



## **EQUALITY POLICY**

# HIGHBURY COLLEGE, PORTSMOUTH

## EQUALITY POLICY

### 1. Introduction

1.1 Highbury College is committed to ensuring equality of opportunity for all who learn and work here. We value and celebrate differences in age, disability gender, race, nationality, sexual orientation, religious belief and class. We believe that all forms of prejudice and discrimination are unacceptable, and will strive vigorously to tackle these and to remove conditions which place people at a disadvantage.

1.2 The Equality Policy is set within the context of the College's Vision and Mission, and the priorities in the Strategic Plan 2017 -2020. The College's Mission is to "enable all our students to succeed" and we believe that every student matters. We are committed to providing an inclusive learning environment, in which diversity is welcomed, valued and celebrated, so that all our students fulfil their potential. We will continue to promote equality and diversity in all our activities, tackle discrimination, widen participation and increase social inclusion.

Our Vision for 2020 is '*A world-class learning enterprise, leading the way, transcending borders*

- *Transforming and enriching lives.*
- *Pioneering innovative approaches to education and training.*
- *Inspiring ambition and co-creating sustainable futures with individuals, entrepreneurs, businesses and communities.*
- *Serving our diverse stakeholder communities with pride and passion.*
- *An influential organisation, recognised for excellence locally, nationally and internationally'.*

1.3 Our Equality Policy sets out our commitment to providing outstanding teaching, support and services to the diverse communities we serve and for equipping our students and staff with the competencies of global citizenship.

1.4 The Equality Policy reflects the priorities set out the Strategic Plan, the Equality and Diversity Strategy for 2017 – 2020 and the College's Single Equality Scheme. The key objectives of the 2017 -2020 Equality and Diversity strategy are:

- Provide high quality training and education opportunities for everyone
- High success rates for and exceptional progress by all students
- Develop students' global perspectives through internationalising the curriculum.

- Be proactive in sharing good practice and supporting employers and other external bodies to enhance equality & diversity practice
- Rigorously assesses the impact of our work and takes appropriate action in response to its findings
- Achieve more proportionate representation of equalities groups in the staffing profile

1.5 Our Equality Policy takes into account equal opportunities legislation and the developments within the sector; in particular:

- The Equal Pay Act 1970
- The Sex Discrimination Act 1975
- The Human Rights Act 1998
- The Learning and Skills Act 2000
- The Race Relations (Amendment) Act 2000
- The Special Educational Needs and Disability Act 2001
- The Equality Act 2006
- The Equality Act 2010
- Marriage Act 2013
- Prevent Guidance 2015

1.6 Our Equality Policy also takes account of the 9 protected characteristics as detailed in the Equality Act 2010. The College recognises that it is against the law to discriminate against anyone because of:

- Age
- Being or becoming a transsexual person
- Being married or in a civil partnership
- Being pregnant or on maternity leave
- Disability
- Race including colour, nationality, ethnic or national origin
- Religion, belief or lack of religion/belief
- Sex/gender
- Sexual orientation

## **2. Our Commitment**

2.1 The College aims to:

- Actively promote equality and diversity within our policies, procedures, practices, plans and activities
- Widen participation and increase access to education, training and employment
- Recognise that equality of opportunity is not additional or marginal to our activities, but central to the efficiency and development of the institution as an employer and as a provider of education and training

- Create a visibly diverse and inclusive institution which values and celebrates difference and enables all our students to succeed
- Promote good relations between individuals and between groups, ensuring that harassment and discrimination are not tolerated under any circumstances
- Offer a distinctive and responsive curriculum that provides our students with the knowledge, skills and understanding they need to fulfil themselves, to live in and contribute to a global society and to work in a competitive global economy
- Provide teaching, learning and assessment methods, support and resources that meet the individual needs of students
- Work towards a staff profile that reflects and complements the diversity of the communities we serve
- Ensure that staff understand the significance of equality and diversity, and know how to implement these in their work
- Ensure that procedures for challenging all forms of discrimination, harassment and unacceptable behaviour are widely promoted
- Monitor and evaluate the impact of policies, procedures, practices and plans in relation to equality and diversity and act on equality gaps
- Seek the fullest participation of staff and students in all areas of College life and act to address under representation

### **3. Policy Implementation**

#### **3.1 Actively promote equality and diversity within our policies, procedures, practices, plans and activities by**

- Ensuring that equality of opportunity and valuing diversity are embedded in all our policies, procedures, practices, plans and activities, and regularly reviewing the impact of these on students, staff and other stakeholders
- Embedding equality and diversity in Learning Company Plans and Operational targets to deliver our strategic priorities and Policy aims
- Celebrating equality and diversity through College events and activities, including theme weeks
- Tackling any instances of discrimination or potential discrimination

#### **3.2 Widening participation and increasing access to education, training and employment by**

- Ensuring all course information promotes equality and diversity and is free from explicit or implicit discrimination
- Providing clear written entry criteria and procedures which are free from any discriminatory practice
- Providing impartial advice and guidance for all applicants, which takes in to account any support needs and ensures placement on an appropriate course
- Implementing timetabling and premises policies that support access

- Providing programmes that are flexible and responsive to the needs of individuals and groups
- 3.3 Recognising that equality of opportunity is not additional or marginal to our activities, but central to the efficiency and development of the institution as an employer and as a provider of education and training by
- Actively promoting equality and diversity in all College activities, including a regular cycle of themed events and interdepartmental activities
  - Establishing partnerships that add value
  - Incorporating equality and diversity in all core and supporting processes
- 3.4 Creating a visibly diverse and inclusive institution which values and celebrates difference and enables all our students to succeed
- Celebrating the success of our students and staff in publications and displays, and at events
  - Encouraging and supporting underrepresented groups to work and study at the College through pro active marketing and recruitment strategies
- 3.5 Promoting good relations between individuals and between groups, ensuring that harassment and bullying are not tolerated under any circumstances by
- Ensuring that the College develops and implements policies, procedures, practices and plans that promote good relations
  - Ensuring that the College celebrates the diversity of our students and staff through publications and events, including interdepartmental activities
  - Ensuring that all staff and students are made aware that any harassment or bullying is not tolerated and will be dealt with under Staff and Student Disciplinary procedures
  - Promoting College policies and procedures against discrimination, abuse harassment and bullying, ensuring that staff and students are aware of the policies and procedures to be followed, providing training and support on policies and procedures and providing counselling and advice to alleged victims of harassment and bullying
  - Ensuring that all incidents of harassment and bullying are reported to and monitored by the College's Equality and Diversity Committee
- 3.6 Offering a distinctive and responsive curriculum that provides our students with the knowledge, skills and understanding they need to fulfil themselves, to live in and contribute to a global society and to work in a competitive global economy by
- Ensuring that the curriculum is relevant and includes personal and social development and develops employability skills, including Maths and English, and an entrepreneurial mindset and capabilities
  - Introducing students to a global perspective that is based on respect for other cultures and celebrates diversity

3.7 Providing teaching, learning and assessment methods, support and resources that meet the individual needs of students by

- Ensuring that the range and level of the College's curriculum meet the needs and reflect the diversity of our students and local communities
- Ensuring that equality and diversity are embedded in curriculum development, subject teaching and materials, with teachers adopting a positive approach to promoting diversity and good relations between different groups
- Ensuring that curriculum delivery is underpinned by access to language, literacy, numeracy and other forms of additional support where required
- Ensuring that all students have access to appropriate, fair and reliable assessment and detailed constructive feedback
- Ensuring that all students have access to the full range of student support services

3.8 Working towards a staff profile that reflects and complements the diversity of the communities we serve by

- Monitoring the composition of our staff in relation to the communities we serve
- Having a recruitment policy that positively supports equality and diversity, with panel members trained in equal opportunities recruitment practice
- Encouraging and enabling underrepresented groups of staff to compete for initial appointment and promotions
- Providing staff development and training to meet the needs of under represented groups and individuals (under sections 47 and 48 of the SDA)

3.9 Ensuring that staff understand the significance of equality and diversity, and know how to implement these in their work by

- Ensuring that job descriptions include demonstrable commitment to equality and diversity which is tested through the selection process
- Ensuring that all newly appointed staff have an induction to College policies and procedures within three months of starting their employment
- Ensuring that all members of staff attend regular equality and diversity training

3.10 Ensuring that procedures for challenging all forms of discrimination, harassment and unacceptable behaviour are widely promoted by

- Providing regular training and development for staff
- Incorporating College procedures and policies in student induction with an emphasis on rights and responsibilities

3.11 Monitoring and evaluating the impact of policies, procedures, practices and plans in relation to equality and diversity and address any equality gaps by

- Regularly reviewing and evaluating data and other evidence
  - Seeking feedback from key stakeholders
- 3.12 Seeking the fullest participation of staff and students in all areas of College life and act to address under representation by
- Monitoring participation on the basis of age, disability, gender and race
  - Involving people from under- represented groups on committees and working groups
- 3.13 The Equality and Diversity Strategy for 2017-2020 sets out the implementation arrangements and the Operational Targets for the Equality Policy.

#### **4 Responsibilities**

- 4.1 The Principal & Chief Executive and the other members of the College Leadership Team (CLT) are committed to ensuring equality and diversity are promoted at the College, and discrimination is tackled. CLT provides the strategic steer for the College's Equality Policy and is responsible to the Corporation for:
- Providing a clear vision for and shared understanding of equality and diversity
  - Creating a learning and working environment for staff and students which is free from discrimination
  - Challenging and eradicating inequality and discrimination
  - Providing high quality and responsive provision, services and support that meet the needs of staff, students and service users
  - Providing an environment in which it is safe to disclose and difference is respected
  - Embracing and celebrating the diversity of students, staff and local communities
  - Promoting equality and diversity in policies, procedures, plans and practices
  - Ensuring that the student body and workforce reflect the diverse communities of Portsmouth and beyond
  - Involving staff, students and other stakeholders in securing improvements to programmes, services and learning and work environment
  - Achieving the actions and targets set out in the Equality and Diversity Strategy and ensuring that there are sufficient financial and other resources to support the achievement of these
- 4.2 The Managing Director Student Central has overall responsibility for equality and diversity at the College and is responsible to the Principal & Chief Executive for the implementation of the Equality Policy and Strategy and the monitoring of progress against targets in the Operational Plan. The Managing Director Student Central reports to the Principal & Chief Executive, the CLT

and the Corporation on the progress made in achieving the College's equality and diversity targets.

- 4.3 The Corporation is responsible for ensuring that the College complies with all current equalities legislation and service delivery.
- 4.4 The Managing Directors and Group Finance Director at the College have responsibility for ensuring that managers and staff within their directorate deliver high quality provision, support and services that meet the needs of staff and students, promote equality and diversity and eradicate discrimination. The broad areas of responsibility for equality for each of the each of the Managing Directors and Group Finance Director are set out below:
- The Group Finance Director: Human Resources, Finance, Premises and Estates
  - The Managing Directors Education & Skills Quality, Learning Development and Curriculum, Employer Engagement and Entrepreneurship
  - The Managing Director Student Central: Equality & Diversity Student Support and the Student Experience.
- 4.5 All managers at the College are responsible for ensuring that the staff they manage have a clear vision and shared understanding of what the College is aiming to achieve through its Equality Policy. All staff and managers are responsible for ensuring that:
- Discrimination is eliminated
  - Equality and diversity are promoted in all activities
  - Provision, services and support are responsive to the individual needs of students, staff and service users
  - Targets for improvement are achieved
- 4.6 All students at the College are responsible for adhering to the College's Student Code of Conduct and treating other people with respect and courtesy.
- 4.7 The College will continue to raise awareness of its Equality Policy and the benefits it brings to all aspects of our work by:
- Increasing staff awareness of equality and diversity through the Information Bulletin, on the Hub, in Core Brief, at Committee meetings and on Canvas so that staff understand their role and responsibilities and their contribution to the College's vision for equality and diversity
  - Increasing student awareness of equality and diversity through promotion in the Student Bulletin, surveys, course handbooks, induction, tutorials, subject lessons and Canvas
  - Further training and development of staff in the skills needed to promote equality and diversity to carry out the requirements of the Equality and

Diversity Strategy and the targets for these in the Operational Plan so that improvements are secured

- Continuing to build equality and diversity into course reviews and self assessment
- Expanding participation in the boards of key partners representing the diverse communities we serve
- Continuing to celebrate the diversity of our students and staff in publications and activities
- Measuring, monitoring and improving the success rates of all our students
- Publicising annually our progress on the actions and targets we have set

## **5. Monitoring**

5.1 The College will conduct comprehensive and effective monitoring of its policies, procedures, plans and practices through the collection and analysis of data and other evidence to support a regular cycle of impact assessments. The key policies, procedures, practices and plans that will be monitored in relation to staff and students are set out below in 5.1.1 and 5.1.2

5.1.1 Monitoring by the nine equality measures will be undertaken on the following policies and procedures for staff

- Recruitment and selection: applications across six of the protected characteristics, selection for interview, appointments, types of contracts, types of jobs and salary levels and views of applicants on the process
- Progress: performance review and promotion
- Career development: who applies for training, who is offered training, type of training attended, levels of satisfaction with training, extent to which access requirements are met
- Bullying and harassment
- Grievance
- Capability
- Disciplinary action
- Levels of satisfaction
- Views of staff
- Staff turnover rates
- Cessation of employment: reasons for leaving
- Exit interviews

5.1.2 Monitoring by the nine equality measures will be undertaken on the following policies and procedures for students

- Admissions: applications made, offers made, enrolment, course and subject sector recruitment and views of disabled applicants
- Recruitment, retention and achievement rates by disability, level and subject sector area
- Value added and distance travelled

- Attendance
- Trips, work experience and enrichment activities
- Bullying and harassment
- Disciplinary action
- Improvements in the quality of service, such as the prevalence of adjustments

5.2 The Managing Director Student Central will make regular reports to CLT, the Equality and Diversity Committee and the Corporation on the outcomes of monitoring and impact assessments.

5.3 The College will publish equality and diversity data on and targets for staffing and student recruitment, retention, achievement and success rates.

## 6 Review

6.1 This Policy will be reviewed biannually in accordance with legislative developments and in line with best practice by the College's Equality and Diversity Committee.

6.2 As part of the review, the College will seek the views of stakeholders including students, staff, employers, community groups and partners.

6.3 This policy should not be read in isolation, but cross-referenced with Single Equality Scheme and all relevant College employment and student policies.

Originator	Managing Director Student Central
Date of first approval	December 2002
Update approved	January 2005
Update approved	February 2007
Update approved	March 2011
Update approved	June 2014
Draft up date	April 2016
Draft up date	January 2017
Update approved	February 2017
Approval/review bodies	Equality and Diversity Committee, Academic Board
Review intervals	2 years (or immediately after any new legislation is introduced)
Impact assessment undertaken	August 2010, August 2012 and May 2014
Date of next review period	January 2019
Evaluation	Termly reports to the Equality and Diversity Committee and the Annual Equality Report to the Corporation