender bonus gap, as average figures across the College as a whole.

The College recognises that there are many factors that may influence the difference in pay rates across our workforce. The College seeks to work towards a flexible workforce and a culture where all staff members have access to well-designed job roles, career progression, and opportunities for learning and development. The College will continue to recognise, and to accommodate where operationally viable, flexible working patterns that suit the individual circumstances of employees and to provide a comprehensive package of employee benefits and support for all staff.

To support a reduction in the College’s gender pay gap, we will:

- Continue to support career progression of female employees by ensuring female participation in leadership development programmes.
- Explore opportunities for part-time working at a senior level.
- Take ‘positive action’ to encourage female applicants for STEM roles.
- Complete regular Equal Pay Audits to provide analysis and insight into gender pay issues and track our progress.

The College will also continue to develop and promote flexible working practices available within the organisation, to reflect the choices available to families and to allow access to patterns which benefit both genders.

Implementation

The College will ensure that:

1. Meetings are held which introduce staff to the concept, policy and procedures e.g. College Management Team, Directorate Monthly Management and Curriculum Team; where equality, diversity and inclusion can be discussed, including any specific instructions and special responsibilities.
2. The Principal, Corporation and all staff working with or on behalf of the College, whether employed directly or indirectly, and including volunteers and external contractors, will receive a level of training appropriate to their role and level which will familiarise them with equality and diversity issues, clarify roles and responsibilities and the College policies and procedures, and will refresh their knowledge, in agreement with their line manager, within the context of their role through formal management processes.
3. Apprentices and students on work placement are placed where the employer is fully aware of their duties in terms of equality and diversity and all students are given guidance prior to their employment or placement on equality and diversity and the support available from the College.

4. It is the intention of the College to support all users at all times, with teaching, learning and assessment remaining a key focus. Lessons are observed regularly through the teaching triangles, regular learning walks, and collaborative area reviews. The Teaching and Learning Quality Leads will monitor aspects of good practice and where improvement is required, the Lead will identify support and training and provide where necessary. Equality, diversity and inclusion aspects are included in reviews and are audited, monitored and subsequently reported to the EDI Committee by the Strategic Lead for Quality Assurance. Equality, diversity and inclusion is also considered within Performance Management Reviews.
5. Chesterfield College materials are monitored and evaluated on a regular basis to ensure that they promote equality and diversity and do not disadvantage particular groups of students or apprentices. There are clear and designated procedures for all students and apprentices, including those learning or working remotely, to report breaches of the Equality, Diversity and Inclusion Policy and to report any concerns in relation to Radicalisation and Extremism.
6. All information relating to equality and diversity will be processed in accordance with the Data Protection Act 2018, as set out in the College's Data Protection Policy (INF03).

Communication Flow

1. The Equality, Diversity and Inclusion Policy is approved by the College Corporation. The Corporation has nominated a Link Governor with special responsibility for equality and diversity matters.
2. The College has a nominated member of staff with strategic and operational lead responsibility for equality and diversity (Director of Student Experience and Wellbeing).
3. The Equality, Diversity and Inclusion Policy is communicated to all staff through staff induction, staff intranet, and through regular briefings/meetings.
4. The Principal convenes Equality, Diversity and Inclusion Committee meetings three times every academic year.
5. Curriculum and cross-College team meetings are held regularly, and equality, diversity and inclusion is a set agenda item.
6. Regular updates are provided via the staff intranet and other relevant platforms such as the virtual learning environment (VLE) and Microsoft Teams.
7. Staff and student/apprentice views are regularly sought regarding equality, diversity and inclusion at College/in the workplace.
8. College prospectuses and job adverts have a clear statement reflecting the importance the College places on equality, diversity and inclusion.
9. The College strives to ensure that literature for staff and students/apprentices promotes equality, diversity and inclusion across the College, partners, and stakeholders, and in the wider community.
10. Employers are signposted to the College website to view the Equality, Diversity and Inclusion Policy when they formally agree to accept students for work-based learning or work

placements. *Note: Subcontractors should have their own policy, however the College also provides partners with its own Equality, Diversity and Inclusion Policy for use as required.*

11. Remote students/apprentices are signposted to the College website to view the Equality, Diversity and Inclusion Policy during induction.
12. Chesterfield College will ensure that information about its programmes of study and services are made available to the widest possible audience. Publicity materials will be provided in a range of formats and will avoid prejudice and stereotyping.
13. The College offers a varied portfolio of programmes that enable us to meet a wide range of student needs, goals, and aspirations.
14. Chesterfield College will develop links and partnerships with external community organisations to support the development of equality and diversity in our locality.

Monitoring

1. The College will monitor the effectiveness of the Equality, Diversity and Inclusion Policy through the Equality, Diversity and Inclusion Committee.
2. The College will seek to ensure that College policies and procedures, via Equality Impact Assessments, are assessed on a regular basis to ensure they do not have a negative impact on any particular group of people.
3. The Principal chairs the Equality, Diversity and Inclusion Committee which reports to the Corporation.
4. The following information is reviewed to monitor the effectiveness of the policy across the College community:
 - Enrolment trends and statistics.
 - Staff data.
 - Student/apprentice surveys and general feedback.
 - Self-assessment reports.
 - Equality and Diversity Impact Measures (EDIM).
 - Equality impact assessments.
 - Learning Walk observations.
 - Examples of good practice.
 - Complaints, compliments, and any subsequent actions.
 - Any other relevant data, such as demographic changes.
 - Enrichment opportunities.
 - Attendance/punctuality.
 - Progression.
 - Annual Corporation reports.
 - Closing achievement gaps.

- Disciplinary records.
 - Quality audits.
 - Assessments.
5. The policy will be reviewed every 3 years or as a result of legislative changes, with any amendments approved by the Corporation.
 6. The College will publish an Equality, Diversity and Inclusion Report annually that summarises the outcomes from the above actions and highlights our progress.

Associated Information and Guidance

The Equality, Diversity and Inclusion Policy is informed by:

- Children and Families Act 2014
- Criminal Justice and Public Order Act 1994
- Data Protection Act 2018
- Disability Discrimination Act 2005
- Employment Equality (Age) Regulations 2006 and Amendment Regulations 2008
- Employment Equality (Religion or Belief) Regulations 2003 and Amendment Regulations 2004
- Employment Equality (Sexual Orientation) Regulations 2003 and Amendment Regulations 2007
- Employment Rights Act 1996
- Equality Act 2010
- Gender Recognition Act 2004
- Human Rights Act 1998
- Protection from Harassment Act 1997
- Providing Services for Transgender Customers - government guide published 2015
- Race Relations (Amendment) Act 2000
- Revised Prevent Duty Guidance 2015
- Sex Discrimination Act 1975
- Special Educational Needs and Disability Act 2001
- Work and Families Act 2006

Related Chesterfield College Group Policies and Documents

- Student Admissions and Recruitment Policy – CSE01
- HE Access and Participation Plan – CSE04
- Complaints and Compliments Policy and Procedures – CSE06
- Equality and Diversity Statement – GOV04
- Safeguarding Policy and Procedures – GOV05
- Tackling Extremism and Radicalisation Policy and Procedures – GOV06

- Anti-Bullying Policy – GOV07
- Whistleblowing Policy and Procedures – GOV10
- Information Security Policy – INF01
- Data Protection Policy and Procedures – INF03
- Grievance Policy and Procedures – PHR05
- Harassment and Bullying Policy and Procedures – PHR06
- Recruitment and Selection Policy – PHR13
- Redundancy Policy – PHR16
- Staff Code of Conduct – PHR19
- Staff Disciplinary Policy – PHR20
- Student/Apprentice Disciplinary Policy and Procedures – TLA03
- Quality Assurance Procedures – TLA06