



EQUALITY & DIVERSITY POLICY

Reviewed by Safety & Employment 21 March 2006

Negotiated with Unison and UCU

• INTRODUCTION

The College recognises the value of each member of its community, the contribution to the enrichment of College life made by students, staff, clients and governors and the equality of such a contribution.

Coleg Llandrillo is committed to offering an education service which provides equality of opportunity to all and freedom from discrimination on grounds of gender, language, race, religious beliefs, ethnicity, age, HIV Aids, disability, social class or sexual orientation. Coleg Llandrillo also acknowledges the need to protect freedom of speech, within the law.

This Policy is intended to *actively* combat discrimination, raise awareness and provide guidelines for students, staff, governors, employers and other stakeholders. It seeks to promote social inclusion, encourage widening participation and ensure equality of opportunity within a bilingual context as detailed in the College's Welsh Language Scheme.

This Policy is subject to review on a biennial basis and has been written within the legal framework of:

The Sex Discrimination Act (1975)
The Race Relations Act (1976)
The Race Relations Amendment Act (2000)
The Disability Discrimination Act (1995)
The Welsh Language Act (1993)
The Human Rights Act (1998)
The Employment Equality (SO) Reg 2003
The Sex (Gender Re-designation) Reg. 99
Employment Equality (Religious Belief) Regs 2003
Age Discrimination Regulations (October 2006)

This Policy is available for anyone to access through the College website and is divided into the following categories:

- Responsibilities for Equality & Diversity issues
- The Provision of Programmes of learning
- Access and Recruitment
- The Curriculum – Content and Delivery
- Staff Recruitment
- Staff Training, Development and Support
- Schools
- Employers, Clients and the Community
- The College Environment
- Marketing and Publicity
- Personal Harassment

The Policy is available both in Welsh and English and can be supplied in a range of different formats upon request, e.g. Braille, tape, etc. The College has a separate Racial Equality Policy which meets the requirements of the Race Relations Act (2000) and can also be found on the College web site. The College is in the process of drafting a Disability Equality Scheme in accordance with its statutory obligations (DDA 2005). Disabled people will be actively involved in the preparation of the scheme which will be published in December 2006.

1 RESPONSIBILITIES FOR EQUALITY & DIVERSITY ISSUES

Responsibility for ensuring that all aspects of this policy are adhered to lies with all members of staff at all levels. Senior management responsibility for Equality & Diversity issues lies with the Assistant Principal - Personnel Services, with the following staff having specific responsibilities:

Student complaints/issues	Quality Enhancement Officer
Staff complaints/issues	Personnel Manager
Monitoring activities	Personnel Team

The Student Union also has a Lesbian, Gay and Bi-sexual Officer and an Equality & Diversity Officer, who can be contacted by students for support, advice and information.

The Equality and Diversity Forum, with representation from Student Union and all parts of the Learning Network, has responsibility for monitoring the implementation of this policy and its outcomes. The Equality and Diversity Forum feeds into the Human Resource Committee (which is a sub-committee of the Academic Board).

2 THE PROVISION OF PROGRAMMES OF LEARNING

Coleg Llandrillo is committed to

- 2.1 providing advice and guidance which is free from bias to enable students to access programmes of learning appropriate to their needs;
- 2.2 seeking to provide programmes of learning within a bilingual environment;
- 2.3 undertaking to review programmes of learning dominated by a single gender and make positive efforts to redress the balance and will include single gender programmes where appropriate;
- 2.4 providing programmes of learning which support social inclusion and widening participation;
- 2.5 developing the Llandrillo Learning Network to overcome barriers of mobility and accessibility.
- 2.6 ensuring that any programmes of learning supplied by any third party on behalf of Coleg Llandrillo subscribe to the same equality and diversity principles.
- 2.7 ensuring that the equality and diversity policies of any franchised University Higher Education provision are met and complied with, in addition to our own policy.

3 ACCESS AND RECRUITMENT

The College will:

- 3.1 ensure that prospective students are correctly informed through recruitment and interview of all facilities that are available;
- 3.2 take steps to ensure that students are not disadvantaged through family responsibilities or a break in study;
- 3.3 ensure that students have access to support, advice and counselling on financial, personal/accommodation and learning issues;
- 3.4 provide, in conjunction with Careers Wales North West, in line with their Equal Opportunities Policy, non-biased career guidance and advice to students seeking information on programmes of learning and careers;
- 3.5 take steps to ensure that students are not debarred or disadvantaged from joining programmes of learning due to disabilities, gender, race, sexual orientation, or language;
- 3.6 provide students and staff with statements relating to the College Equality & Diversity Policy;
- 3.7 monitor recruitment, retention and attainment trends across the Learning Network to ensure it is meeting the requirements of the whole range of diversity within its local community and to remove barriers to learning and success.

4 THE CURRICULUM CONTENT AND DELIVERY

The College will:

- 4.1 seek to ensure that resource materials used to deliver programmes of learning will be free from racist, sexist or other discriminatory assumptions, images or language;
- 4.2 provide opportunities for open/self supported study;
- 4.3 offer single sex programmes of learning where appropriate under Section 47 of the Sex Discrimination Act;
- 4.4 actively encourage integration of students with learning difficulties/disabilities into mainstream provision;
- 4.5 seek to widen horizons and raise expectations of students through the use of positive role models, learning materials and curriculum delivery; Equality & Diversity awareness-raising within a structured tutorial situation.
- 4.6 design curriculum to take into full account of progression, access and accreditation of prior learning;
- 4.7 strive to build into students' programmes of learning an element of Equality & Diversity awareness raising;

- 4.8 seek to emphasise the relevance of traditionally female subjects to men both in terms of life skills and careers – eg in the caring professions, language and fashion and the relevance of traditional male subjects to women, in areas such as Construction, Engineering, etc.
- 4.9 attempt to influence publishers and examination boards by complaining about the use of sexist/racist materials and language, inappropriate language levels and lack of provision for examinations bilingually in the Welsh/English languages.

5 RECRUITMENT, SELECTION, PROMOTION AND APPRAISAL OF STAFF

The College will:

- 5.1 enclose an abbreviated copy of this policy to all prospective employees with application forms and job descriptions as a statement on the College's commitment to Equality & Diversity.
- 5.2 recruit, select and promote all positions within the College on a basis of good Equality & Diversity practice;
- 5.3 provide Equality & Diversity training for participants involved in the processes;
- 5.4 monitor staff applications, shortlists and successful candidates for posts to ensure equality of opportunity and freedom from bias.
- 5.5 ensure that all interviews take place within a framework of good Equality & Diversity practice;
- 5.6 look favourably upon family friendly work practices where appropriate, for example job sharing; in accordance with the College's Work/Life Balance Policy.
- 5.7 ensure that appraisal takes place within a framework of good Equality & Diversity practices;
- 5.8 actively seek to encourage applications from people with disabilities by subscribing to the Positive about Disability scheme which means the College has made the following commitments:
 - To interview all applicants with a disability who meet the minimum criteria for a job vacancy and consider them on their abilities
 - To ensure there is a mechanism in place to discuss at any time, but at least once a year, with disabled employees what can be done to make sure they can develop and use their abilities
 - To make every effort when employees become disabled to make sure they stay in employment
 - To take action to ensure that all employees develop the appropriate level of disability awareness needed to make the commitments work
 - Each year to review the 5 commitments and what has been achieved, to plan ways to improve on them and to let employees and the Employment Service know about progress and future plans.

6 STAFF TRAINING DEVELOPMENT AND SUPPORT

The College will:

- 6.1 endeavour to ensure that provision is made to train, to update skills and impart information about new developments and/or technology for staff including staff returning to work after maternity leave, family and dependents' leave and parental leave if required;
- 6.2 make staff aware of their responsibilities for implementing the College's Equality & Diversity Policy;
- 6.3 provide training for College governors in Equality & Diversity issues;
- 6.4 make every reasonable effort to arrange staff training to enable all staff to participate and to consider their individual external responsibilities.
- 6.5 provide access to counselling for staff by a trained counsellor via the Occupational Health service.

7 SCHOOLS

The College will:

- 7.1 through careers conventions, based both in schools and across the Learning Network provide non-biased careers information and publicity materials;
- 7.2 work closely with school's Equal Opportunities Co-ordinators and careers teachers to promote the breakdown of gender-stereotyping with regard to option and course selection;
- 7.3 provide all schools linked with the College with a copy of this document.

8 EMPLOYERS, CLIENTS AND THE COMMUNITY

The College will:

- 8.1 distribute to employers used in work-experience placements and who place students on release with the College, a copy of this Policy;
- 8.2 encourage links with 'good practice' employers;
- 8.3 discontinue the use of placements where discrimination continues and negotiation with the employers has failed;
- 8.4 display information about employment which indicates changing patterns in traditional areas;
- 8.5 encourage employers to visit the College to discuss the issues of wider opportunities for people with disabilities and those under-represented in the work place.
- 8.6 ensure that all clients and visitors are treated with respect and in accordance with equality and diversity principles outlined in this policy.

9 THE COLLEGE ENVIRONMENT

The College will:

- 9.1 endeavour to create an environment in which students and staff feel comfortable regardless of gender, language, race, ethnicity, age, HIV Aids, disability, social class or sexual orientation.
- 9.2 endeavour to provide an environment which actively expresses the Equality & Diversity ethos by displaying information signs bilingually and in a way which reflects our multi-cultural society.
- 9.3 seek to provide access for people with disabilities for example providing adequate toilet facilities, lifts, changing rooms and ramps to enable people to participate in all aspects of College life and to enjoy the facilities offered by the College;
- 9.4 continue to provide and review the provision of child care facilities;
- 9.5 ensure that car parks and walk ways are properly illuminated to aid personal safety.
- 9.6 Work with the Student Union and its officers to promote equality and diversity and tackle any issues raised.

10 MATERIALS AND PUBLICITY

The College will:

- 10.1 ensure that all materials originating from the College relating to marketing and publicity will be non discriminatory in content and reflect good equality & diversity practice.
- 10.2 ensure that all advertisements for jobs or programmes of learning reflect the College's stance on Equality & Diversity and bear a statement to that effect.

11 PERSONAL HARASSMENT

- 11.1 The College will take disciplinary procedures against any student or staff member found to be behaving in a manner which constitutes harassment or discrimination on grounds of gender, language, race, religious beliefs, ethnicity, age, HIV Aids, disability, social class or sexual orientation.
- 11.2 Forms of communication for example e-mail and faxes should not contain materials which may offend students and/or staff within the context of this Equality & Diversity Policy.