POLICY

Title: EQUALITY AND DIVERSITY

Policy Holder: Director of Governance and Legal

Approval Board: The Corporation Board

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Last reviewed: September 2024

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Summary: The purpose of this statement is to define and encourage best practice, and to guide our compliance with the Equality Act 2010 and Public Sector Equality Duty (PSED).

Accessibility: If you would like this information in an alternative format, e.g. Easy to Read, large print, Braille or audio tape, or if you would like the procedure explained to you in your language, please contact the College's marketing team on 01603 773 169.

Further information: If you have any queries about this policy or procedure, please contact the named policy holder or the College's marketing team on 01603 773 169.

Legislation or Regulation:	• Equality Act 2010

Version Control Document			
Date	**Version No.**	**Reason for Change**	**Author**
June 2014		Policy creation	R.Luckett
May 2015	v 1.1	No amendments required	R.Luckett
June 2016	v 2.0	Minor amendment to policy list	R.Luckett
Jan 2017	v 2.1	Checked/Updated Terminology (Governors-Academy Councils)	T.Mansbridge
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June 2020	v 3.2	Removal of NA references	P.Beacock
Mar 2021	v 3.3	Removal of TEN Group references	P.Beacock
Jan 2022	v 3.4	Removal of NES references	P.Beacock
July 2022	v.3.4	Review of Equality Statement and Objectives	J.Mitchell
July 2023	v.3.5	Review	J Mitchell
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[1] The Review Period refers to our internal policy review process. The published policy is current and is the most recent approved version.

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1. Purpose

The purpose of this statement is to define and encourage best practice, and to guide our compliance with the Equality Act 2010 and Public Sector Equality Duty (PSED).

2. Policy Statement

City College Norwich ("The College") believes that diversity is natural and equality is right and that equality, diversity and inclusion are everyone's responsibility. The College intends to lead by example on equality and diversity by being pro-active, practical and positive.

We promote equality because we know it's the right thing to do.
Research shows that more equal societies are better for everyone (www.equalitytrust.org.uk). Equality is about being valued for who and what we are. This helps us to achieve our best without unfair obstacles, stigma or stereotyping, or being restricted by anyone's expectations of our ability.

In practice, equality means three things for all of us:

- Being able to get to, in to and around our sites and complete the learning journey, with equal ease and dignity.
- Having a sense of belonging and well-being.
- Feeling the place, the programmes and the policies have been designed with us all in mind.

We value diversity because it makes the College a more creative place to learn and work.
We celebrate the fact that our students and staff, are from different social and ethnic backgrounds; women, men and transgender; black and white; of all ages, cultures and faiths; lesbian, gay, bi-sexual and straight; disabled and non-disabled; from nearby and further afield.

We know that diverse teams make better decisions, and diverse classrooms produce richer learning. Diverse groups are much more likely to be more in tune with reality.

In practice, this means:

- Seeing and hearing people like ourselves around, as learners and staff, so that our College mirrors the diversity of society.
- Listening to different points of view to improve how we run our College.
- Valuing our differences as well as the things we have in common.

3. Scope

This policy applies to all Students, Governors and all permanent and temporary employees of the College and includes any contractors, agency or visiting professionals employed to provide services on their behalf.

4. Legal requirements

The Equality Act 2010 and the Equality Act 2010 (Specific Duties) Regulations 2011 make it a general public duty to:

- Eliminate unlawful discrimination and harassment.
- Advance equality of opportunity between people who share a protected characteristic and those who do not.
- Foster good relations between people who share a protected characteristic and those who do not.

Organisations working in the public sector have a specific duty to:

- Publish information and analysis on equality performance
- Demonstrate the effect of policies and practices on students and staff
- Set equality objectives

5. Definitions

Discrimination is the act of prejudice against a person because they have a certain set of characteristics. It can come in any of the following forms:

- **Direct discrimination** - treating someone with a protected characteristic less favourably than others.
- **Indirect discrimination** - putting rules or arrangements in place that apply to everyone, but that put someone with a protected characteristic at a disadvantage.
- **Harassment** - unwanted behaviour linked to a protected characteristic that violates someone's dignity or creates an offensive environment for them.
- **Victimisation** - treating someone unfairly because they've complained about discrimination or harassment.

Protected characteristics:

1. Age
2. Being or becoming a transsexual person
3. Being married or in a civil partnership
4. Being pregnant or having a child
5. Disability
6. Race including colour, nationality, ethnic or national origin
7. Religion, belief or lack of religion/belief
8. Sex
9. Sexual orientation

6. Our Objectives

The below table outlines our ongoing PSED objectives to ensure that equality and diversity is maintained across the College. These objectives should be made available to the public; generally this will be through the College website.

Objectives	Outcomes
1. Students, and studying • Promote inclusive learning and high achievement. • Reduce the impact of deprivation and other forms of disadvantage on students' learning. • Enable all students and apprentices to recover and 'FLORISH'. • Provide programmes that support under-represented groups and communities, particularly the most disadvantaged. • Reflect on working and learning in pandemic and post-pandemic times and evolve working practices.	• Students are respected, included and well looked after by their teachers and by each other. • Students know about equality and the environment as it relates to their course. • Students can work successfully in diverse teams. • Harassment and bullying are not tolerated including on social media. • Positive action is taken to remedy achievement differences between groups. • Student's development goes beyond their qualifications • Programmes support students to 'FLORISH' • Curriculum offered is inclusive and meets the needs of under-represented groups and those who are disadvantaged. • Students and staff exemplify Ways of Working whilst learning and working together. • A college with Diversity, Equity and Inclusion at its heart, where staff and students feel that they belong. • The development of accessibility tools in Blackboard, providing accessible formats and digital inclusion.
2. Staff and working • Benefit from a diverse staff community. • Deliver a programme of staff well-being activities. • Achieve Investors in Diversity accreditation. • Uphold our Ways of Working, collective accountability, and teamwork as key tenets of our organisational culture.	• Our staff profile better mirrors that of our students. • All members of staff are valued, benefit from the College's wellbeing initiatives and in return contribute further to their organisation's life. • Harassment and bullying are not tolerated in any form. Staff have the support and the skill to promote equality in their work. • A workplace culture and environment that makes the College an Employer of Choice.

3. Leadership and managing • Provide leadership on equality & diversity and a strategy for success. • Deliver a Creative Excellence programme for all managers and team leaders.	• Senior managers take the lead on promoting equality and diversity, set the tone on inclusion and lead through collaboration. • Accountable plans are in place to promote equality and diversity. • Policies and processes promote equality and inclusion.
4. Local community, stakeholder engagement and procurement • Champion equality with partners and connect with all communities. • Concentrate on strategic stakeholder engagement, management, and experience • Play a leadership role in tackling education inequity in Norfolk. • Value the diversity of our students, staff, and the communities we are part of.	• We use procurement to promote equality, diversity and fair employment practices. • Partnerships which benefit the local community and Students. • Highly effective strategic stakeholder engagement and management systems in place • Preferred partner for key stakeholders in strategic developments • Collaboration with other colleges brings benefits to our students which we could not achieve on our own • Recognised as an anchor institution for our community • Reputation for thought leadership in Education and Skills
5. Places and spaces – our environment and sustainability • Create an inclusive environment and ambiance • Produce a Net Zero roadmap for the College. • Prepare a new Estates Strategy.	• Spaces are decorated with positive images of diverse people and their achievements. • We design, maintain and manage inclusive places and spaces. • Accessible learning facilities. • Secure and robust infrastructure that enables students and staff to learn and work anywhere • Plan to reach net zero carbon emissions by 2030 • Investment decisions made using environmental, social, and governance (ESG) criteria

7. Raising a complaint

7.1 It is a serious disciplinary offence to:

- Treat someone with a protected characteristic less favourably than others or to put someone with a protected characteristic at a disadvantage.
- Harass someone linked to a protected characteristic that violates their dignity or creates an offensive environment for them.

- Victimise or treat someone unfairly because they've complained about discrimination or harassment.

7.2 The College will take any allegation of discrimination very seriously. All complaints will be dealt with sensitively and fully investigated. If you feel that you have been discriminated against on the basis of one of the protected characteristics listed in section 5:

- **Students** - please follow the procedure outlined in the appropriate college complaints policy.
- **Staff** – please contact your line manager or HR Services in the first instance who will advise the best course of action.

8. Organisational Responsibilities

Boards

- The College Board is responsible for ensuring that the PSED objectives for the College have been set and published.
- Monitor statistical data on participation and achievement of students by protected characteristics (where data allows).
- Monitor statistical data on staff by protected characteristics (where data allows).
- Monitor progress against the stated objectives, PSED objectives and outcomes.
- Monitor complaints.

Principal

- Develop plans to meet the stated objectives and PSED objectives.
- Ensure that equality and diversity training is available to all staff as part of Core training.
- Monitor progress against the stated objectives, PSED objectives and outcomes by protected characteristic (where data allows) and report progress to the relevant Boards.
- Address complaints.

All staff

- Attend equality and diversity training provided by the College whether classroom based or online.

9. References to related policies

- Staff Recruitment
- Probation
- Appraisals
- Learning and development
- Wellbeing
- Flexible working
- Dignity at Work (staff)
- Family leave (including maternity and parental leave)
- Admissions
- Anti-bullying (students)
- Safeguarding

10. Contact

Please contact the Director of Governance and Legal for advice on any aspect of this policy.

11. Equal Opportunities Statement

All policies are impact assessed to identify potential positive or negative impact on any of the groups with protected characteristics. This policy sets out our objectives and responsibilities to promote equality and diversity.

If you have any comments or suggestions in relation to equal opportunities of this policy or procedure please contact the policy holder.