

Equal Opportunities Policy



1. Policy Statement

Carshalton College is committed to ensuring equality of opportunity for all who learn and work here. We respect and value positively differences in race, belief, gender, sexual orientation, disability, class and age.

Carshalton College will work to ensure that:

1. Equality of opportunity is embedded in all policies, practices, decision making and evaluation processes;
2. We actively promote access to learning programmes and services for all our learners and potential clients to enable them to improve their skills, to make progress and be successful in realising their ambitions;
3. We create a visibly diverse environment which values and celebrates difference and raises the aspiration of existing and potential learners;
4. We develop a staff profile, management team and governing body which are commensurate with the above;
5. We provide services which are effective in recognising and assessing the specific needs of individuals and in ensuring and that the right kinds of support and interventions are provided to meet these needs;
6. We tackle discrimination, whether direct or indirect, and ensure that we have well understood and well used procedures for challenging all forms of discrimination, harassment, bullying and other unacceptable behaviour;
7. We promote an ethos within the College whereby all learners and members of staff respect the views, values, culture and beliefs of others - regardless of ethnicity, national origin, gender, sexual orientation, marital status, religious beliefs, political affiliation, age, social class, disability, trade union membership or non-membership, employment status, role as a parent, guardian or carer, or whether someone has a criminal record;
8. All governors and staff are clear about the College's standards and strategies to meet diverse learner needs and are equipped to respond effectively;
9. We undertake rigorous and open monitoring of learner and staff performance and experience to identify and act on equality gaps;
10. We develop comprehensive and imaginative feedback systems to capture the views and perceptions of learners, staff, governors and stakeholders about how well we do things and what we could improve. We will remain alert to patterns of inequality and related concerns which are not identified through statistical monitoring tools;
11. We develop a systematic approach to assessing the impact of new and existing policies, procedures and processes to ensure that negative impacts on the equality of opportunity are identified and addressed.

2. Aims of the Policy

The Policy aims to:

- 2.1 Eliminate all forms of discrimination;
- 2.2 Respond to changes in legislation to eliminate unfair discrimination and promote positive practice by complying with all Acts and duties relating to ethnicity, national origin, gender, sexual orientation, marital status, religious beliefs, political affiliation, age, social class, disability, trade union membership or non-membership, employment status, role as a parent, guardian or carer, criminal record;
- 2.3 Ensure that our policy commitments on equal opportunities, widening participation and inclusiveness impact on all of the College's activities;
- 2.4 Set equality targets to widen participation and raise achievement across all levels of learning and progression;
- 2.5 Ensure that equality targets are continuously monitored and evaluated by the senior management responsible for the targets;
- 2.6 Integrate equality monitoring within the quality management system and self-assessment process;
- 2.7 Achieve a reputation for the College as a positive equal opportunities employer and provider of education and training services.

3. Scope of the Policy

The College Equal Opportunities Policy applies to Governors, staff and students, partners and all in the community with whom we interact. It covers every aspect of our work. This Policy is at the core of all of our activities and systems that contribute to quality assurance and self-assessment.

We aim to ensure that all visitors to the College recognise and support our commitment to equal opportunities and comply with our Policy.

4. Who should be aware of this policy?

Governors, managers and all members of staff and our learners must all be made aware of this policy and have a responsibility to comply with the standards defined within this Policy and other associated policies and procedures.

5. How will we implement this Policy?

The Principal and the senior managers at Carshalton College are responsible for the implementation, development and improvement of equal opportunities policies and practice across the organisation and to ensure the compliance with legislation.

College managers and governors are responsible for ensuring that they are aware of and meet their statutory responsibilities and managers will ensure that all members of staff and all learners are made aware of and comply with the policy and the related procedures and processes.

Individual breaches of the Policy will be dealt with under the Student or Staff Disciplinary Procedures.

The College will:

- 5.1 Implement change to achieve this Policy through action plans within a Single Equality Scheme. The Single Equality Scheme will integrate all the action that the College will take to address each of the following equality strands
 - Race
 - Disability
 - Gender
 - Age
 - Belief
 - Sexual Orientation
 - Social Class
- 5.2 Ensure that there are sufficient resources to meet the requirements of the Policy;
- 5.3 Develop a clear set of equality and diversity measures to assess the impact of its Policy and practice and benchmark College performance against comparable external outcomes;
- 5.4 Monitor the data relating to a range of processes (e.g. admissions, retention and achievement) to identify whether the intended policies are being achieved;
- 5.5 Review performance against the targets to ensure year-on-year improvements;
- 5.6 Inform the development of strategies to tackle differentials in success rates;
- 5.7 Build equality of opportunity into all procedures, processes and actions across the organisation;
- 5.8 Review the Equal Opportunities Policy's effectiveness and success;
- 5.9 Train staff and students to raise their awareness about equal opportunities issues and ensure that they understand their responsibilities to implement this Policy.

6. How will we monitor and evaluate this policy?

Implementation of the Equal Opportunities Policy will be monitored through Quality Assurance Systems – with particular focus through Self-Assessment. Additionally, the College Management Team will evaluate the College's performance against this Policy and its impact, annually. This will be reported to the Quality and Curriculum Committee of the governing body. The Policy may be reviewed regularly to meet the changing needs of the local community and to reflect changes in legislation.

7. Links to other Policies and Procedures

- The Race Equality Policy
- Staff and Student Disciplinary Policies and Procedures
- Safeguarding and Child Protection Policies and Procedures

8. Responsibilities

8.1. Governing Body

The Corporation is ultimately responsible for Carshalton College's Equal Opportunities Policy and for reviewing its effectiveness.

8.2. Members of the College Management Team:

- 8.2.1. Have a legal duty to actively promote the importance of equal opportunities;
- 8.2.2. Are responsible for the provision of appropriate and adequate resources to ensure successful implementation of the Equal Opportunities Policy across the organisation;
- 8.2.3. Have a duty to provide adequate resources to meet on-going staff development needs for equal opportunities training;
- 8.2.4. Have a legal duty to review the effectiveness of the Equal Opportunities Policy on a regular basis and take action to make necessary improvements.

8.3. All College Managers must:

- 8.3.1. Ensure that staff are aware of their legal responsibilities and to abide by, promote and implement the Equal Opportunities Policy;
- 8.3.2. Ensure that all members of their staff comply with processes and procedures relating to the monitoring of equal opportunities within their roles and areas of work;
- 8.3.3. Support, promote and encourage continuous improvement in the area of equal opportunities within their own area of work;
- 8.3.4. Take responsibility and corrective action where issues for improvement are identified.

8.4. All members of staff must:

- 8.4.1. Comply with the Equal Opportunities Policy and Procedures that are related to their areas of work and job roles;
- 8.4.2. Support, promote and encourage continuous improvement in the area of equal opportunities within their own area of work;
- 8.4.3. Take responsibility and corrective action where issues for improvement are identified.

9. Policy Distribution and Communication

A copy of the policy is posted on the College Intranet. A hard copy is also distributed by the Quality Manager to the Professional Development Centre (PDC) for inclusion in the Policies and Procedures file.

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