**STAFF/STUDENTS/GOVERNORS/ALL STAKEHOLDERS**



**THE HENLEY COLLEGE SINGLE EQUALITY SCHEME (SES)**

*This document is to be read and applied in conjunction with the following policies and procedures that are held under the Equality, Diversity and Inclusion (EDI) and Personnel Areas of StaffZone:- Anti-Bullying Policy, Safeguarding Policy, Disciplinary Policy and Procedure.*

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| **THE HENLEY COLLEGE CELEBRATES EQUALITY, DIVERSITY & INCLUSION** | |
| ***At Henley we*** | ***Evidence*** |
| * Ensure that we welcome applications for student places and employment posts from all sections of society * Celebrate difference and diversity through enrolling students and engaging staff from   a variety of backgrounds   * Offer a wide ranging curriculum * Celebrate student and staff achievements * and the Personal Tutor programme. * Ensure an effective transition and induction for new students and new staff * Ensure a range of teaching and learning styles * Promote positive attitudes towards those who belong to the nine protected characteristics * Demonstrate sensitivity to students with disabilities * Communicate our abhorrence of all forms of bullying and harassment * Actively seek student and staff views through informal methods alongside College meetings and structures * Ensure non-discriminatory recruitment and employment practices | * Designated Senior Member of staff responsible for EDI * Designated Governor responsible for EDI * Investors in Diversity (IiD) Awards   ‘Leaders in Diversity’   * EDI and IiD Surveys * EDI Reports * EDI information and regular EDI Leaflets published on StaffZone and LearnZone * EDI Case Studies * EDI Steering Group agenda and notes * EDI Termly Action Plans * EDI College-wide events * EDI College-wide posters * EDI College-wide Calendars * Student Voice records * Teaching & Learning Observation documents * Staff Training & Development Events * EDI training and guidance sessions * Formation and continuation of the LGBT Group * Formation and continuation of the International Affairs Discussion Group * Single Equality Scheme * Anti-Bullying Policy * Incident recording, reporting, investigations and actions * Accessibility plans |

The SES is designed to address the statutory duties introduced by the Equality Act 2010. The College is committed to exercise its functions to comply with the Act and have due regard to:

* eliminate unlawful discrimination
* advance equality of opportunity between people who share protected characteristics and those who do not share it
* foster good relations between people who share protected characteristics and those who do not.

**THE HENLEY COLLEGE COMMITMENT**

The College is committed to achieving an educational and vocational training environment which actively promotes equality of opportunity and freedom from discrimination in every aspect of College life. The College will seek to treat all those for whom it has responsibility, with respect and dignity and seek to provide a positive working and learning environment, free from discrimination, harassment or victimisation. The College will seek to fully utilise and develop the diverse skills, talents and experiences of all its staff and students.

The College is also committed to:-

* removing inappropriate barriers to access, achievement and progression
* eliminating any discrimination in relation to staff and students
* valuing and celebrating the diversity and differences of everyone studying and working at the College
* ensuring that all students, staff and visitors can go about their business in an atmosphere free from intimidation or abuse
* widening participation to the full range of courses and other educational services for people from all social backgrounds and cultures
* providing support to enable individual students of different abilities and needs to progress through the curriculum towards successful achievement
* recognising and reflecting the positive contributions of all genders from different social backgrounds, cultures, religions, abilities, ages and sexual orientation.

All employees and learners of the College have a responsibility for implementing the SES and promoting equality, diversity and inclusion in all aspects of their work. The College Governors, assisted by the Corporation Secretary, are legally responsible for overseeing the SES on behalf of the Corporation and for ensuring that the SES is effectively monitored and applied and to ensure, and continuously improve, the quality of EDI throughout the College.

Schemes of work, lesson content and teaching resources demonstrate sensitivity to issues of diversity. Care will be taken to ensure that disabled students and those from under­

represented groups or from groups who may have experienced unlawful or unfair discrimination, have access to appropriate support and facilities. The College will take all possible practicable steps to enable full participation by people with learning difficulties and disabilities in all aspects of College life; the design and provision of access and facilities will be given a high priority. The College will endeavour to encourage applications from under-represented groups. Any learning and support needs will be identified, where declared, at the admissions stage, and provision planned in advance.

**Discrimination/Harassment/Bullying. Refer to the College Anti-Bullying Policy**

The College views bullying as a serious matter and one that could warrant severe disciplinary action. The intention is to create a College environment where bullying is unlikely and where, if it does occur, the person being bullied will feel able to seek help and allow action to be taken early to avoid serious incidents developing. The Equality Act 2010 covers the following nine protected characteristics, which cannot be used as a reason to treat people unfairly or with a lack of respect.

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

**MONITORING OF THE SINGLE EQUALITY SCHEME (SES)**

The Equality, Diversity and Inclusion Steering Group (EDISG) carry out an annual review of the Scheme and its effectiveness; the Director of Human Resources and Professional Development (DoHR&PD) provides termly reports to the Senior Leadership Team (SLT), Operational Group (OG) and Governing body.

The College monitors its staff and students in accordance with OFSTED requirements. Key performance indicators will include:

* Ethnicity, gender and disability profile of College staff;
* Ethnicity, gender, disability and postcode profile of learners;
* Student success rates -achievement and retention by gender, disability and race;
* Disciplinary figures, especially suspensions and exclusions, by gender, race and disability
* Numbers of complaints or grievances of harassment and discrimination by gender, disability and race;

*Disability and Ethnicity Disclosure - it should be noted that this data is collected solely on the basis of self-declaration and whilst the College makes every effort to encourage such disclosure we may not be provided with information sufficient to provide an accurate disability and ethnicity profile.*

**PUBLICITY**

The College will publish its SES to learners, staff and other stakeholders in the full and part-time prospectus, the college website StaffZone and LearnZone areas. The staff and student induction programme will include the College’s commitment to Equality, Diversity & Inclusion for all staff and students

**COMPLAINTS**

The College will seek to provide a supportive environment for those who make claims of abuse, discrimination or harassment. Behaviour and acts of this nature will be treated as a serious disciplinary offence.

**Proven breaches of the policy -** the Student or Staff Disciplinary policy will be followed.

* Students who feel they are being harassed or bullied or discriminated against should raise the matter first with their Personal Tutor.
* Staff who feel they are being harassed or bullied or discriminated against by other members of staff should raise the matter under the College’s Grievance or Anti Bullying policy and procedures.
* If, in the course of their work, College staff suffer discrimination from members of the public, the College will take appropriate action.
* Any discriminatory behaviour against staff by learners will be dealt with under the student disciplinary procedures.

**All staff are responsible for: -**

* **dealing with equality incidents**
* **being able to recognise and tackle bias and stereotyping**
* **promoting equality and good relations**
* **avoiding discrimination against anyone for any reason**
* **keeping up-to-date with equality law**
* **taking up training and learning opportunities.**

**The Director of HR and Professional Development, together with the Head of School of Study, will be responsible for dealing with EDI incidents involving staff.**

The Governing Body: is responsible for ensuring that the College is compliant with the Act and meets all its duties and that equality policy procedures are followed. The Corporation will attempt to ensure that those who share protected characteristics are represented on the corporation.

The Principal - is responsible for giving a consistent and high-profile lead on EDI issues; promoting the College’s EDI approach inside and outside the College; and ensuring that the SES and its procedures are followed.

The Deputy Principal - is responsible for ensuring that the scheme is continuously promoted and comprehensively implemented in all aspects of the College's operations; promoting, monitoring and implementing of the SES with regard to teaching, learning and quality, including the provision of statistics of students.

The members of the Equality, Diversity & Inclusion Steering Group (EDISG) - are responsible for promoting, monitoring and reviewing the SES and for evaluating its effectiveness.

The Director of HR & Professional Development (DoHR&PD) - is the chair of the EDIG and is responsible for promoting, monitoring and implementing aspects of the SES relating to the employment of staff, co-ordination of staff complaints relating to the scheme, making available relevant statistics and ensuring that staff interviews are carried out in accordance with the SES.

The Senior Leadership Team - is responsible for assessing the College’s monitoring information to evaluate the progress it is making towards meeting its EDI targets and aims. These assessments will help the College to review how effective its current targets and aims are and enable the SLT to set targets in relevant planning documents.

The Quality Manager – identifies, where possible, benchmarks, standards and targets for equality and diversity and ensure that surveys of students’ views are analysed according to relevant criteria.

Heads of Section - ensure that the SES is promoted and delivered within their area.

Heads of School of Study - are responsible for putting the policy and its strategies and procedures into practice; achieving Strategic Plan targets, as applicable; ensuring that all students know their responsibilities and are supported in this by staff; following the relevant procedures and taking action against students who discriminate for reasons relating to the nine protected characteristics.

Programme Leaders and Managers - are responsible for promoting the SES, for improving the equality and diversity performance of their individual curriculum areas and for ensuring that effective monitoring and review systems are in place. The curriculum and materials will be reviewed to ensure that equality and diversity are reflected positively.

Lead Tutors - promote the implementation of the SES through the Personal Tutorial programme and will monitor the effectiveness of its delivery.

Personal Tutors - ensure that their students understand EDI and are aware of the implications of the SES and include EDI issues in tutorials.

Student Union and Trade Union Officers - will take appropriate action on issues relating to EDI raised by members and inform College management as appropriate.

All contractors and providers of services - are responsible for following the College SES and EDI conditions in contracts or agreements.

Employers responsible for work-based students - are responsible for complying with the College's SES.

RACE

The terminology 'race' and 'racial group' reflects the law and refers to ethnicity, nationality, national origin or skin colour. The College will seek not only to create a working and learning environment based on positive relations between different racial groups. The College aims to create a positive inclusive ethos where issues of racism, stereotyping and discrimination can be discussed openly, with a shared commitment to challenging and preventing racism and discrimination, respecting diversity and difference, and encouraging good relations between different racial groups. The College will work towards the elimination of racism and will ensure that individuals and communities have wherever possible equal access to our learning programmes and facilities.

GENDER

The College is committed to Gender Equality and to ensure that men, women, transgender and transsexual persons receive fair and equal treatment. The College aims to provide a service that, in its teaching, employment, administration and support actively strives to eliminate unlawful gender discrimination and harassment based on gender differences and to ensure that all employment and support requirements connected with pregnancy, care for children and family life are given close scrutiny to ensure fairness for all

DISABILITY

Disability in this document refers to a person or persons with a learning difficulty or disability and or a physical disability or a person or persons with a mental health problem.

The College affirms that individuals with disabilities are entitled to the same equal rights, responsibilities and opportunities as individuals without disabilities and will fulfil its legal requirements. The College is committed to making any reasonable adjustments that will promote equal access and opportunities for students, staff and visitors with disabilities/or learning disabilities using college facilities.

The College will:

1. Develop an organisational approach which promotes equality of opportunity between people with disabilities and other persons;
2. Eliminate discrimination which is unlawful under the Disability Discrimination Act;
3. Eliminate harassment of people with disabilities which is related to their disabilities;
4. Promote positive attitudes towards people with disabilities and encourage participation by people with disabilities;
5. Take steps to take account of a person’s disabilities, and make considerations into whether this would involve treating people with disabilities more favourably than other persons;
6. Identify students at interview, enrolment, induction or throughout the course who need additional support
7. Provide all students with a diagnostic assessment on entry to identify any additional support needed.
8. Ensure that all students and employees have appropriate opportunities to disclose their disabilities/learning difficulties throughout their time at the college;
9. Ensure that students have access to flexible and inclusive learning opportunities and that information on support is available;
10. Provide students with individual learning programmes;
11. Ensure that staff and students with disabilities and/or difficulties have access to specialist equipment and technology where appropriate to allow equality of opportunity;
12. Provide information in a variety of formats to ensure equal access;
13. Maintain links with external agencies to ensure the provision of appropriate and effective support for staff and students with disabilities and/or learning difficulties;

Ensuring equality between people with or without a disability

The College is committed to work to eliminate prejudice and discrimination in employment practices, as well as to encourage changes in individual behaviour and attitudes, and ensure equality of opportunity and treatment for people with or without a disability. The College recognises that, despite legislative attempts to achieve equality, people with disabilities in society can still be subject to discrimination and lack of opportunity. The College also recognises that many of the problems experienced by people with disabilities are due to lack of knowledge of their needs by those around them. The College undertakes to provide, as required, disability awareness training to staff.

SEXUAL ORIENTATION

The College believes that the community will benefit from engaging staff at all levels of responsibility, and across all areas of work regardless of their sexual orientation, thus helping to provide positive role models for students of different sexualities. The College will seek to eliminate discrimination on the grounds of sexual orientation. Homophobic abuse and propaganda are serious disciplinary offences, and will be dealt with under the appropriate procedure. The College will provide a supportive environment for staff and students who wish it to be known that they are lesbian, gay or bisexual. However, it is the right of the individuals to choose whether they wish to be open about their sexuality in the College. To ‘out’ someone without their permission is a form of harassment, and will be treated as such. The aim is to create a positive, inclusive ethos with a shared commitment to challenging and preventing stereotyping, prejudice and discrimination, to respecting diversity and difference and to encouraging good working relations between heterosexual, lesbian, gay and bisexual people within the College.

TRANS PEOPLE

The Sex Discrimination (Gender Reassignment) Regulations state clearly that no one should suffer discrimination at work on the basis of gender reassignment. Trans people are protected from direct and indirect discrimination and from harassment on the basis of their gender identity. The College recognises that there are possible differences between physical sex and gender identity. The College will at no time discriminate against people on the grounds of transvestitism, transexualism, intersex conditions or any process of gender re-assignment, begun or complete. ‘Gender identity’, covers both the fixed identity of people living in the gender of their birth, and the more fluid identities of

many trans people. Trans abuse, harassment or bullying (e.g. name-calling, derogatory jokes, unacceptable or unwanted behaviour and intrusive questions) are serious disciplinary offences, and should be dealt with under the appropriate procedure. The College recognises that there may be a continued need for trans people to access medical treatment, which may include periods away from College. The College will discuss support for students or staff returning after a break caused by medical and surgical treatment.

Transition: The College is aware that for those trans people who wish to undergo full gender transition, there will be a long and difficult process during which they have to live their lives under medical supervision. The College recognizes that this process may be exceptionally difficult for the employee or student concerned, and will endeavour to honour any reasonable requests to make the process easier. Any employee who has taken the decision to go through the transition process can request a meeting with the DoHR&PD and, if wished, may be accompanied by a representative of a recognised trade union or a workplace colleague. A student who has taken the decision to go through the transition process should request a meeting with the relevant Head of School of Study and if the student is under 18 the parents should be involved in any future discussions and arrangements. Following the date chosen by the transitioning student or employee, and after sight of the Gender Recognition Certificate by the DoHR&PD, all relevant information will be changed - the name of the individual who has undergone transition will not be inappropriately withheld from any list as omission can be embarrassing.

**Confidentiality**

The College recognises that because of the existence of heterosexism and homophobia, confidentiality is a major issue for some lesbians, gay men, bisexuals and trans people. The College aims to create an environment in which students and staff feel safe to be ‘out’. However, until this is achieved the DoHR&PD is nominated as the member of staff to whom lesbian, gay, bisexual and transgender students and staff can go and where confidentiality will be maintained.

**STAFF**

The College undertakes to fulfil all the legal duties put upon it - this means there will be no discrimination against staff on grounds of the nine protected characteristics in access to recruitment processes, employment, training, working conditions, terms of employment, treatment at work, promotion or dismissal. The College undertakes to fulfil its duty to make reasonable adjustments to enable staff to do their work, and not to treat any staff less favourably.

**ABBREVIATIONS USED WITHIN THE SES**

Single Equality Scheme SES

Equality, Diversity and Inclusion EDI

Equality, Diversity and Inclusion Steering Group EDISG

Director of HR & Professional Development DoHR&PD

Senior Leadership Team SLT

Operational Group OG

Author: Director of HR & Professional Development

Annual review: SLT; Equality, Diversity & Inclusion Steering Group

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