



# EQUALITY, DIVERSITY AND INCLUSION POLICY

## Policy Aim

- Sets out the Leeds City College Group's FE colleges' commitment, the aspirations of the Group's students, leaders, and staff as well as their responsibilities in relation to equality, diversity and inclusion.

## Applies to:

- Keighley College
- Leeds City College
- Leeds College of Music
- White Rose Academies Trust



**CHANGE CONTROL**

<b>Version:</b>	Four	
<b>Approved by:</b>	Governing Board	
<b>Date approved:</b>		
<b>Name of author:</b>	Deputy CEO Curriculum and Quality	
<b>Name of responsible committee:</b>		
<b>Related policies: (list)</b>		
<b>Equality impact assessment completed</b>	<b>Date:</b>	
	<b>Assessment type</b>	
	<input checked="" type="checkbox"/> <b>Full</b>	
	<input type="checkbox"/> <b>Part</b>	
	<input type="checkbox"/> <b>Not required</b>	
<b>Policy will be communicated via:</b>	College Website, Intranet, staff and student induction, staff and student training, employer handbook, contracts and service specifications	
<b>Next review date:</b>	December 2019	

## CONTENTS

1. Equality and Diversity Policy Statement.....	3
2. Who does the policy apply to?.....	3
3. Legal framework.....	3
4. Key Principles.....	4
5. Curriculum, learning and teaching.....	5
6. Employment.....	6
7. Student Support and Voice.....	6
8. External Partners.....	7
9. Visitors, Contractors and Sub-contractors.....	7
10. Responsibilities.....	7
11. Implementation.....	8
12. Monitoring and review.....	9
13. Complaints.....	9

## Appendices

Appendix 1 Roles and Responsibilities.....	11
--	----

## **1. Equality and Diversity Policy Statement**

The Leeds City College Group is committed to creating and maintaining an inclusive working and learning environment that respects and celebrates difference. We aim to provide a community where everyone feels able to participate fully in college life and achieve their full potential.

The Leeds City College Group's commitment to equality and diversity is endorsed and led by the leadership team and governors. Our goal is to ensure that this commitment translates into action across the whole college community and that equality and fairness become embedded into our everyday activities. In order to achieve this ambition, we need all staff, learners, partners, visitors, contractors and sub-contractors working on behalf of Leeds City College Group to share our commitment.

## **2. Who does the policy apply to?**

This policy applies to all members of the Leeds City College Group's FE community including stakeholders, staff, students and visitors. The policy is also binding on our external contractors, employers and other partners who the Leeds City College Group FE colleges collaborate with. The policy applies to all sites and premises belonging to Leeds City College Group FE college or used by it for carrying out its functions.

## **3. Legal framework**

Our policy is governed by the Equality Act 2010, which makes it unlawful to discriminate against someone because of one or more of the following protected characteristics:

- age
- disability
- gender
- gender reassignment
- race
- religion or belief
- sexual orientation
- pregnancy and maternity
- marriage and civil partnership

The legislation introduced a new public sector equality duty, which requires public authorities to take a proactive and organised approach to equality and

tackling discrimination. The Leeds City College Group FE colleges are required to publish equality objectives every four years and equality information on an annual basis to demonstrate compliance with the equality duty. Our equality information reports and equality objectives can be viewed at this [link](#).

The policy does not exist exclusively as a response to legal requirements, but also reflects our intention to ensure that equality and diversity underpin everything we do.

#### **4. Key Principals**

- Leeds City College Group's FE colleges expect all members of its community to treat each other with dignity and respect. We support the right of individuals and groups to hold their own beliefs and values, but will not tolerate these being manifested in a way that intimidates, humiliates or creates a hostile or degrading learning or working environment.
- Leeds City College Group is striving to create an inclusive learning and working environment that supports good relations between people and challenges prejudice, intolerance and discrimination in all its forms.
- Leeds City College Group will ensure that all of our learners, staff and visitors, as well as those who apply or seek to apply to work or study with us, are treated fairly and are not discriminated against on any grounds, including those protected by the Equality Act 2010.
- To support our commitment to equality and diversity, and to meet our legal duties, Leeds City College Group will publish an equality information report each year and set equality objectives every four years. The equality objectives and equality and diversity action plan will be monitored by the Equality and Diversity Committee on a termly basis.
- Leeds City College Group will communicate its commitment to promoting equality and diversity in staff and learner recruitment material, handbooks, policies, social media and in other corporate communications.
- Leeds City College Group will ensure that publicity material positively promotes the diversity of the college community.
- Leeds City College Group will actively engage with staff, learners, the students' union, trade unions and partners on key matters related to equality and diversity.

- Leeds City College Group will support a range of activities and campaigns each year to celebrate key national equality events and religious festivals.
- Leeds City College Group will carry out Equality Analysis to assess the implications of policies and decisions on the college community and to help prevent and tackle inequality.
- Leeds City College Group will introduce positive action initiatives where patterns of under-representation and differences in outcomes for staff and learners are identified.
- Every opportunity will be given for learners and staff to disclose any disabilities or other needs relating to 'protected characteristics' that they may have. Leeds City College Group will promote a culture of inclusivity, in which individuals feel confident and safe to make a disclosure. It will provide reasonable adjustments in response to individual need and will not disadvantage a learner or member of staff on the basis of such needs.
- Where data relevant to equality and diversity, or any of the protected characteristics is gathered and stored by the Leeds City College Group, it will be done so appropriately and in line with data protection guidelines.
- Leeds City College Group will ensure that there are effective and sensitive support and complaints mechanisms in place, should anyone feel that they have either witnessed or experienced discrimination.

## **5. Curriculum, learning and teaching**

- Leeds City College Group is committed to promoting equality and diversity through effective teaching, learning and assessment.
- Equality and diversity will be fully integrated into the learning experience, and will be evident in curriculum planning, developing schemes of work and delivering teaching, learning and assessment.
- Leaders, managers and teaching staff will monitor learner performance by protected characteristic and set actions to narrow any achievement gaps between different groups of learners.
- The curriculum offered will be regularly reviewed to ensure it is culturally sensitive and reflects the interests and backgrounds of the learners.
- All teaching staff will use resources and activities that are free from discriminatory or stereotypical assumptions or images.
- All classroom and work based learners will receive information on equality and diversity as part of their induction programme. This will familiarise them with this policy as well as endorse our approach to dignity and respect. It will also ensure that they understand their rights and

responsibilities to others whilst studying at college and on work placements.

- A robust tutorial programme will include a variety of equality and diversity topics to raise awareness, celebrate diversity and promote equality. This is further supported with campus based enrichment themed events to increase understanding of diversity and encourage community cohesion.
- Work based learners will be empowered and supported to challenge practices and behaviours in the workplace, which they feel contravene College policy in relation to Equality and Diversity.

## **6. Employment**

- Leeds City College Group aims to employ a workforce that reflects, at every level, the community which it serves.
- In seeking to achieve a balanced workforce at all levels, Leeds City College Group will ensure that no employee, job applicant or candidate for promotion will be disadvantaged or treated less favourably because of conditions or requirements that are not related to the job.
- All staff will treat each other in a fair and respectful manner that is free from discrimination.
- Reasonable adjustments will be made to working arrangements and premises to ensure equal access for employees or potential employees who have a disability or a particular health concern.
- All staff will receive timely and relevant equality and diversity training. Leeds City College Group supports a blended learning approach; training will be delivered through a mixture of induction, face-to-face and online sessions.
- Leeds City College Group will regularly monitor the workforce profile and take positive action to tackle any under-representation of particular groups within the workforce as a whole and at different levels within the Members.
- The Human Resources Department will be responsible for the maintenance and reporting of equality data relating to the workforce. The Equality and Diversity Committee will review and monitor this data on a termly basis to identify any trends or differences between the protected groups and agree actions.

## **7. Student Support and Student Voice**

- All learners will be encouraged to take part in Student Voice activities.
- These will be monitored to ensure that they are inclusive. We will also:
- ensure that learners on the Student Council represent the various equality groups.
- Positive action will be taken to ensure that particular groups of learners who are found to be more vulnerable to leaving their course early e.g. young parents, Looked After Children and Care Leavers, asylum seekers, etc. will be offered additional support.
- Support services enable learners to gain access to the curriculum, to stay on programme and to achieve to the best of their ability. Learners come to the College with a range of different educational needs. We will try our best to meet those needs through comprehensive initial assessments prior to courses beginning and additional support for learners with a disability or learning difficulty.

## **8. External Partners**

- External partners working with the Leeds City College Group must comply with the Equality and Diversity Policy and have appropriate policies and procedures in place regarding equality and diversity.
- When drawing up contracts and service specifications, the Leeds City College Group must ensure that external partners are made aware of their legal duties in relation to equality and are specifically required to comply with all equality legislation when delivering services on behalf of the Leeds City College Group.

## **9. Visitors, Contractors and Sub-contractors**

- Visitors, contractors and sub-contractors must comply with the Leeds City College Group's Equality and Diversity Policy.
- Leeds City College Group staff meeting visitors or employing contractors and sub-contractors are responsible for making them aware of the College's Equality and Diversity Policy.

## **10. Responsibilities (see Appendix 1 for more details)**

A successful equality and diversity policy requires the active support of the entire college community. Whilst there is a collective responsibility to ensure this policy is successfully implemented, there are also specific responsibilities as set out below:

- The Board has ultimate responsibility for the effective implementation of the Equality and Diversity Policy, the Equality Objectives and the Equality and Diversity Action Plan. The practical application of the policy rests with senior leaders, including the CEO and Principal, the Deputy CEOs and members of the senior management team.
- The Director of Student Life is responsible for ensuring that learner-related issues are effectively addressed. The Director of Human Resources is responsible for ensuring that staff-related issues are effectively addressed.
- Senior and Operational Managers are accountable for delivering the equality commitments in their designated areas of responsibility.
- All staff, learners and others to whom this policy applies are responsible for ensuring that they read and understand this policy and seek clarification where required. Staff and learners will be reminded of their responsibilities through the appropriate college communication channels.

All staff and learners, those carrying out work or delivering services on behalf of the College and our partners, are required to adhere to this policy and everyone is expected to support the Leeds City College Group in promoting equality and challenging discrimination and harassment.

## **11. Implementation**

The Leeds City College Group FE colleges will ensure that:

- This policy is communicated to employees, applicants for employment, contractors and others working for Leeds City College Group, learners and those applying to study at the colleges.
- Staff and learners are provided with appropriate equality and diversity training and guidance, including training on induction courses.
- Specific and appropriate duties in respect of implementing the equality and diversity policy are incorporated into job descriptions and work objectives of staff.
- Communications materials reflect the diverse college community and help to promote equality and inclusion.
- Prompt action is taken to address any allegations of discrimination, victimisation or harassment.
- External contractors, subcontractors and agencies are made aware of their responsibilities in relation to equality and diversity and commitment is

obtained from them to ensure compliance with the relevant legislation and Leeds City College Group policies and procedures.

## **12. Monitoring and review**

The Equality and Diversity Committee will:

- Monitor equality data in relation to staff and learners on a termly basis and agree actions to address any identified inequalities.
- Publish an annual report on the progress of the equality objectives and actions. This will also include an analysis of headline workforce and learner data.
- Review the equality objectives annually and set new objectives every four years.
- Prepare and deliver an annual equality and diversity action plan to help the

Leeds City College Group FE colleges meet their equality objectives.

- Support staff and learner voice initiatives and obtain feedback from the Students' Union, Trade Unions, staff and learner equality forums and other engagement mechanisms.
- Review and amend the equality and diversity policy to reflect developments in equality legislation and best practice.
- Regularly report to Governors and the Leeds City College Group leadership team on equality and diversity issues.

## **13. Complaints**

Members of staff who believe they have suffered any form of discrimination, harassment or victimisation are entitled to raise the matter through the appropriate grievance procedure. A copy of the grievance procedure is available through the staff policy portal or in hard copy on request from the Human Resources Department.

Students who believe they have suffered any form of discrimination, harassment or victimisation are entitled to raise the matter through the complaints procedure. A copy of this procedure is available through the student zone or in hard copy on request from the Quality team.

Every effort will be made to ensure that any person making a complaint will not be victimised. All complaints of discrimination, harassment or victimisation will be dealt with promptly and confidentially.

Leeds City College Group takes all allegations of discrimination, harassment or victimisation very seriously. If on investigation, it is established that discrimination, victimisation or harassment has occurred, disciplinary action will be taken and may result in dismissal or expulsion.

### **Related policies, procedures and documents**

Anti Harassment and Bullying Policy (Dignity at Work)  
Preventing Bullying and Harassment Policy  
Safeguarding Policy  
Disability Statement  
Student Discipline and Grievance Procedures  
Staff Discipline, Capability and Grievance Procedures  
Equality Objectives 2014/15–2018/19  
Equality and Diversity Action Plan  
Equality Information Reports

### **Appendices**

## **Appendix 1 – Roles and Responsibilities**

### **Governors are responsible for ensuring that:**

- Leeds City College Group is compliant with the equality legislation and the codes of practice supporting it.
- The Board proactively considers equality and diversity as part of their decision-making process.
- The Equality and Diversity Policy, Equality Objectives and Equality and Diversity Action Plan are implemented effectively.
- The membership of the Corporation reflects the diversity of the communities served by Leeds City College Group.
- Equality and diversity is fully integrated into Leeds City College Group's Development Plan.
- The Board receives termly equality and diversity updates that monitor progress on the Equality Objectives and Equality and Diversity Action Plan.

### **The Equality and Diversity Committee is responsible for:**

- Overseeing the continuing application and development of the Equality and Diversity Policy in line with legislation and the Leeds City College Group strategic objectives.
- Preparing, monitoring and reviewing the Equality Objectives and Equality and Diversity Action Plan.
- Reporting progress on equality issues to the Governors on a termly basis.
- Advising on the formulation of policies, procedures and resources.

**The CEO/Principal and Senior Leadership Team are responsible for:**

- Providing leadership and acting as champions to promote equality and diversity across the Leeds City College Group community.
- Communicating the policy, internally and externally.
- Working with Governors and Senior Managers to ensure that the Equality and Diversity Policy, Equality Objectives and Equality and Diversity Action Plan are implemented effectively.
- Ensuring that appropriate action is taken against individuals working on behalf of the college who do not act in accordance with the policy.

**Managers are responsible for:**

- Ensuring that staff have a clear vision and shared understanding of what the Leeds City College Group is aiming to achieve through the policy.
- Implementing the policy as part of their day-to day management of staff and in applying employment policies and practices in a fair and equitable way.
- Ensuring equality and diversity issues are addressed in performance reviews.
- Ensuring all staff act in accordance with the equality and diversity policy providing support and direction where necessary.
- Effectively managing and dealing promptly when investigating issues relating to potential discrimination, bullying or harassment.
- Ensuring that all decisions that will change provisions, practices or policies and affect the workforce or learners are subject to an Equality Analysis. For further information refer to the Equality Analysis toolkit.
- Taking the lead in creating a positive, inclusive ethos that challenges inappropriate language and behaviour and celebrates diversity.

**Programme Managers and Curriculum Leaders are also responsible for ensuring that:**

- Equality and diversity is promoted in all learner settings and embedded into curriculum areas.
- Student performance is monitored by protected characteristic on a termly basis and actions set to address any identified gaps.
- Student performance by protected characteristic is recorded in the Self Assessment Reviews (SARs) and actions are set to narrow any performance gaps for protected groups.
- Student induction programmes and tutorials develop students' understanding of equality, diversity and inclusion.

**All staff are responsible for ensuring that they:**

- Have read and understood the policy.
- Implement the policy in their day-to-day work and model behaviour that reflects the spirit of the policy;
- Treat people with respect and dignity in all their interactions;
- Notify their line manager of any concerns with regard to the conduct of other employees, learners, visitors or third parties.
- Help to build an inclusive culture where diversity is valued and people feel confident to bring their whole selves into the working and learning environment.
- Challenge inappropriate and discriminatory language and behaviour by staff, students, placement providers and other users of our services.

**Human Resources are responsible for:**

- Developing employment policy and strategy on equality and diversity.
- Providing guidance to line managers and staff.
- Supporting managers in investigating issues relating to potential discrimination.
- Monitoring and reporting on the workforce equality data to the Equality and Diversity Committee
- Championing equality and diversity issues, internally and externally.
- Facilitating training and development initiatives in relation to equality and diversity.

**All students are responsible for ensuring that they:**

- Adhere to the Student Code of Conduct and treat all members of the College community with dignity and respect.
- Create and maintain a learning and social environment where there is zero tolerance for bullying, harassment and discrimination.
- Support and promote the equality and diversity policy and procedures.
- Understand the consequences of contravening equality legislation and the equality and diversity policy.

**Partners, Contractors and Service Providers**

- All partners, contractors and service providers will be responsible for adhering to any equality guidelines in agreements or contracts.
- Leeds City College Group is committed to ensuring that those organisations with which it works and employs will demonstrate their commitment to equality and diversity and have policies and procedures in place to achieve this.