

## Equality & Diversity Policy 2021 (includes Scheme of Delegation)

### 1. Introduction by the Principal

At Huddersfield New College, we believe in working positively together to respect and celebrate diversity and to advance equality of opportunity for everyone in our community.

Equality and Diversity (E&D) are at the heart of the College's Vision, Mission and Values.

At our most recent inspection, Ofsted recognised this and reported:

'Equality of opportunity is central to the College's Mission'

Ofsted also commented that the College is a:

'Respectful and harmonious learner community', in which 'learners are valued for who they are' and everyone 'accepts each other's differences.'

We are committed to maintaining this respectful and harmonious learning community, free from any form of discrimination, harassment or victimisation.

As a public sector organisation, we also have a legal responsibility under the Equality Act 2010 and Public Sector Education Duty 2011 (PSED) to eliminate any unlawful discrimination, harassment or victimisation, to promote equality of opportunity, and to foster good relations between different groups of people.

This Policy sets out how we will work to continue to fulfil our Vision and Mission and meet the statutory duties set out in the Equality Act 2010 and PSED.

### 2. Scope

This policy is applicable to all students, staff, Governors, parents/carers, visitors, applicants, contractors or users of the College facilities.

### 3. About Huddersfield New College (HNC)

HNC is a designated Sixth Form College

The College is located in Kirklees. Kirklees is one of the most disadvantaged boroughs in the country. The College enrolls many students from a disadvantaged background. In 2020 32% of learners came from a postcode that indicated that they face socio-economic disadvantage and discrimination on a daily basis.

Promoting equality is at the heart of the College's Vision.

The **College's Vision** is 'to provide an excellent sixth form education for all our students, enabling them to fully realise their potential ... and progress successfully from the College to further learning and their future career'.

This is why there is such a strong focus in the College on eliminating any achievement gaps which may exist between different groups of learners.

## Equality & Diversity Policy 2021 (includes Scheme of Delegation)

Valuing and celebrating diversity is at the heart of the College's Mission and Values.

The **College's Mission** is 'to provide an excellent sixth form education, in a safe, supportive and inclusive environment, one which inspires and enables our students to realise their full potential'

The **College's Values** are: **Ambitious Supportive Passionate Inspiring Respectful Encouraging (ASPIRE)**

The College plays a vital role in the local area in terms of widening participation at 16 and in bringing together students from different backgrounds, racial and cultural, and promoting the Fundamental British Value of mutual respect for and tolerance of difference.

The College offers a broad and flexible curriculum at Level 2 and Level 3, academic and vocational, as well as the passport qualifications, GCSE Maths and English Language. This helps to widen participation at 16.

There are currently 2779 students in the College. 55% are female. 29% are from a BAME background. 28% have a disclosed Learning Difficulty or Disability (LDD). 23% are in receipt of a means tested 16-18 bursary and 14% in receipt of Free School Meals.

Enrichment to enhance the curriculum plays an important part in trying to address the cultural gap between many of these learners and their more advantaged peers across the country. Through tutorial, the College also promotes equality and diversity themes and also raises awareness of the Fundamental British Values: democracy, the rule of law, individual liberty and mutual respect for and tolerance of difference, to support our learners to become responsible and active citizens in a diverse Modern Britain.

### 4. Our E&D Commitments

We aim to ensure that all members of our College Community are treated fairly and with respect.

We are opposed to all forms of discrimination in line with the Public Sector Equality Duty 2011, and as defined by the Equality Act 2010, whether direct, perceived, indirect or by association.

We seek to create an environment where no individual or group, because of their protected characteristic\* faces discrimination, harassment or victimisation.

\*Protected characteristics refer to:

Age

Disability

Gender Reassignment

Marriage and Civil Partnership

Pregnancy and Maternity

Race

Religion or Belief

Sex

Sexual Orientation.

## Equality & Diversity Policy 2021 (includes Scheme of Delegation)

Our Equality and Diversity Policy will help to ensure that the College meets these commitments.

### 5. Our Equality Vision

The College's Equality Vision is that all individuals at the College have an equal opportunity to participate fully in the life of the College, to realise their potential, and to be free of discrimination, bullying and harassment whilst doing so.

We will stand in solidarity with others who are fighting for greater equality, and who are standing up against all forms of discrimination, bullying and harassment (BLM Statement).

We want a College in which Diversity is valued and celebrated, and everyone is able to flourish and to realise their potential.

The College will make every effort to represent the Community it serves and where this is not possible will make sure this lack of representation does not disadvantage individuals or groups at the College.

Through this E&D Policy we will be working to translate this vision into practice.

In summary:

- The College will actively work to promote Equality
- The College will ensure everyone is treated with respect and dignity
- The College will actively celebrate individual strengths, gifts and differences
- The College will provide a learning environment free from unlawful discrimination, harassment or victimisation
- The College will tackle any behaviour or activity which discriminates on the basis of a protected characteristic. The Equality Act 2010 sets out 9 protected characteristics: Race and ethnicity; Gender; Disability and learning difficulty; Sexual Orientation; Religion, Faith and Belief; Age; Gender Reassignment; Pregnancy and Maternity and Marriage and Civil Partnership
- The College will work to ensure every student realises their potential
- The College will celebrate the achievements of all students

### 6. Realising the Equality Vision: creating a positive and inclusive environment

It is our intention to create a positive and inclusive work and study environment where all learners and staff feel valued and respected.

In creating this environment, the College is building on a firm foundation:

- We have an inclusive curriculum offer and entry criteria and over the years have recruited a very diverse student body
- We recruit a significant number of learners with a disclosed LDD
- We have an accessible site and College buildings and curriculum
- We have fair and safe recruitment practices
- We hold the Disability Confident Leader award

## Equality & Diversity Policy 2021 (includes Scheme of Delegation)

- We are a registered member of Stonewall's 'College Champion' scheme
- We provide English for Speakers of Other Languages (ESOL) support
- We are award winning for our Additional Learning and Specialist (ALS) support
- We promote our Values through induction and tutorial
- We promote a range of local and national Diversity themes and campaigns and host two dedicated Diversity weeks each year
- We promote Diversity in our Marketing literature
- We provide regular training for Governors and staff on Equality & Diversity
- We carry out Equality Impact Assessments on all policy reviews
- We have no significant gaps in achievement between different groups of learners
- We have high rates of progression to Higher Education and other positive destinations
- We are the 'Organisation of the Year' and 'FE Provider of the Year' with the National Centre for Diversity (NCFD) for promoting Equality, Diversity and Inclusion

### 7. The Legal Framework

The Equality Act 2010 came into force on 1st October 2010.

The Act addresses the nine protected characteristics. The first seven of these only apply to students.

- Gender
- Race
- Disability
- Gender reassignment
- Religion or belief
- Sexual orientation
- Age
- Pregnancy and maternity
- Marriage and civil partnership

In addition the College takes into account socio-economic background as a potential barrier for students to equality.

Our E&D Policy responds to this Act which placed a Public Sector Equality Duty (PSED) 2011 on the College to:

Through the General Duty:

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

Through the Specific Duties:

- Publish our approach to Equality of Opportunity (through this E&D Policy)
- Set Equality Objectives (in this E&D Policy and publish on our website)

## Equality & Diversity Policy 2021 (includes Scheme of Delegation)

### 8. Our 3-year Equality Objectives for the College: 2021-2024

#### 1. To remain a Leader in Diversity and to promote Fairness Respect Engagement Diversity Inclusion and Equality (FREDIE) across College

9. Maintain the Leaders in Diversity Standard
10. Promote Equality and Celebrate Diversity Cross College
11. Retain the Disability Confident Leader status
12. Ensure all Marketing of the College reflects the College's unswerving commitment to FREDIE
13. Ensure the Campus is accessible to staff or students with disabilities
14. Ensure E&D Cross College activity raises awareness of Mental Health issues for those with Protected Characteristics specifically to the whole College Community (staff and students)
15. Ensure all College Policies are Equality Impact Assessed at the point of review

#### 2. To ensure that there are no gaps in achievement between different groups of learners at the College

16. Monitor student outcome data on an annual basis to identify any significant trends over time, or any gaps in outcomes, by different groups of learners
17. This monitoring to include the outcomes of DfE defined vulnerable groups, relative to their peers:
  - Looked After Children (LAC)
  - Those in receipt of a 16-19 bursary
  - Those in receipt of a FSM allowance
  - Students with High Needs
  - Students with a disability
18. Address any gaps in outcomes between different groups of learners at the College

#### 3. To maintain a diverse governing body, College workforce and student body and to continue to make every effort to ensure that the governor, staff and student body represents the Community the College serves, and where this is not possible, to make sure that this lack of representation does not disadvantage individuals or groups at the College

19. Monitor as a minimum the ethnic, gender and age composition of the staff workforce, and of applicants for jobs, and of those short-listed, and of the number of people with disabilities within these groups.
20. Take any appropriate action to address any concerns that may be raised by this monitoring
21. Produce an annual Gender Pay Gap Report
22. Take any action as possible to address any concerns that may be raised by this report
23. Monitor as a minimum the ethnic and gender composition of the student body, and those with disabilities
24. Take any appropriate action to address any concerns that may be raised by this monitoring

### 9. Other linked College Policies:

- Staff Recruitment and Selection protocols (Dir HR)

## Equality & Diversity Policy 2021 (includes Scheme of Delegation)

- Staff Code of Conduct (Principal)
- Staff Equal Opportunities Policy (Dir HR)
- Staff Capability Policy (Dir HR)
- Staff Disciplinary Policy (Dir HR)
- Staff Anti-Bullying and Harassment Policy (including HBT Bullying) (Dir HR)
- Staff Grievance Policy (Dir HR)
- Staff and Student IT Acceptable Use Policy (E-Safety) (VP CS&P)
- Social Media Policy (VPCS&P)
- Safeguarding and Child Protection Policy (VPSSG&P)
- Prevent Strategy (VPSSG&P)
- SEND Policy (VPSSG&P)
- Behaviour for Learning Policy (VPSSG&P)
- Student Anti-Bullying and Harassment Policy (including HBT Bullying) (VPSSG&P)
- Admissions Policy (VPSSG&P)
- Exams Policy (VPCS&P)
- Trips and Visits Policy (APCV&E)
- Work Experience Policy (APCV&E)
- Enrichment Strategy (APCV&E)
- Marketing Strategy (Dir Marketing)
- Data Protection Policy (VPCS&P)
- Whistleblowing Policy (Clerk)

### 10. Equality and Diversity in Employment

It is unlawful to discriminate directly or indirectly in recruitment or employment because of age, disability, gender, gender re-assignment, pregnancy, maternity, race, sexual orientation, religion or belief, marriage or civil partnership. It is also unlawful for employers to ask health related questions too, unless they are related to an intrinsic function of the work.

Discrimination after employment has ended may also be unlawful, for example, refusing to provide a reference related to one of the nine protected characteristics.

The College will avoid all unlawful discrimination in all aspects of employment: recruitment and selection, training and development, pay and benefits, promotion and career management, grievance, capability, disciplinary and selection for redundancy.

Job descriptions and person specifications will be limited to those required for the effective performance of the job.

Candidates for employment or promotion will be assessed objectively against the person specification, taking into account any reasonable adjustments that may be required for candidates with a disability.

Disability and personal or home circumstances will not form the basis of employment decisions other than in exceptional circumstances.

As a Disability Confident Leader we are committed to:

## Equality & Diversity Policy 2021 (includes Scheme of Delegation)

- Interview all disabled applicants who meet the minimum entry criteria for a job vacancy and to consider them on their abilities
- Make reasonable adjustments for staff with disabilities
- Make every effort should a member of staff become disabled to keep them in employment

The College will make reasonable adjustments to its standard working practices to overcome any barriers caused by disability.

The College will comply with its' obligations in relation to statutory request for flexible working and will decline such requests only in accordance with the statutory procedure.

The College will also consider any possible indirect discriminatory effect of its standard working practices, including the number of hours to be worked, the times at which these are to be worked, and the place at which the work is done, when considering requests for flexible working as permitted by law and any other request for a variation to standard working practices.

As a minimum the College will monitor the ethnic, gender and age composition of the existing workforce, and of applicants for jobs, and those short-listed, and of the number of people with disabilities within these groups. The College will consider and take any appropriate action to address any concerns that may be raised by this monitoring.

The College will produce an annual Gender Pay Gap Report.

The College will not discriminate in the selection of staff for recruitment or promotion but may use lawful methods, including lawful positive action, to address identified under representation of any group in particular types and level of job.

The College will have in place a Staff Anti Bullying and Harassment policy (including HBT bullying) and staff will be encouraged to report any third party bullying or harassment in line with this policy.

### 11. Implementation and Training

- The College will seek to ensure that all staff are aware of the Equality and Diversity Policy and the expectations it conveys.
- All new staff will receive Equality and Diversity training in Induction and existing staff will receive regular update training, including any statutory E&D training, as relevant
- The College will seek to ensure that all students are aware of the College's commitment to Equality and Diversity in the Induction Programme and the expectations this commitment conveys for students, particularly around behaviour, and treating others with respect at all times, and valuing and celebrating individual difference, through tutorial
- All Governors will receive Equality and Diversity training through Governor meetings, as relevant
- The College's commitment to Equality and Diversity will be embedded in marketing literature and will be published on the College's website



## Equality & Diversity Policy 2021 (includes Scheme of Delegation)

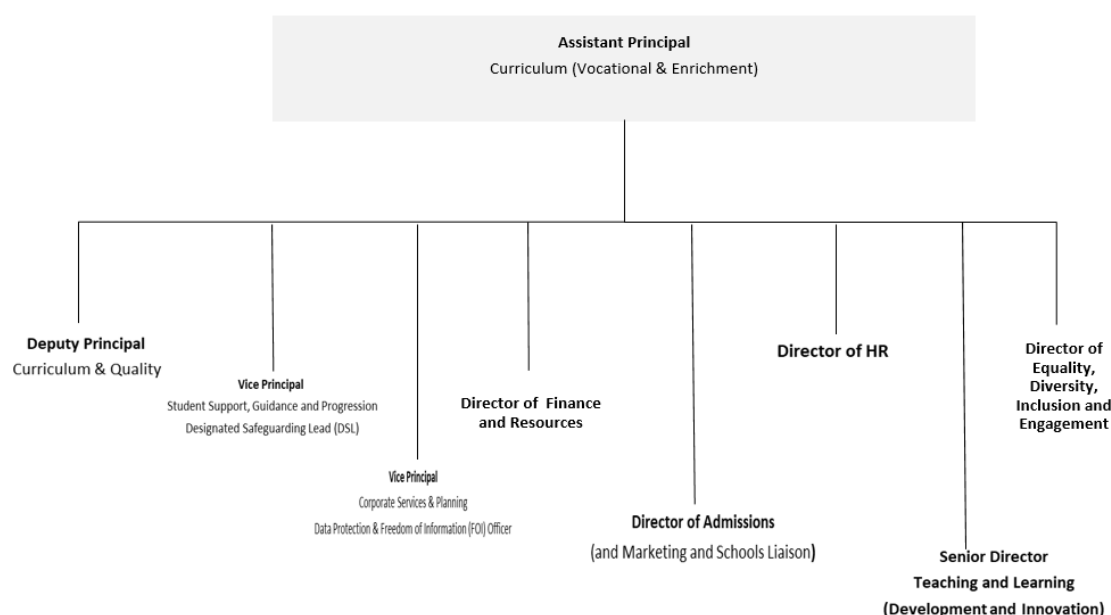
- Those engaging with the College, such as contractors, or those seeking to use the College facilities, or work experience/placement providers, will be expected to agree to abide by the Equality Act 2010

### 12. Leadership of the Equality and Diversity Policy

#### Principal (with support from the Equality and Diversity Committee)

- Keeping up to date with current Equality Legislation and ensuring this Policy is updated formally on a three year cycle, or if Equalities legislation changes, by the Equality and Diversity Committee, so that the College’s practices are lawful.

#### Members of the E&D Committee



#### Involving others in the Policy

##### Governors will be expected to:

- Uphold the Values of the College at all times
- Ensure that the College’s Strategic Plan includes a commitment to Equality and Diversity
- Maintain an awareness of their statutory responsibilities in relation to Equality legislation
- Ratify the College’s Equality and Diversity Policy and Equality Objectives (every 3 years)
- Challenge the College to deliver on its’ Equality Objectives, to ensure that they progress the E&D commitments of the College, as detailed in the Equality and Diversity Policy
- Identify a named Governor to take on responsibility for consultation on E&D matters

##### Senior Leaders will be expected to:



## Equality & Diversity Policy 2021 (includes Scheme of Delegation)

- **Deputy Principal Curriculum and Quality:** ensure Equality and Diversity is promoted through the Curriculum Offer, Entry Criteria and Teaching and Learning and that student outcomes are analysed by different groups of learners to identify any gaps and to address outcome gaps, if there are any
  - **Vice Principal Corporate Services and Planning:** ensure that reasonable adjustments are made to the Estate to make it possible for disabled people to access the College as a place of study or a place of work and to ensure the College is clean and a welcoming environment for all
  - **Vice Principal: Student Support, Guidance and Progression:** ensure Equality and Diversity is promoted through tutorial and that Additional Learning Support ensures individual learning needs are met
  - **Assistant Principal Curriculum Vocational and Enrichment:** ensure that enrichment offers opportunities to all and to Chair the Equality and Diversity Committee on behalf of the Principal\*\*
  - **Director of Finance and Resources:** ensure that financial hardship is not an obstacle to academic success through the effective management of the 16-19 bursary fund and College's Hardship Fund
- 
- **All Senior Leaders are expected to:**
    - Uphold the Values of the College at all times
    - Maintain an awareness of the College's statutory responsibilities in relation to Equality legislation
    - Ensure that all decisions are in line with Equality legislation and that all Policies, Procedures Practices and Plans are Equality Impact Assessed
    - Lead by example in demonstrating behaviours in line with the College's values
    - Lead by example in acting with due care and respect for others
    - Respect the differing needs of others in the College community
    - Not engage in or accept any bullying or harassment
    - Respond appropriately, if witness to inappropriate behaviour or language with regards to discrimination of any kind, and deal appropriately with any reported bullying, harassment or discriminatory incidents

**Assistant Principal - Curriculum Vocational and Enrichment** will be expected to:

- Manage the Director of Equality, Diversity, Inclusion and Engagement
- Chair the E&D Committee
- Ensure that the College's Equality and Diversity Policy is reviewed every three years
- Ensure that progress towards the Equality Objectives is monitored, reviewed and updated on an annual basis via a Equality Objectives QIP, as necessary, thus enabling HNC to fulfil its' legal responsibilities under the PSED 2011 and Equality Act 2010, and progress the College's E&D commitments, as detailed in the College's E&D Policy
- Ensure that the Equality and Diversity Policy and Equality Objectives and any updates to either are published on the College's website

**Director of Equality, Diversity, Inclusion and Engagement (EDIE)** will be expected to:

- Ensure that Equality and Diversity themes and campaigns are promoted across College
- Work with the Director of HR to ensure the College remains a Disability Confident Leader

## Equality & Diversity Policy 2021 (includes Scheme of Delegation)

- Work with the National Centre for Diversity to ensure the College remains a leading organisation for the promotion of FREDIE

**Equality and Diversity Committee** will be expected to:

- Monitor, review and update on an annual basis the progress towards achieving the College's Equality Objectives
- Discuss issues relating to achieving the objectives and develop solutions
- Monitor, review and update on a three year cycle the College's Equality and Diversity Policy
- Determine the need and the nature of Equality and Diversity training for Governors, staff and students on an annual basis and implement
- Determine the nature of the promotion of good practice in Equality and Diversity across College, as appropriate, and implement, as relevant to role

**Diversity Champions team** will be expected to:

- Support the Director of EDIE in promoting Equality and Diversity themes and campaigns across College and hosting two Diversity Weeks each year

**Other Managers** will be expected to:

- Uphold the Values of the College at all times
- Maintain an awareness of the College's statutory responsibilities in relation to Equality legislation
- Ensure that all departmental practices are in line with Equality legislation
- Lead by example in demonstrating behaviours in line with the College's values
- Lead by example in acting with due care and respect for others
- Respect the differing needs of others in the College community
- Not engage in or accept any bullying or harassment
- Respond appropriately, if witness to inappropriate behaviour or language with regards to discrimination of any kind, and deal appropriately with any reported bullying, harassment or discriminatory incidents

**Staff** will be expected to:

- Uphold the Values of the College at all times
- Lead by example in demonstrating behaviours in line with the College's values
- Lead by example in acting with due care and respect for others
- Respect the differing needs of others in the College community
- Not engage in or accept any bullying or harassment
- Respond appropriately, if witness to any inappropriate behaviour or language with regards to discrimination of any kind, and report any bullying, harassment or discriminatory incidents, as appropriate

**Teaching Staff:** in addition will be expected to:

- Promote Equality and Diversity and challenge bias and stereotype through teaching and learning, including in resources
- Ensure that teaching and learning engages all students
- Ensure that teaching and learning meets the differing needs of individual students

## Equality & Diversity Policy 2021 (includes Scheme of Delegation)

**Students** will be expected to:

- Uphold the Values of the College at all times
- Act with due care and respect for others
- Respect the differing needs of others in the College community
- Not engage in or accept any bullying or harassment
- Respond appropriately, if witness to inappropriate behaviour or language with regards to discrimination of any kind, and report any discriminatory incidents, as appropriate

### 13. Breaches of the Policy

The College will take very seriously any breaches of the policy by staff or students.

Any reported breaches by staff or students will be investigated and appropriate action taken.

Staff should report any bullying or harassment or discriminatory incidents in line with the College's Staff Anti-Bullying and Harassment Policy.

Students should report any instances of bullying or harassment or discriminatory incidents in line with the College's Student Anti-Bullying and Harassment Policy.

If any others would like to make a complaint related to any perceived non-compliance with the College's Equality and Diversity Policy specifically, please follow the College's Complaints Procedures, as published on the College website.

If you are unhappy with any of our other policies, procedures, practices or plans because you feel they are not treating the different groups within the College community fairly, please contact Mrs. Kam Rogerson Assistant Principal Curriculum Vocational & Enrichment via [info@huddnewcoll.ac.uk](mailto:info@huddnewcoll.ac.uk) or by phoning the College on 01484 652341.

All formal concerns raised will be treated in line with the College's Complaints Policy and procedures available, as published on the College website.

### 14. Review

The content and operation of this Policy will be formally reviewed every 3 years by the Equality and Diversity Committee on behalf of the Principal and also on any update of Equality legislation.

### 15. Equality Impact Assessments (EIAs)

Equality Impact Assessments are a central element of the policy. The emphasis of the legal framework is for organisations to take positive action to prevent unlawful discrimination, before it occurs.

The purpose of undertaking an EIA is to make sure that the College's policies, procedures, practices and plans do not unfairly disadvantage anyone.

# Huddersfield New College Policies, Protocols and Procedures

## Equality & Diversity Policy 2021 (includes Scheme of Delegation)

It is also an opportunity to identify where as a College we might promote equality of opportunity better.

The Director of HR is responsible for the EIA framework and for ensuring all policies, procedures, practices and plans are subject to an EIA.

Relevant managers are responsible for conducting an EIA, as relevant, and for any review and update of any policy, procedure or practice or for the development of a new plan.

EIAs will be stored in HR.

The annual Report to Governors on progress towards the Equality Objectives will include a summary of EIAs undertaken in the year

### 16. Review of Policy and Communication

The Senior Leadership Team will review the policy and the Governing Corporation will approve the Policy, on recommendation from the Finance and Resources Committee. Once approved, the policy will be published on the College VLE (Moodle). The policy will be reviewed annually.

v.	Date	Author(s)	Comments	Approval Route/ Date	Date of Next Review
1	Oct 2020	Principal		SLT November 2020 Governors April 2021	Oct 2023

### Appendix 1

EIA Proforma

### Appendix 2

Current Equalities Legislation

- Disability Discrimination Act 1995 (NI)
- Disability Rights Commission Act 1999
- Disability Equality Duty 2006
- Human Rights Act 1998
- Employment Acts 1989/1996
- Employment Equality (Religion or Belief) Regulations 2003
- Employment Equality (Sexual Orientation) Regulation 2003
- Employment Protection Act 1975
- Employment Relations Act 1996
- Employment Rights Act 1999
- Equal Pay Act 1970
- Equal Treatment Directive 1976
- Protection from Harassment Act 1997

## Huddersfield New College Policies, Protocols and Procedures

### Equality & Diversity Policy 2021 (includes Scheme of Delegation)

- Race Relations Act 1976
- Race Relations (Remedies) Act 1994
- Race Relations (Amendment) Act 2000
- Sex Discrimination Act 1975/1986
- Sex Discrimination (Gender Reassignment) Act 1999
- Employment Equality Sexual Orientation Regulations 2003
- Employment Equality Religion or Belief Regulations 2003
- The Equality Act 2010
- Public Sector Equality Duty 2011



## Equality Impact Assessment

Question	Response
1. Name of policy being assessed	
2. Summary of aims and objectives of the policy	
3. What involvement and consultation has been done in relation to this policy? (e.g. with relevant groups and stakeholders)	
4. Who is affected by the policy?	
5. What are the arrangements for monitoring and reviewing the actual impact of the policy?	

Protected Characteristic Group	Is there a potential for positive/negative impact?	Please explain and give examples of any evidence/data used	Action to address negative impact (e.g. adjustment made)
Disability			
Gender reassignment			
Marriage or civil partnership			
Pregnancy and maternity			
Race			
Religion or belief			
Sexual orientation			
Sex (gender)			
Age			

Evaluation:

Question	Explanation / justification
Is it possible the proposed policy could discriminate or unfairly disadvantage people?	

## Equality Impact Assessment

Final Decision:	Tick the relevant box	Include any explanation / justification required
1. No barriers identified, therefore activity will <b>proceed</b> .		
2. You can decide to <b>stop</b> the policy or practice at some point because the data shows bias towards one or more groups		
3. You can <b>adapt or change</b> the policy in a way which you think will eliminate the bias		
4. Barriers and impact identified, however having considered all available options carefully, there appear to be no other proportionate ways to achieve the aim of the policy or practice (e.g. in extreme cases or where positive action is taken). Therefore you are going to <b>proceed with caution</b> with this policy or practice knowing that it may favour some people less than others, providing justification for this decision		

Reviewed by (Author):	
Date:	
Review date (if applicable):	
Approval by (SLT Lead):	
Date:	