

# **Fircroft College of Adult Education**



## **Single Equality Scheme**

**DATE: 00:08:2016**

**REVIEW DATE: 00:08:2018**

## **1. Introduction.**

Fircroft College is committed to a positive and supportive learning and working environment. The College aims to promote best practice in the advancement of equality and diversity. The College aims to fulfil its mission in such a way that it promotes equality of opportunity, embraces diversity, eliminates unlawful discrimination and addresses disadvantage.

Fircroft College seeks to ensure that students, staff, prospective students and staff, visitors, Governors, contractors, suppliers and service providers, volunteers/support workers, all stake holders and the general public are treated with respect regardless of their individual Protected Characteristics as defined by the Equality Act 2010 –

- Age
- Disability
- Gender reassignment
- Marriage and Civil Partnership
- Pregnancy & maternity
- Race
- Religion or belief
- Sex
- Sexual orientation

This scheme replaces previous Equality and Diversity policies.

## **2. Aims of the Single Equality Scheme**

The Equality Act 2010 contains a new public sector equality duty-incorporating general duty and specific duties-which public bodies, including Colleges, are required to undertake. These are set out in the Equality Act 2010 (statutory duties) Regulations 2011.

### **The General Duty requires the College to consider how existing and proposed policies impact on equality and explicitly to:**

- To Advance equality of opportunity between people who share a protected characteristic and those who do not.
- To Foster good relationships between people who share a protected characteristic and those who do not.
- To eliminate unlawful discrimination, harassment and victimisation both direct and indirect, by association or perception.

### **The College will implement:**

- A sound monitoring systems and progress reviews so that good practice is identified, issues addressed and a culture of equality and diversity is embedded into all aspects of the College's activities.
- Deal with all forms of discrimination consistently and effectively.
- Raise awareness of equality and diversity issues and to define responsibilities.

**The College will achieve through the Objectives below:**

**Equality and Diversity objectives 2016-2017**

Equality Diversity and Inclusion objective	Actions required	Timescale
Improve the system and the quality of reporting across the organisation to enable the setting of Equality Diversity and Inclusion improvement targets.	<ul style="list-style-type: none"> <li>• New Management Information System in place</li> <li>• Reports produced and analysed</li> <li>• Targets set for improvements</li> </ul>	<p>January 2017</p> <p>March 2017</p> <p>June 2017</p>
Articulate how Equality Diversity and Inclusion is embedded within Fircroft's community and culture through the development of a strategy, business and improvement plans.	<ul style="list-style-type: none"> <li>• Review the mission statement</li> <li>• Equality and Diversity visible in strategy</li> <li>• Outcomes and Key Performance Indicators visible within business and improvement plans</li> </ul>	<p>Governance away day and whole staff meeting in June 2016</p> <p>Strategy finalised in October 2016</p> <p>September 2016</p>
Increase staff awareness about the Single Equality Scheme	<ul style="list-style-type: none"> <li>• Launch of Single Equality Scheme in staff meeting</li> <li>• Staff training plan developed</li> <li>• Staff training Equality and Diversity training offered in 2017</li> </ul>	<p>June 2016</p> <p>September 2016</p>
Celebrate both internally and externally Fircroft's commitment to Equality Diversity and Inclusion and the success of its mission in transforming our students lives.	<ul style="list-style-type: none"> <li>• Participate in Birmingham Pride events</li> <li>• Highlight at summer celebration event</li> <li>• Equality Diversity and Inclusion events and activities to be tied to themed weeks</li> </ul>	<p>May 2016</p> <p>July 2016</p> <p>2016/17 Oct, Feb, March</p>

**3. Scope**

- The Single Equality Scheme applies to all students, staff, prospective students and staff, visitors, Governors, contractors, suppliers and service providers, volunteers/support workers, all stake holders and the general public
- The Single Equality Scheme will operate within the statutory frameworks of Equality and Diversity legislation.

## **4. Roles and Responsibilities.**

### **4.1 The Governing Body is responsible for:**

- Approving the Single Equality Scheme and monitoring its implementation.
- Ensuring that the College complies with its statutory duties in relation equality, both as an employer and a provider of education services.
- Ensuring that the College is meeting the public sector equality duty.
- Ensuring that the College's strategic plan includes a commitment to equality.
- Receiving and responding to equality monitoring information

### **4.2 The Principal is responsible for:**

- Providing leadership in the operation, implementation and operation of the Single Equality Scheme.
- Delegating responsibility for the operational elements of this work to a senior manager (currently, Director of Student Services & Inclusion, DSSI)

### **4.3 The Management Team is responsible for ensuring that:**

- They take the lead in creating a positive and inclusive ethos that promotes equality and diversity and challenges discriminatory behaviour in all forms, across on the college.
- The College is meeting its statutory duties in relation to equality and diversity, including the public sector duty.
- Equality information is collected and analysed and equality targets set as required.
- Appropriate training and development is provided to all staff to support the appreciation and understanding of equality and diversity.
- The College's publicity materials present appropriate and positive messages across the protected characteristics as appropriate.

### **4.4 Staff and other members of Fircroft College are responsible for ensuring that:**

- They are aware of the College's policies and procedures for equality and diversity and practice in related training activities.
- They actively encourage and promote non-discriminatory practices.
- They challenge and where appropriate report, prejudice and discriminatory behaviour whether intentional or unintentional.
- They respond positively to the needs of individuals with a protected characteristic with whom they interact in the course of their work.

#### **4.5 Students are responsible for ensuring that:**

- They actively encourage and promote non-discriminatory practices respecting others' points of views, avoiding language and behaviour which might offend others.
- They challenge and where appropriate report, prejudice and discriminatory behaviour whether intentional or unintentional by students, staff, contractors, and other individuals.
- They are aware of the College's policies and procedures for equality and diversity and understand that it is unlawful to discriminate on the grounds, as defined in the Equality Act 2010.

#### **4.6 Equality and Diversity Focus Groups.**

We have established staff and student Equality and Diversity Groups with the following remit:

- To review and monitor the recommendations contained in the College's on-going Action Plan, in respect of its Single Equality Scheme.
- To promote good practice in respect of equality and diversity across all College activities e.g. promotion of positive images, introducing affirming statements, improving accessibility.
- To recommend to the College initiatives and activities designed to fulfil requirements of College in respect of the Equality Act 2010.
- To identify further training requirements in respect of equality and diversity.
- To review equality and diversity monitoring information.

#### **5. Activities/Actions associated with the Implementation of the Single Equality Scheme, including the General and Specific Equality Duties.**

- The College will publish equality targets which are specific and measurable.
- Students to receive standardised equality and diversity awareness and College's aims for promoting and equality and diversity within the College. Single Equality Scheme/PREVENT Guidance/Health & Safety talk for Access students in induction week. For Short Course students, to be sign posted to college website in regards to the Single Equality Scheme and college PREVENT Policy incorporated into the /Health & Safety talk.
- Equality and diversity to be actively promoted and integrated in teaching and learning activities/environment, narrowing any gaps in achievement between different groups, preparing learners to respect others.
- The College will develop key performance indicators alongside equality reports to monitor progress in fulfilling the general & specific equality duties and equality targets.
- The College will establish a programme of Equality Impact Assessments (EIAs) of its existing and new policies and procedures.
- The College will publish information about its Single Equality Scheme on the College website, course prospectuses, in all major publications and the annual report.

## **6. Complaints about Equality and Diversity issues.**

Any student, staff, visitors, Board of Governors, contractors, suppliers and service providers, volunteers/support workers, all stakeholders and the general public using the College services, are entitled to be treated with respect and fairness. Complaints about discriminatory treatment or behaviour or any other equality and diversity issues will be dealt fully and sensitively. The College aims to provide high quality services to all and treats all complaints seriously.

In addition to the complaints procedure individuals can approach the College's Equality Champion for advice and guidance regarding Equality and Diversity issues.

### **6.1 Procedure for making complaints: Students**

6.1.1. All students wishing to raise initial or informal concerns relating to equality and diversity can liaise with the Equality Champion.

6.1.2. All students wishing to raise formal complaints about equality and diversity issues can do so using the complaints procedure.

### **6.2 Procedure for making complaints: Staff**

6.2.1. All staff wishing to raise initial or informal concerns relating to equality and diversity can liaise with the Equality Champion.

6.2.2. All staff wishing to raise formal complaints about Equality and Diversity issues can do so using the staff grievance procedure.

**6.3 Procedure for making complaints: Third Parties** (Visitors, Board of Governors, contractors, suppliers and service providers, volunteers/support workers, all stakeholders and the general public using the College services)

6.3.1. All third parties wishing to raise initial or informal concerns relating to equality and diversity can liaise with the Equality Champion.

6.3.2. All staff wishing to raise formal complaints about equality and diversity issues can do so using the complaints procedure.

## **7. Monitoring of Scheme**

The Single Equality Scheme will be monitored via an on-going action plan which will be taken to staff and student focus groups, the Senior Management Team and Personnel and E&D committee and the Board of Governors.

## **8. Review of Scheme**

The Single Equality Scheme will be reviewed in accordance with the regular cycle of reviews of policies and in the light of legislative developments.

## **9. Associated Documentation and Policies College policies and publications**

Equality Act 2010.

Public Interest Disclosure Procedure. (Whistle Blowing Policy)

Prevent Guidance. (PREVENT DUTY 2015).

Safeguarding Policy.

Staff Grievance Procedure.

Complaints Procedure.

Staff Code of Conduct.

