

Policy/Procedure/Guideline Review

Policy/Procedure/ Guideline:	Equality Diversity and Inclusion Policy
Senior Manager Responsible:	Deputy Principal – Quality and Curriculum
Author:	Deputy Principal
Approved By:	SLT
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Publication:	New Staff Hub Nelson and Colne College Group and Lancashire Adult Learning Moodle Nelson and Colne College Group and Lancashire Adult Learning Website
Changes Made:	

Equality, Diversity and Inclusion Policy

1. Introduction

Nelson and Colne College Group is passionate about Equality, Diversity and Inclusion (EDI). We commit to do all we can to ensure an inclusive environment and rule out inequality perceived or otherwise within the Group.

In order to meet the Group vision to 'Create the Extraordinary' we will build a culture which is inclusive, positive and fair and where opportunities are open to all, whether staff or students.

To achieve this, we aim to create a welcoming and aspirational environment where our workforce is representative of all sections of the communities we serve and for our students to thrive be respected and respectful of each other.

2. Purpose

The policy's purpose is to:

- Provide equality, fairness and respect for all in our employment, whether temporary, part-time or full-time
- Provide equality, fairness and respect for all our students
- To promote equality, good relations and inclusion aligned to the Equality Act 2010 and its nine characteristics
- Make reasonable adjustments to our working arrangements, policies and practices.

3. Legislative/Quality Framework

- Education Act 2011
- Equality Act 2010
- Keeping Children Safe 2016
- Malicious Communications Act 1988
- Race Relations (Amendment) Act 2000
- Working Together to Safeguard Children 2015

4. Specific Duties

This Policy reflects the **Public Sector Equality Duty** contained within the Equality Act of 2010 which came into force in April 2011. The Equality Duty has three aims. It requires public bodies to have **due regard** of the need to:

- Eliminate unlawful discrimination, harassment, victimisation and any other conduct prohibited by the Act
- Advance equality of opportunity between people who share a protected characteristic and people who do not share it, and
- Foster good relations between people who share a protected characteristic and people who do not share it

For Nelson and Colne College Group are committed to integrating consideration of these aims as part of its decision making process.

The Public Sector specific duty requires all public bodies to publish information to demonstrate the extent to which it furthered the aims of the general Equality Duty. Subsequent information must be published at least annually.

The regulations require public bodies to:

- Publish equality objectives every four years
- Publish information annually to demonstrate their compliance with the general Equality Duty
- Publish information relating to their employees (for bodies with 150 or more staff) and others affected by their policies and practices (such as service users, e.g. students)

All information will be published in a way that is accessible to the public.

5. Scope

This policy applies to everyone at Nelson and Colne College Group including all staff, subcontractors and students; it should be read, understood and adhered to, alongside the policies and procedures listed in Section 10.

6. Roles and Responsibilities

In order to support the implementation of this policy the roles and responsibilities of Governors, Leaders, Staff and Students are outlined below.

It is the responsibility of **the Board of Corporation of Nelson and Colne College Group** to approve, champion, promote and monitor the Equality, Diversity and Inclusion Policy.

The **Group Principal and CEO** is responsible for ensuring delivery and compliance is in line with the Board's expectations and commitment to equality, diversity and inclusion.

The **Senior Leadership Team** is responsible for ensuring that the Equality, Diversity and Inclusion (EDI) Policy is implemented in all of its aspects.

The **Equality, Diversity and Inclusion Group** has the responsibility for monitoring EDI practices across the College Group (incorporating all the provision types) to provide guidance to staff and students on the implementation of this policy, to monitor activity outlined in the Equality Objectives and Action Plan and to complete regular reviews and update on all EDI activities.

The **Assistant Principal Performance and Planning** has the responsibility to check that the EAS Impact statements on Policies and Key Documents are current and complete.

The **HR Department** are responsible for Equality and Diversity for staff at Nelson and Colne College Group. Human Resources are responsible for formulating, monitoring, evaluating and reviewing this policy in respect of staff and for raising awareness of EDI practices among staff members.

It is the responsibility of the **Director of Marketing** to publish the Policy and EDI objectives in a format that is accessible to the public. In addition, Marketing is responsible supporting and promoting the Equality, Diversity and Inclusivity Objectives set out in the EDI Action Plan.

The **MIS Manager** is the designated officer responsible for reporting on all aspect of student performance including students who represent EDI categories. These reports will be made available through Vital Signs, half termly reports to the EDI Group and annual cumulative reports for the purpose of self-assessment.

The **Director of Learner Services** is the designated officer with responsibility for the support, safeguarding and wellbeing of students. Learner Services are responsible for the monitoring, support and care of all students including those who fall within the College's EDI categories.

Heads of Division and Heads of Curriculum are responsible for implementing this policy and the actions set within the EDI Objectives in particular, curriculum delivery which raises awareness supports and delivers EDI objectives through the curriculum.

Every staff member has an implied duty under their contract of employment to comply with the requirements of this policy.

Every student has an implied duty under their code of conduct to comply with the requirements of this policy.

All subcontractors, employer organisations and organisations where students are on extended work placements understand the policy and seek to comply with this policy.

7. Implementation – How we apply the Policy

Implementing Equality, Diversity and Inclusion is ongoing and will be regularly reviewed through the EDI Group which meets every half term.

All staff are to be made aware of the Policy during the induction process. Where appropriate, additional training will be available as part of the College's Professional Development Day; this may take the form of an update or more targeted and bespoke training for either support staff or teaching staff.

The College will produce an Equality, Diversity and Inclusion Objective and Action Plan that will be monitored each half term and the impact of the Action Plan will be reported to the Board of Corporation annually.

All Policies, either newly introduced or those which are ready for renewal will be reviewed to ensure that a commitment to Equality, Diversity and Inclusion is evident. Equality Impact Assessments may be conducted on key strategic documents and policies related to students and human resources.

The College's Learner Services will aim to identify additional support needs early into a student's course of study and provide support in a timely and effective manner.

Advice, guidance, training and support will be made available to all staff, students and subcontractors delivering learning programmes on the College's behalf to ensure they understand their duties and obligations in law.

The College will neither promote or permit the promotion of any one religion's faith or culture. All individuals will be expected to adhere to College policies, regardless of faith or religion. Arrangements will not be entered into with external faith organisations where they seek to promote others to its cause or where the event or activity is barred to those of different faiths or not of faith.

Staff who believe they have not been treated in accordance with the Equality, Diversity and
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Inclusion Policy may wish to make a complaint. Any complaint will be addressed by Human Resources and will comply with the College's Working Together Policy.

Students who believe they have not been treated in accordance with the Equality, Diversity and Inclusion Policy may wish to make a complaint and are able to do so via the College Complaints Policy.

8. Dissemination

Nelson and Colne College Group Extranet

Nelson and Colne College Group and Lancashire Adult Learning Moodle

Nelson and Colne College Group and Lancashire Adult Learning Website

9. Monitoring and Review

The policy will be reviewed by Nelson and Colne College's Deputy Principal – Quality and Curriculum

10. Related Policies

Documents related to the policy are:

- Student Code of Conduct
- Student Disciplinary Policy
- Staff Disciplinary Policy
- Complaints Policy
- Bullying and Harassment Policy
- Student Acceptable Use Agreement
- Safeguarding Children and Vulnerable Adults Policy, Procedures and Guidance