



LINCOLN COLLEGE

EQUALITY AND DIVERSITY POLICY

POLICY CO/PO/10

SPONSOR

Director of Curriculum Development

EQUALITY AND DIVERSITY STATEMENT

Lincoln College strives to treat all its members and visitors fairly and aims to eliminate unjustifiable discrimination on the grounds of age, disability, gender re-assignment, race, nationality, ethnic or national heritage, political beliefs or practices, marital status, family circumstances, sex, sexual orientation, maternity and pregnancy, spent criminal convictions, or any other inappropriate grounds.

EQUALITY AND DIVERSITY POLICY

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LINCOLN COLLEGE

EQUALITY AND DIVERSITY POLICY

1 PURPOSE

- 1.1 The college seeks to employ a workforce and maintain a student body which reflects the diverse community it serves, because it values the individual contributions of all people. The college will treat all employees and students with respect and dignity and provide a working and educational environment free from unlawful discrimination (direct or indirect), harassment or victimisation. To this end, within the framework of the law and best practice, it is committed to achieving and maintaining a workforce and student body that broadly reflects the local community.
- 1.2 The college seeks to promote and advance equality of opportunity within employers and other organisations that provide work experience and work placement for students and trainees.
- 1.3 The college recognises that certain physical, personal, institutional and cultural barriers exist, which should be reduced or eliminated wherever reasonable to prevent them impeding existing and potential students and staff from receiving equality of opportunity in education and employment.

2 AIMS

- 2.1 The college aims to enable its students and staff to maximise their individual potential through the promotion, implementation and advancement of equality of opportunity measures.

3 POLICY INTRODUCTION

- 3.1 Lincoln College is committed to the active promotion and advancement of equality of opportunity for all and opposes unlawful or unfair discrimination of any kind. The policy specifically covers unreasonable discrimination in respect of race, gender, disability, age, religion or belief, sexual orientation, marital status/civil partnerships, pregnancy and maternity, former convictions and trade union membership.
- 3.2 To achieve this aim the college has overall equality and diversity objectives. These are underpinned at a Unit and School level to provide a focus of awareness on issues that could potentially impact on a positive learner and employee experience. The college will robustly challenge unfair discrimination, prejudice, harassment and discrimination across every aspect of the organisation.
- 3.3 The Board of Cooperation has the overall responsibility for achieving the above aims and are reliant on the college management to have effective systems in place for monitoring, reporting and improving performance.

- 3.4 Lincoln College has a public sector duty as an educational institution, to advance knowledge and understanding of equality and diversity, promote community cohesion and widen participation for hard to reach groups in our community. However, the college seeks to go beyond its legislative requirements and develop an organisation that welcomes and respects diversity.
- 3.5 The policy seeks to actively reinforce good practice using data to establish need and monitor areas for improvement wherever learners are enrolled. Particularly, we strive to make equality and diversity central to all our practices and culture.
- 3.6 This policy links to all other policies in respect of equality and diversity where high expectations of both staff and students are designed to reduce discrimination and combat ignorance. It also links to the College Management Charter in managing staff with respect and encouraging students to follow the Respect Codes of Behaviour and Practice.

4 ACTION TO IMPLEMENT POLICY

- 4.1 The Equality and Diversity Committee is a constituent committee of Academic Board.
- 4.2 All college policies, procedures and agreements will protect the legislative rights of the individual.

College policies, procedures and guidelines include:

- The Single Equality Scheme of 2011
- Harassment and Bullying Policy
- Harassment Code of Practice
- Statement on HIV infection
- Student Charter/College Management Charter
- Grievance and Disciplinary Procedures
- Language and Culture Guidelines

- 4.3 The college will make a commitment to anti-oppressive and anti-discriminatory practice by:
- 4.3.1 Identifying and eliminating discriminatory practices.
- 4.3.2 Setting equality objectives to advance equality and diversity practice.
- 4.3.3 Developing and monitoring the awareness and understanding of issues concerned with equality of opportunity.
- 4.3.4 Recognising and challenging our own attitudes and assumptions.
- 4.3.5 Challenging the language and attitudes of others if appropriate.
- 4.3.6 Supporting those who appropriately challenge oppression.

- 4.3.7 Ensuring a commitment to anti-oppressive and anti-discriminatory practice in all contract specifications and other documentation with external bodies, speakers, consultants, employers, employees, students, subsidiaries and the wider community.
- 4.3.8 Providing relevant training for students and staff development opportunities.
- 4.3.9 Providing information and resources on equality and diversity and good practice.
- 4.3.10 An advisory group will be set up from the Equality and Diversity Committee to advise, monitor and review all aspects of the Equality and Diversity Policy and particularly to carry out an impact assessment on all policies and procedures of the college.

5 RESPONSIBILITIES

5.1 All staff and students are responsible for:

- ensuring the effective implementation of the Equality and Diversity Policy
- dealing with unfair and/or unlawful discriminatory incidents and being able to recognise and tackle unfair and/or unlawful discriminatory bias and stereotyping taking appropriate action to redress and educate learners as a result of infringements or poor practice.
- promoting equality of opportunity and diversity and opposing unlawful discrimination against any member of the college community
- keeping up to date with the law on discrimination and taking up training and learning opportunities
- making recommendations to the Equality and Diversity Committee for agenda items that require consideration based on local or national developments

5.2 The Director of School or Head of Unit is responsible for:

- 5.2.1 Producing its own Equality and Diversity Objectives reflecting the corporate policy that are revised annually. Managers are responsible for regularly reviewing progress towards the achievement of targets via the Individual Professional Review processes and the annual appraisal. Particularly, they are responsible for ensuring that staff receive appropriate development to advance and integrate the promotion of equality and diversity in all their daily activities. For academic staff this includes schemes of work and lesson planning and delivery.

- 5.2.2 Implementing equality objectives, monitoring and achieving targets.
- 5.2.3 Evaluating and reviewing the impact and progress towards achieving equality objectives and presenting a written progress report to the Equality and Diversity Committee as requested at termly meetings.
- 5.2.4 Ensuring that all reports to college committees (Quality Standards, Health and Safety, Academic Board, Board of the Corporation etc) identify any equality issues arising from the content of the report. For example, inequalities identified through success retention and achievement rates related to those with protected characteristics.
- 5.2.5 Ensuring that at least one representative of School or Unit attends the Equality and Diversity Committee or that an appropriate deputy be designated. In the event that a deputy is designated, this must be a person, who must be fully briefed about the agenda and report.

5.3. The External Communications Manager is responsible for:

- 5.3.1 Ensuring that all marketing activities meet Equality and Diversity best practice.
- 5.3.2 Ensuring that all publications carry the Equality and Diversity Policy statements.
- 5.3.3 Monitoring and advising to ensure that all materials submitted to the Marketing Unit comply with college policies and legal expectations.
- 5.3.5 Ensuring that all aspects of college provision are advanced and promoted equally.
- 5.3.4 Ensuring that a forum is provided for interested parties to express their views on marketing activities.

5.4 The Human Resources Manager is responsible for:

- 5.4.1 Ensuring that fair and adequate arrangements exist for effectively handling and recording all aspects of the employment relationship including recruitment, selection, appointment and promotion.
- 5.4.2 Ensuring that management are notified of best practice in respect of employment.
- 5.4.3 Systematically monitoring the college's commitment to anti-oppressive and anti-discriminatory practice in employment through effective monitoring and action to improve any areas of concern.

5.4.4 This will specifically include the following areas of monitoring and annual reporting in respect of those with a protected characteristic:

- the numbers of staff employed (permanent, temporary and fixed term appointments) by grade and type of post
- the numbers of applicants for employment and promotion
- the numbers receiving training
- the numbers involved in grievance or harassment procedures
- the numbers who are the subject of disciplinary procedures
- the numbers leaving the employment of the college

5.4.5 Developing and maintaining special interest groups, staff and students, in respect of groups that identify themselves as being members of a protected characteristic as defined in the Public Sector Equality Duty 2011.

5.5 The Principal's Personal Assistant is responsible for:

5.5.1 Ensuring that notification of Equality and Diversity Committee meetings is advertised in all college publications, via all college notice boards including student notice boards and college intranet.

5.5.2 Calling and minuting meetings and ensuring that necessary action is taken.

5.5.3 Ensuring that all reports to college committees (Quality Standards, Health and Safety, Academic Board, Board of the Corporation etc) identify any equality issues arising from the content of the report.

5.6 The Vice Principal (Curriculum, Planning and Quality) is responsible for:

5.6.1 Systematically monitoring the college's commitment to anti-oppressive and anti-discriminatory practice in curriculum and provision of other services through effective monitoring and action to improve any areas of concern. This will specifically include protected characteristics identified within the Public Sector Equality Duty:

- student numbers, withdrawals and success rates for each course
- work based learning placements including success rates, satisfaction levels and job offers connected to placements
- the results of programmes targeted at people from specific groups which share a protected characteristic and in particular those with and assessed disability or learning difficulty/health need

- 5.6.2 Systematically monitoring the college's commitment to anti-oppressive and anti-discriminatory practice in curriculum and provision of other services through effective monitoring and action to improve any areas of concern. This will specifically include the following areas of monitoring and annual reporting in respect of the protected characteristics detailed in the Public Sector Equality Duty
- age, racial, gender reassignment, religion or belief, gender, sexual orientation, disability, harassment.
 - the numbers of students the subject of disciplinary procedures
 - the numbers of students excluded from the college
 - student assessment including the results of different assessment methods (eg tests, exams, course projects, dissertation and continuous assessment)
- 5.6.3 Ensuring that all curriculum resources meet equality and diversity best practice.
- 5.6.4 Developing links with other education establishments (universities and colleges) to share good practice and facilitate student exchanges.
- 5.6.5 Promoting and maintaining the Bullying and Harassment Support Group to staff and students.
- 5.6.6 Producing and implementing the college's written policy statement and targets reflecting corporate policy (including the results of the monitoring and action plans specified in this policy) which are monitored, revised and published annually.
- 5.6.7 The published written policy statement will include:
- details of the consultation, assessment and monitoring that was carried out
 - the summary of the comments and responses received following consultations
 - a summary of the main findings of assessments or monitoring
 - an assessment of the policy options, including proposals to promote race, sex, and disability equality and tackle problems
- 5.6.8 Ensuring that each Unit and School produces, implements, monitors and reports back on its policy objectives.
- 5.6.9 Responding to and acting upon any breach of the equality and diversity objectives.
- 5.6.10 Providing resources to uphold the policy.

5.7 The Vice Principal (Corporate Resources)

- 5.7.1 Ensure all sub-companies of the college abide by the policy expectations.

5.8 The Principal is responsible for:

- 5.8.1 Ensuring that all aspects of this policy are implemented.
- 5.8.2 Ensuring that the Board of Corporation is informed of the operation and monitoring of the Equality and Diversity Policy.

6 BREACHES OF THE POLICY

- 6.1 The college will take seriously any alleged breaches of the policy and where proven breaches may lead to formal disciplinary action, including dismissal for staff and expulsion for students.

7 EQUALITY AND DIVERSITY COMMITTEE

- 7.1 The committee shall meet at least once a term.

7.2 Composition

- 7.2.1 The Principal, who will chair the meeting.
- 7.2.2 The Vice Principal Curriculum, Planning and Quality.
- 7.2.3 The External Communications Manager.
- 7.2.4 A representative of each School and Unit.
- 7.2.5 The Bullying and Harassment support Co-ordinator.
- 7.2.6 President of the Student Union.
- 7.2.7 A representative of each recognised trade union.
- 7.2.8 A representative of the Facilities Unit.
- 7.2.9 Director of Student Services.
- 7.2.10 Vice Principal (Corporate Resources).
- 7.2.11 Head of Library and Learning Resources.
- 7.2.12 Health and Safety Officer.
- 7.2.13 The College Chaplain.
- 7.2.14 Any member of the College community is welcome to attend.

The committee will set up working groups and may co-opt individuals from the wider college community to discuss and report back on any relevant issue.

Lincoln College is committed to equality of opportunity for all