

**Name of Policy**

**EQUALITY, DIVERSITY & INCLUSION POLICY**

**Purposes**

To positively encourage and promote a culture in which all individuals are treated fairly and with respect and which values diversity and inclusion.

**Responsibility of / Job Title**

Director of Human Resources

**Equality Assessment By Whom**

Director of Human Resources

**Date**

09/2022

**Version**

7

**Date of next review (month & year)**

09/2025

**Date**

**Approved by**

SMT

September 2022

Corporation

Director of Human Resources

**Related policies or procedures or parent policy if applicable**

Flexible Working Policy  
 Colleague Code of Conduct  
 Grievance Procedure  
 Staff Development Policy  
 Complaints Procedure  
 Mental Health Policy  
 Dignity & Respect at Work Policy  
 Maternity/Paternity Policies  
 Teaching and Learning Policy  
 Professional Practice Policy  
 Social Media Policy  
 E-Safety Policy  
 Safeguarding Policy  
 Student Disciplinary Policy  
 Additional Learning Support Policy  
 Carer Policy  
 Information Technology Acceptable Use Policy  
 Special Leave policy  
 Student Anti-Bullying & Harassment Policy  
 Professional Practice

**Groups/bodies consulted in the development of the policy**

Equality Commission, Association of Colleges, ACAS

**To be published on College website**

Yes

**To be published on Student Hub**

Yes

## **EQUALITY, DIVERSITY AND INCLUSION POLICY**

This policy and the material referenced in it is available in a variety of different formats including audio, Braille, and other languages. Requests should be made to the Learner Experience department.

### **1 Purpose**

1.1 The College as an employer and as a provider of education and training is committed to promoting the three aims of the Public Sector Duty and has in the performance of its corporate responsibilities due regard to:

- eliminate unlawful discrimination, harassment and victimisation and any other conduct prohibited by the Equality Act 2010
- advancement of equality of opportunity between people who share a protected characteristic and people who do not share it; and
- fostering of good relations between people who share a 'protected characteristic' and people who do not share it.

1.2 The College's specific and measurable equality objectives advance these aims through ensuring that equality and diversity is placed at the heart of all College policies and procedures and is considered as a part of the decision-making process.

1.3 This approach positively encourages and promotes a culture where the social and cultural diversity of learners and employees are respected and valued thereby ensuring that all have the opportunity to participate fully and achieve their potential irrespective of any of the Equality Act 2010 'protected characteristics' advised in paragraph 2.2. below.

### **2 Statement**

2.1 Provide equality, fairness and respect for all creating an environment in which individual differences and the contributions of our staff are recognised and valued.

2.2 Not unlawfully discriminate in line with the 9 protected characteristics as detailed in the Equality Act 2010:

1. age
2. disability
3. gender reassignment
4. marriage and civil partnership
5. pregnancy and maternity
6. race (including colour, nationality, and ethnic or national origin)
7. religion or belief
8. sex (gender)
9. sexual orientation

2.3 Commit to eliminating discrimination, harassment and victimisation, advancing equality of opportunity between people who share a protected characteristic and those who do not. Foster good relations between all who work or learn at Macclesfield College. Every employee, worker or self-employed contractor is entitled to a working environment that promotes dignity and respect to all. No form of intimidation, bullying or harassment will be tolerated.

2.4 Recognise this is an evolving document that will be reviewed and updated in light of continuing involvement of, and consultation with, both existing and potential

Macclesfield Colleges partners, community groups, voluntary organisations and individuals with interests in our work. This policy is intended to continuously adapt to new developments and legislations, and to reflect our growing understanding of existing and emerging issues.

- 2.5 Recognise the serious nature of any discriminatory events and their impact on the individual/group involved including those who may witness the incident. All incidents will be taken seriously and consideration will be given as to whether a multi-agency approach using child protection procedures is required.

## **2 Scope**

- 2.1 The Equality, Diversity and Inclusion Policy applies to all members of the College community including:
- a) Colleagues
  - b) Students
  - c) Governors
  - d) Applicants for jobs
  - e) Applicants for courses
  - f) Contractors
  - g) Employers
  - h) Work placement providers
- 2.2 The policy covers equality, diversity and inclusion in all aspects of the College activities including marketing and publicity, curriculum teaching and learning, colleague employment and the environment. The College operates a zero tolerance policy in respect of all forms of discrimination.

## **4. Flexible working requests**

- 4.1 Macclesfield College recognises that flexible working opportunities can be of benefit to all colleagues and the College by improving work life balance and allowing the organisation to retain skilled employees.
- 4.2 Flexible working can include the following arrangements: part time, flexi-time, annualised hours, compressed hours, staggered hours, home working, term time job sharing and phased retirement.

## **5 Responsibilities**

- 5.1 All colleagues and learners have a responsibility to provide full and active support for the policy by ensuring that the policy is known, understood and applied at all times. Individual responsibilities are detailed in Appendix 1.

## **6 Staff**

- 6.1 Colleagues who feel they have been treated unfairly under the terms of this policy should follow the procedure as detailed in paragraph 6.2 – 7.2 below.
- 6.2 Informal approach
- 6.3 If you feel you are in a position to do so, you should approach the person against whom you have a complaint directly and explain to that person what is concerning you.
- 6.4 If you feel unable to approach the person directly, you should approach your Line

Manager for a confidential discussion. Your Line Manager will then contact the person and where both parties are willing to participate in the informal process seek to resolve the matter through informal discussion. Your Line Manager will keep a note of discussions and agreed actions. Any issues raised informally with a Line Manager that fall within the scope of this policy and on which he/she considers action may be required will be referred by the Line Manager to HR for advice.

- 6.5 Where the complaint concerns your Line Manager you should report the problem to the Deputy Principal (in cases involving the Deputy Principal, the complaint should be referred to the Principal) who will take advice from HR to determine another manager for you to work with who will seek to resolve the issue in the manner described above.

## **7 Formal procedure**

- 7.1 Employees who feel they have received unfair treatment under the terms of this policy should raise the matter through the Grievance Procedure.
- 7.2 The policy is available on the quality hub portal and College website.
- 7.3 External applicants for employment who feel they have received unfair treatment under the terms of this policy will be referred to the Director of Human Resources for the matter to be investigated.

## **8 Recruitment and Selection**

- 8.1 The Director of Human Resources will be responsible for the development of appropriate monitoring systems to ensure the effective application of the policy and the provision of management reports when required to the Corporation.
- 8.2 The recruitment and selection procedures have been determined in order to ensure that selection decisions are based on criteria relevant to the job and that arbitrary discrimination is eliminated.
- 8.3 Job descriptions & person specifications are limited to those requirements that are necessary for the effective performance and the job. Candidates for employment will be assessed objectively against the requirements for the role, taking account of any reasonable adjustments that may be required for candidates with a disability.

## **9 Staff Development and Training**

- 9.1 The College Staff Development policy will reflect the College's Equality and Diversity Policy.
- 9.2 Engagement in staff development activities is monitored against groups that share the protected characteristics.
- 9.3 Staff will be selected for, or encouraged to participate in, particular training and development activities on the basis of their abilities, their needs and those of the College in relation to their current jobs or potential future jobs. All managers involved in identifying training and development needs and opportunities will be required to ensure that there is no discrimination on arbitrary grounds and that selection is based on job related criteria.
- 9.4 Staff training is essential to the success of the Equality, Diversity and Inclusion Policy and will ensure that everyone is aware of their roles and responsibilities in relation to

equality and diversity.

## **10 Harassment**

- 10.1 Harassment of any nature against employees of Macclesfield College will be treated seriously as a disciplinary offence.

## **11 Learners**

- 11.1 Learners and potential learners who feel they have received unfair treatment under the terms of this policy should raise the matter through the Complaints Procedure. If, for any reason, this route is not appropriate, the matter may be referred directly to the Deputy Principal.

## **12 Recruitment, Guidance and Support**

- 12.1 The admission procedures will be open, non-discriminatory and learner friendly.
- 12.2 The College will develop services which are welcoming, safe and designed to address the unique needs of individuals, e.g. learning support and classroom support.
- 12.3 Guidance, assessment, support and counselling will be available to all learners to promote their opportunity to follow courses of their choice.
- 12.4 All learners and potential learners will receive impartial guidance to enable learners to study at a level appropriate to them.

## **13 Marketing and Publicity, and School Liaison**

- 13.1 The College will research the needs of prospective learners in our partner schools and wider community and the needs of under-represented groups in order to ensure appropriate course provision and support.
- 13.2 The College's commitment to equality and inclusion will be clearly stated in all College publications and publicity material will be provided, in appropriate languages and media as required.
- 13.3 The college will publish its Equality, Diversity and Inclusion objectives on its website.
- 13.4 Annually our staff and student Equality, Diversity and Inclusion reports which are each approved by the Corporation will be published on the college's website to evidence compliance against the Equality Act Public sector duty responsibilities.

## **14 Curriculum, Teaching and Learning, Examination and Assessment**

- 14.1 The College will seek to provide a range of learning programmes delivered in ways to suit all learners, including those who have not previously succeeded in education.
- 14.2 The curriculum, its delivery and resources used will be free from bias, stereotyping, discrimination and harassment and will seek to foster good relations between people who share protected characteristics and those who do not.
- 14.3 The lesson observation procedure will identify good practice or areas for development.
- 14.4 The College will seek to give credit for prior learning and experience and identify

opportunities for progression.

- 14.5 The College will deliver learning through flexible means which cater for a wide range of learning styles and will take account of the student's perceived needs.
- 14.6 The College will ensure that where a candidate with a learning difficulty requires an assessment of his/her needs, he/she is assessed by an appropriately qualified specialist assessor as appointed by the Specialist Provision Lead.
- 14.7 The College will assist the awarding bodies in the discharge of their duty to make reasonable adjustments by requesting access arrangements, where required, by the published deadline and effectively implementing those arrangements once approved.

## **15 Environment**

- 15.1 The College will continue to develop a physical environment which is welcoming, safe and designed to address the unique needs of individuals.
- 15.2 The College will continually improve physical access to the College and to its services.
- 15.3 All signs, communication and instructions will be clear and simple and free from discrimination.

## **16 Monitoring and Evaluation**

- 16.1 The College's Equality, Diversity and Inclusion Policy is approved by the Corporation
- 16.2 The annual Equality, Diversity and Inclusion Action Plan is approved by the Corporation who will receive progress reports at each of its meetings.
- 16.3 The Corporation will regularly monitor the College's performance as an employer, receiving an annual staff and student Equality report and making comment on college equality initiatives and selection, analysed by all protected characteristics.
- 16.4 The Executive Leadership Team will monitor the equality, diversity and inclusion data as part of the performance monitoring data.
- 16.5 The College's disaggregated equality data is published as part of the Student Equality and Diversity Annual Report.
- 16.6 The Executive Leadership Team will review procurement and other contracting services so as to advise on sanctions to be employed against contractors or service providers who do not comply with the Equality legislation and to ensure the college's compliance in accordance with section 54(1) of the Modern Slavery Act 2015
- 16.7 A full record of any complaints relating to equal opportunities is retained by the Assistant Principal Quality. Information is made available to the Corporation and College managers and any related policy, procedure and training is reviewed and amended as appropriate in the light of this information.

## **17. The Equality Act 2010 (Gender Pay Gap Information) Regulations 2017**

The College will publish as appropriate gender pay gap information as part of the Public Sector Equality Duty, the college will publish its gender pay gap data together with a written statement as the public facing college website and on the Government.

## **Appendix 1                      Roles and Responsibilities**

### **College Governors are responsible for:**

- ensuring that the College complies with the general and specific duties of the Equality Act 2010 through:
  - elimination of unlawful discrimination, harassment and victimisation and any other conduct prohibited by the Equality Act 2010
  - advancement of equality of opportunity between people who share a protected characteristic and people who do not share it; and
  - fostering good relations between people who share a 'protected characteristic' and people who do not share
- ensuring that the College's strategic plan includes a commitment to equality
- ensuring that the provision of equality training is part of the College's strategic plan

### **The Assistant Principal, Quality is responsible for:**

- Identifying equality objectives at three yearly cycles, monitoring their progress via the College Corporate Equality Action Plan
- reporting each term to the governors on the attainment of the strategic equality and diversity objectives defined within the annual equality and diversity action plan
- working closely with the Principal to ensure that the College's statutory equality, diversity and inclusion duties as an employer and service provider are implemented
- ensuring all staff with line management responsibilities do not discriminate unfairly in the employment, management and development of staff.

### **All College Managers are responsible for:**

- promoting a culture within the College that promotes 'positive' behaviours by all staff and learners, ensuring that behaviour is appropriate and takes account of the feelings of others
- investigating any staff and learner concerns
- recording performance in relation to equality within Self-Assessment Reports.
- ensuring the effective communication, application and understanding of the Equality, Diversity and Inclusion Policy within the College

### **Teaching Staff/Student Services are responsible for:**

- promoting a culture within the College that promotes 'positive' behaviours by staff and learners, ensuring that behaviour is appropriate and takes account of the feelings of others
- ensuring curriculum and course design embeds equality within its content
- ensuring all learner selection, induction programmes and tutorials reflect the College's commitment to equality ensuring that appropriate on-going learner training, development and promotional activities are provided to support the appreciation and understanding of equality and diversity

### **HR and Management are responsible for:**

- making certain that all College activity associated with the recruitment and selection of staff is undertaken in accordance with current statutory legislation and employment best practice standards and that the workforce is representative of the diversity of the communities that we recruit the learner population.
- making sure the collation and handling of all staff equality, diversity and inclusion information is sensitively handled by staff within the HR Department and is processed with strict adherence to the requirements specified for the handling of 'special category data' as detailed within Article 9(2) the Data Protection Act 2018 and the Employee Privacy Statement
- making sure the collation of equality, diversity and inclusion information is sourced in accordance with best practice recommendations informed by the Information

Commissioner, Equality and Human Rights Commission, and the Association of Colleges.

- Ensuring the provision of appropriate training through which staff and managers are made aware of equality, diversity and inclusion issues and of their responsibilities in relation to colleagues, learners and the wider College community.
- Promoting equality, diversity and inclusion in the design of all employment and learners policies and procedures, working towards standards of best practice to ensure all policies & procedures promote equality of opportunity and are not discriminatory in their operation.
- Reporting of the staff equality, diversity and inclusion monitoring data twice yearly to the Corporation to demonstrate compliance with College Equality, Diversity and Inclusion Action Plan, identifying any trends arising which may require specific actions to be introduced to address inequalities
- Preparation by the Director of HR of a Corporate Staffing Annual Equality, Diversity & Inclusion Report which evidences the College's statutory compliance to publish and report on equality issues relating to employment and services as required by the Equality Act 2010 and the Public Sector Duty reporting requirements
- Preparation by the Deputy Principal and Assistant Principal, Quality of an Annual Learner Equality, Diversity and Inclusion report which evidences the College's statutory compliance to publish and report on equality issues relating to learners as required by the Equality Act 2010 and the Public Sector Duty reporting requirements

**College Staff are responsible for:**

- acting in ways that are in accordance with this policy and with the College's values
- understanding and sensitively applying the principles of the College Equality, Diversity and Inclusion Policy across the College community
- ensuring that they do not discriminate unfairly in the way a service is provided on behalf of the College
- informing their manager if they become aware of any behaviour that undermines equality, diversity and inclusion and reporting all incidents where it is considered there may be a potential breach of equality and diversity
- Completion of all mandatory equality and safeguarding training.

**Learners are responsible for:**

- having an awareness of the College Equality, Diversity and Inclusion Policy and the consequence of contravening the policy
- ensuring all members of the College community are treated with dignity and respect

**Contractors and Service Providers**

- All contractors and services providers agree to demonstrate their commitment to equality, diversity and inclusion in all dealings and have in place corporate policies and procedures to achieve this which are communicated to the College.