



SINGLE EQUALITY SCHEME

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<p>Equality and Diversity</p>	<p>All employees, learners, partners and stakeholders will be treated fairly and any reasonable adjustments will be made in line with this Policy. Due regard will be paid to any special circumstances and learners and employees will not be discriminated against on the grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex or sexual orientation.</p>
<p>Impact Assessment</p>	<p>This policy has undergone an Equality Impact Assessment (EQIA). This process considered the discriminatory or negative consequences for a particular group or sector of the community on the grounds of race, disability, gender, age, religion and belief and sexual orientation. The outcome of this EQIA is that there are no negative consequences in the case of this policy.</p>

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1. Introduction

At North Shropshire College we are committed to promoting, celebrating and advancing diversity and equality of opportunity. We appreciate the benefits and richness that diversity brings to the College.

The College has a commitment to an ongoing programme of action, which seeks to identify and eliminate all forms of discrimination, whether intentional or unintentional.

North Shropshire College's Single Equality Scheme sets out how the College will meet its general duties and promote and advance equality of opportunity regardless of race, disability, sex, age, sexual orientation, religion or belief, pregnancy and maternity and gender reassignment in both the delivery of its services and the employment of its staff.

In practice this means that we will ensure those from the above groups

- Will not be denied opportunities based on their membership of the group
- Eliminate discrimination on these grounds
- Eliminate harassment and victimisation because of membership or association with one of the groups
- Provide fair and equitable opportunities for training and promotion.

2. The Equality Act 2010

On 1st October 2010 the Equality Act 2010 was passed by UK Government. Up until then, there had been various pieces of equalities legislation introduced over the years, much of which provided varying levels of protection. The purpose of the Equality Act 2010 was to draw together the many different strands of existing equalities legislation under one main Act, and to harmonise and strengthen the legislation.

The Equal Pay Act 1970;

The Sex Discrimination Act 1975;

The Race Relations Act 1976;

The Disability Discrimination Act 1995;

The Equality Act 2006, part 2;

The Employment Equality (Religion or Belief) Regulations 2003;

The Employment Equality (Sexual Orientation) Regulations 2003;

The Employment Equality (Age) Regulations 2006;

The Equality Act (Sexual Orientation) Regulations 2007.

The Equality Act 2010 introduced the concept of nine '*protected characteristics*' – nine different areas where discrimination, harassment and victimisation would be outlawed. These are identified as:

- Age
- Disability
- Gender Reassignment
- Marriage and Civil Partnership
- Pregnancy and Maternity
- Race (includes colour, nationality/citizenship and other ethnic/national origins)
- Religion or Belief
- Sex
- Sexual Orientation.

At present 'Marriage or Civil Partnership' is not a protected characteristic under the FE provisions.

The Equality Act 2010 also introduced several other concepts by extending **direct discrimination** (*when a person is treated less favourably than another person because of a 'protected characteristic'*) to include:

(a) **discrimination by association** – when a person is treated less favourably because of their *association* with another person who has a 'protected characteristic'

(b) **discrimination by perception** – when a person is treated less favourably because someone *mistakenly thinks* that they have a 'protected characteristic'

It is appropriate to point out that disability discrimination continues to be covered in terms of the duty to make reasonable adjustments for disabled students. The duty to make reasonable adjustments requires education providers to take positive steps to ensure that disabled students can fully participate in the education and enjoy the other benefits, facilities and services which are provided for students. The duty to make reasonable adjustments has three requirements:

- avoiding the substantial disadvantage that a provision, criterion or practice puts on disabled people in comparison to non-disabled people;
- removing/altering or providing a means of avoiding a physical feature (e.g. of a building)
- provision of an auxiliary aid which otherwise would put disabled people at a substantial disadvantage.

3. Equality Duties

North Shropshire College falls within the definition of a public sector body and, in terms of The Equality Act 2010, we must comply with the equality duty which has been assigned to public authorities under this legislation – known as the Public Sector Equality Duty. This duty is in two parts – a general duty and a specific duty.

The **general equality duty** for the public sector is to “have due regard to the need to:

- eliminate unlawful discrimination, harassment and victimisation
- advance equality of opportunity between people of *different groups
- foster good relations between people of *different groups.

* different groups – refers to people who share a protected characteristic - (see list of 9 protected characteristics above) - and people who do not.

It means that we should have due regard to the need to:

- remove or minimise the disadvantages suffered by people who have a relevant protected characteristic that are connected to that characteristic;
- take steps to meet the needs of people with a protected characteristic that are different to the needs of others;
- encourage people who share a relevant protected characteristic to participate in public life or in any other activity where participation by these people is proportionately low.

In simple terms, the general Public Sector Equality Duty requires public bodies to actively promote equality in addition to eliminating unlawful discrimination, harassment and victimisation.

In addition we must comply with the **specific** equality duty assigned to public sector organisations:

- to publish specific and measurable equality objectives which set out how we will tackle inequalities amongst staff and students.
- we will also publish data annually on how we are meeting our responsibilities under the Act.

4. Equality Objectives

The Equality Objectives below have been developed as a response to meeting the specific duty and also in response to areas we wish to strengthen.

1. Recruit and maintain a staff and student population which is reflective of the local and wider community.
2. Ensure that the recruitment of learners and staff is based on the principle of inclusivity with reasonable adjustments made where necessary.
3. Ensure employers providing Work Based Learning or placement opportunities are aware of their legal responsibilities and are encouraged to actively promote equality and diversity.
4. Ensure that all learning and training programmes reflect, promote and advance equality and diversity in content and delivery in a manner that is appropriate.
5. To provide learner support services which are inclusive and take proactive steps to eliminate discrimination, advance equality of opportunity and foster good relations among all groups of people.

6. Ensure staff and learners are protected from discrimination, harassment or bullying and take appropriate and timely action when non-compliance with the policy is identified.
7. Seek the views of all those who use the services of the College and respond to their needs.
8. Monitor, evaluate, review and publish progress on a regular basis to close the equalities gap and actively promote and advance equality of opportunity across all the protected characteristics.

5. College Ethos

Core Values

- We put the learner at the centre of all we do
- We show respect for each other
- We work together to create and sustain a culture of trust and openness
- We value and celebrate diversity
- We continuously strive for excellence in all we do
- We support individuals to achieve their full potential
- We celebrate and embrace innovation and positive change
- We instil a love of learning and a passion to succeed.

Mission

Shaping Futures - providing outstanding education and training opportunities in order to add value to the lives of all our learners and to advance the economic and social well-being of the communities we serve.

Link to Recovery Plan

The College Recovery Plan includes direct reference to equality and diversity:

- "Provide learning opportunities for the most disadvantaged within the community..."
- "Embed equality and diversity in all our practices to create an environment which is inclusive and values diversity."

Ethos

North Shropshire College will encourage and support students, staff, partners and stakeholders to challenge prejudice, stereotyping and intolerance, and will manage its policies, procedures and environment in ways that will seek to maintain every individual's dignity and rights.

North Shropshire College will endeavour to remove the barriers that exist in College to enable all people to have equal access to our services and facilities. This includes the admission, progression and assessment of students; the appointment, development and promotion of staff

and services provided to any other users of, and visitors to, the College. The College has a commitment to an ongoing programme of action, which seeks to identify and eliminate all forms of discrimination, whether intentional or unintentional.

The College recognises the consequences of discrimination in society, including that targeted at disabled people, and believes that positive action is needed to address this. It has a responsibility and duty to ensure its services are offered and available to as wide a cross section of the community as possible and that North Shropshire College is welcoming to all, respecting and welcoming differences in the community and valuing the benefits this can give to the whole community.

North Shropshire College believes in the right of the individual to be treated with dignity and respect and that the College should be free from harassment, intimidation and bullying.

Harassment is unacceptable in the College and is viewed as a form of discrimination and as such will not be tolerated by the College. The College seeks to uphold a culture in which the contribution of all its members, both staff and students are valued and the self-esteem and well being of the individual is promoted.

The Student Behaviour Management procedure aims to provide the framework within which student behaviour and indiscipline will be managed. All staff across all campuses will operate within this framework. The strategy aims to clarify:

- The standards of conduct expected from all students.
- Behaviour which is unacceptable or inappropriate.
- Disciplinary procedures.

By ensuring adherence to the above the College will endeavour to provide a working environment, conducive to learning for staff and students. This should also ensure consistent, fair and equal treatment for all students. The Student Agreement and Student Code of Conduct explain the standards of conduct, attendance and performance expected from all students. Students agree to abide by these rules when they sign the Student Agreement.

North Shropshire College is totally committed to implementing customer centred approaches to recruiting and enrolling students. The student will always be at the centre of the College's approach and their needs will be paramount. All appropriate staff across the College will be involved in the recruitment process and will have ownership of the student and process.

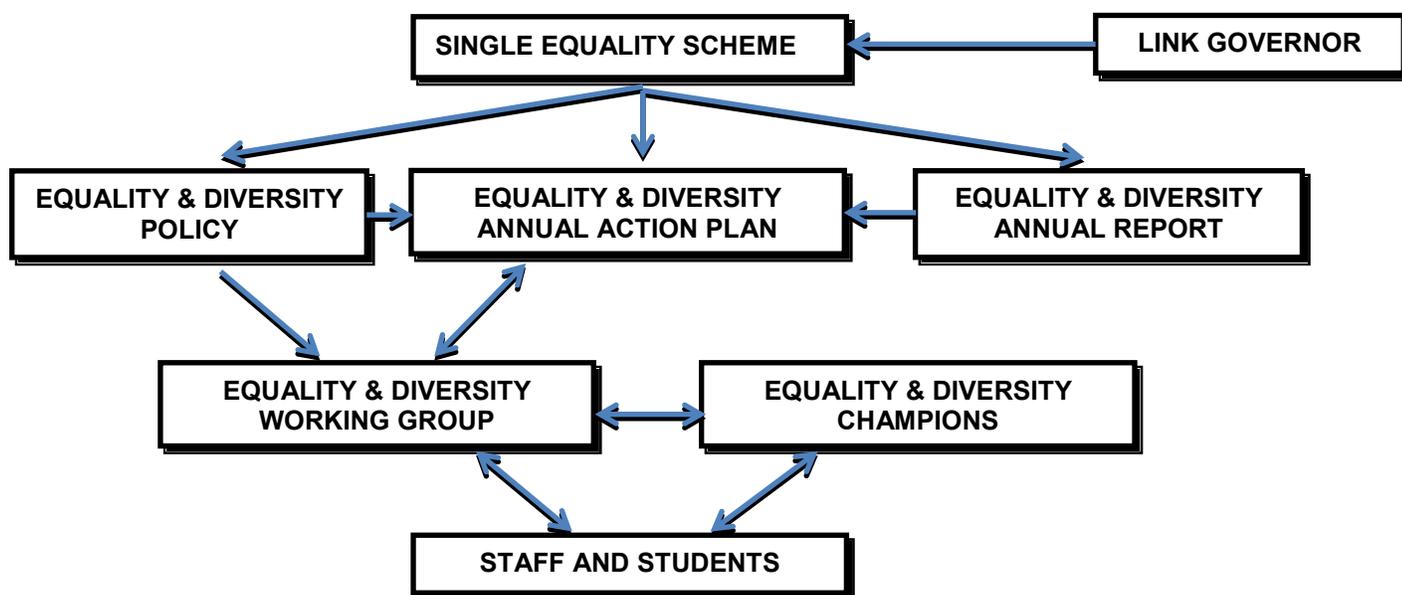
North Shropshire College is committed to ensuring equality and diversity is embedded in their employment practices. Recruitment and selection decisions are based upon objective and measurable selection criteria related strictly to the requirements of the job. The College will continue to ensure that discrimination in the field of employment is identified by monitoring of employment processes and, where it is identified, challenged and addressed.

6. Roles & Responsibilities

The Assistant Principal Q&SS has Senior Leadership responsibility for strategic Equality and Diversity management in the College and will report on progress at the Senior Leadership Team meetings and to the Board of Governors. The Student Services Manager has operational responsibility for EDI and reports directly to APQSS. The Student Services Manager will chair the Equality, Diversity and Inclusion Group (EDIN) which monitors and evaluates progress. Terms of reference for the group are attached as Appendix 1.

The Lead Governor will support and advise the group as appropriate and will ensure that the Board are fully apprised on the progress of the action plan and developments in the college in relation to equality and diversity. Responsibilities of the Lead Governor are attached at Appendix 2.

Diversity Champions will provide the essential link to staff, identifying and sharing examples of good practice with a particular emphasis on embedding equality and diversity in the curriculum. Responsibilities of the Diversity Champions are attached at Appendix 3.



7. A Whole College Approach

We aim to apply the principles of equality and diversity across everything that we do. In order to support this, we reinforce the principles with staff and learners in many ways starting at induction. It is then reinforced throughout the year.

We strive to embed equality and diversity into teaching and learning so that students get a fully rounded learning experience where their individual needs are met. This practice is embedded,

developed and advanced in teaching, learning and assessment practices and via the NSC Tutorial programme.

The impact of embedding equality and diversity in delivery is measured via the Internal Performance Inspection (IPI) reports which have two heading relating to this. One focuses on embedding E&D in teaching and learning: *'The Extent to which E&D are promoted through teaching and learning'* and the other which gives focus to management: *'The extent to which leaders and managers actively promote E&D, tackle bullying and discrimination, and narrow the achievement gap.'*

8. Communicating, Monitoring and Reporting

Communicating

- The Single Equality Scheme is published on the college website.
- New staff are informed about their equality, diversity and inclusion responsibilities and the colleges expectations of all staff during induction and via the staff handbook.
- Existing staff are involved in the action plans undertaken by their teams, which are included in their operational plans.
- Learners are informed about equality, diversity and inclusion at induction and at various times during their course through tutorials, workshops, events and poster campaigns.
- An EDI newsletter will be produced and disseminated termly across all campuses.

Monitoring

- The embedding of equality and diversity in lessons is recorded during teaching observations.
- Equality issues are recorded on ProMonitor and reported in course reviews.
- Employers and placement providers are informed of the college's commitment to equality and diversity and their responsibilities in relation to our policies.
- The college's commitment to equality and diversity is highlighted in our prospectus and other publications.
- Our complaints policy is publicised and complaints relating to equality are monitored annually.
- The Equality, Diversity and Inclusion Group will meet termly as a minimum to monitor all matters concerning equality, diversity and inclusion relating to students:
 - Curriculum, staffing, the College environment and external community relations.
 - Celebrating diversity, advancing equality and challenging inequality.
 - Promoting, developing, implementing and reviewing the College's policies and procedures.
 - Developing, promoting and reviewing actions taken to embed equality and diversity within the curriculum seamlessly.
 - Compliance with statutory duties and requirements.
 - Commissioning members of staff and students across College to investigate and report back on equality and diversity matters.

Reporting

- The College produces an annual monitoring report, which reviews
 - recruitment, retention and achievement of students by age, disability, ethnicity and gender
 - recruitment, retention, and progression of staff by age, disability, ethnicity and gender.
- The targets for recruitment of students and staff are that the college population be broadly representative of the community it serves. Other targets specify that retention and student achievement / staff development should be consistent across all groups of students / staff.
- Curriculum Area Managers will be required to address under-recruitment, poor retention or under-achievement in relation to the key equality characteristics in their Course Reviews. The HR Manager will also be required to address any similar issues with staff.
- The Curriculum Areas will also report on the way in which they celebrate diversity, promote and advance diversity through the curriculum and wider learning environment.

Equality, Diversity and Inclusion Network (EDIN) Group

Membership

Lead Governor

Student Services Manager - Chair

Student Services Finance Administrator – Vice Chair

HR Manager

Marketing & Admissions Manager

E&D Champions - 3 Curriculum as a minimum, 2 Business Support

Learner Representative

Terms of reference

The purpose of the network is:

- To promote and publish NSC's core values and equality and diversity successes and ensure all staff are aware of the achievements.
- To take the practical steps necessary to improve diversity and equality of opportunity within the College, including compliance with relevant legislation in all areas of EDI, which includes race, disability, mental health, gender, social background, age and sexual orientation
- To ensure that the College meets and monitors all its statutory requirements, both national and local, relating to equality and diversity both as an education provider and employer.
- To advance and promote training in EDI for members of staff and students
- To work in accordance with the Colleges Equality Policy
- To provide guidance to departments on diversity issues relating to both staff and students

Attendance

- Deputies and/or representatives are permitted to attend, however consistency is recognised as key to driving the success of the network.

Quorum

- A minimum of four members will constitute a quorum.

Reporting Arrangements

- The minutes of the Group will be formally recorded and reported to the SLT termly.

- Frequency
 - The Group will meet at least termly.

- Code of Conduct
 - The network will be conducted in accordance with the Colleges core values and codes of professional behaviour and conduct.

- Review
 - The network will review its performance annually, producing an annual report and equality objectives for circulation to the SLT and governing body.

Appendix 2.

Lead Governor for Equality and Diversity

Responsibilities

- Support Senior Managers to ensure that governors are made aware of their legal duties under equality legislation.
- Ensure the Board considers the equality and diversity dimensions, impact reports and recommendations brought before Governors.
- Monitor college data in relation to protected characteristics.
- Support action to ensure that the governing body reflects the full diversity of the college and the local community.
- Review the College's Single Equality Scheme and Equality Action Plan and oversee its implementation.
- Offer advice on strategies to help address equality gaps.
- Support Senior Managers to ensure that there are well-known and clear college-wide procedures for reporting and addressing issues and incidents of discrimination and harassment linked to protected characteristics.
- Monitor progress towards achievement of the annual EDI action plan.

Equality, Diversity and Inclusion Champions

Diversity Champions are recognised as playing a central role in disseminating good practice and encouraging the promotion of equalities within North Shropshire College and are formally represented in the Equality & Diversity Group.

Equality , Diversity and Inclusion Champions **Staff information sheet (for those wishing to be considered for an E+D** **champion role)**

What is the scheme?

This is a group of staff who have volunteered to champion equality, diversity and inclusion.

The aims of the scheme are to:

- Advance equality and diversity
- Mainstream equality and diversity
- Raise awareness of equality and diversity themes amongst staff and learners
- Raise the quality of teaching and learning with regards to equality, diversity and inclusion
- Help to prevent and eliminate discrimination
- Share good practice

What is their role?

The Champions are volunteers who can help in a number of ways, as follows:

- Attendance and active participation in regular EDIN meetings.
- Uploading useful information/resources onto the Staff CPD area of Moodle
- Collating and disseminating good practice
- Delivering staff development sessions
- Giving advice on how to incorporate equality and diversity into their teaching and learning
- Helping with the advancement of equality and diversity
- Liaising with other equality and diversity champions
- Helping with learner and staff engagement to inform policy writing

Please note: this is a voluntary role and all contributions made by Champions will be requested via the Student Services Manager. It is essential that the Champion has support from their line manager in becoming a champion.

The Champions are not experts in all areas - so please don't expect them to have all the answers! They will, however, be able to research and find out!

Who co-ordinates the service?

The Student Services Manager.

What training will the champions receive?

The Champions will receive training from the Student Services Manager on:

An overview of the legal framework relating to equality and diversity, information about equality and diversity themes (e.g. disability, ethnicity and gender equality) and challenging stereo typing, prejudice and discrimination.

Who is the Lead Governor for Equality and Diversity?

Wendy Dakin.

Who are the Champions?

The Champions come from a variety of areas throughout college and represent both curriculum and support staff, as follows:

Chair – Student Services Manager Bev Jackson

Vice Chair – Bethan Lea

Business Support Manager - Lucy Evans

Business Support Manager - Christine Whittingham

Business Support Representative - Benji Evans

Academic Representative - Tracey Wakelam

Academic Representative - Rachael Young

Academic Representative - Sarah Hutchon