



CENTRAL SUSSEX COLLEGE

## **Equality, Diversity and Human Rights Policy**

Ref.  
Effective

General 7.3  
12/01/11

### **POLICY STATEMENT**

All individuals at Central Sussex College should have the opportunity to achieve their full potential. Students, staff and visitors should feel welcome, safe, valued, included and respected within the College community.

The College recognises that some groups experience unfair discrimination in society, and is committed to challenging unfair discrimination in all forms by ensuring that equality lies at the heart of everything we do. The College will, within the current legislative framework and good practice, seek to redress all forms of disadvantage, including in the areas of recruitment and selection, employment and training.

The College will serve the learning needs of the whole community, with the objective of promoting the economic and social well-being of the local area (Apprenticeships, Skills, Children and Learning Act 2009 s.256 and Sch.8 s33H). It will strive to be customer-focused in terms of accessibility, relevance and flexibility, and in its standards of customer care and service quality.

The College will seek to safeguard the interests of all equality groups outlined in the Equality Act 2010 with reference to the protected equality characteristics: age; disability; gender (sex); pregnancy and maternity; gender identity (gender reassignment); race; religion or belief; sexual orientation. The College will work towards eliminating unlawful discrimination, harassment or victimisation on the grounds of the protected characteristics, as well as unfair discrimination by perception or association. The College will regularly review the impact of its activities on equality, and take action to address any issues identified.

The College values diversity and recognises that people with different backgrounds, skills, attitudes and experiences bring fresh ideas and perceptions, and enrich the College community.

The College will promote good practice in equality and diversity, and this policy, to all members of the College community. It will ensure that external organisations and employers with which it works are informed of this policy and encouraged to adhere to its principles.

### **REASONS FOR THE POLICY**

To bring the College's Core Values to life - making learning central; delivering excellence; valuing each other; behaving with integrity; being inclusive and serving our community.

To meet the College's legal obligations (including under the Equality Act 2010; Human Rights Act 1998; Apprenticeships, Skills, Children and Learning Act 2009 and Special Educational Needs and Disability Act 2001) to eliminate unfair discrimination, advance equality of opportunity and foster good relations for people, irrespective of their age; disability; gender; pregnancy and maternity status; gender identity; race; religion or belief; sexual orientation.

This policy applies to all members of the College community. This community includes –

- Permanent and temporary staff, as well as those employed by third parties. The policy also applies to people applying for employment at the College, members of the Corporation and volunteers;
- All students enrolled on courses at the College including Work Based Learning Students;

- Prospective students, including those progressing through the admissions process;
- All visitors to the College, including parents/carers; suppliers of goods and services and hirers of College premises;
- Partner organisations such as employers of Work Based learning students, and work experience providers.

In some serious circumstances, a breach of the Equality, Diversity and Human Rights Policy may constitute a criminal offence, as well as being a breach of the Staff and Student Codes of Conduct.

## POLICY OBJECTIVES

- To provide a safe and welcoming environment for everyone in the College community.
- To eliminate unfair discrimination.
- To promote and facilitate success and achievement, and narrow any achievement gaps.
- To advance equality of opportunity.
- To foster good relations for people with different protected equality characteristics.

## POLICY

- **Compliance.** The College will provide information to all staff, students, Corporation members, volunteers and partner organisations about its Equality, Diversity and Human Rights Policy and will publicise it to other members of the College community. All members of the College community will be required to conduct themselves in accordance with the principles outlined in the policy.
- **Promotion.** The College will promote equality of opportunity, positive attitudes and good relations between all members of the College community.
- **Impact Assessment.** The College will endeavour to ensure that no policies, practices, projects or procedures impact less favourably on any of the groups who share protected equality characteristics, through a programme of equality impact assessment. Staff will be encouraged to review their methods of service delivery to ensure that they are free from bias and meet the needs of individual students, colleagues and others. Unnecessary constraints as they relate to qualifications, institutional practice or level of study will be removed. The College will endeavour to develop a variety of modes of delivery of its programmes in order to meet the needs of a wider constituency of learners.
- **Positive Action.** The College will take positive steps where possible to address any gaps in achievement or under-representation of people from groups who share protected equality characteristics in the provision of employment, education and training, and to widen participation to include socially or economically disadvantaged learners in the provision of education and training.
- **Balancing Rights and Responsibilities.** The College will take proportionate steps to balance the rights of individual members of the College community where they appear to conflict, as sensitively as possible. Individuals must exercise freedom of expression in a way which is compatible with fostering good relations between people with different protected equality characteristics, eliminating unfair discrimination and advancing equality of opportunity and the College will uphold these principles if it is necessary to adjudicate between competing interests. The College will expect learners to adhere to the Dress Guidelines for Learners.
- **External Organisations.** The College will strive to work with employers, contractors and work experience providers who embrace equality and diversity. The College will seek information on the equality and diversity practices of potential contractors when it goes out to tender, and take this into account when making decisions.
- **Staff Development.** The College will provide relevant equality, diversity and human rights training to all staff to help them to carry out their role with respect to eliminating unfair discrimination, advancing equality of opportunity and fostering good relations between people with different protected equality characteristics.
- **Equality and Diversity Incidents and Complaints.** The College will monitor equality and diversity incidents and complaints, and all staff will take responsibility for challenging and recording discriminatory behaviour, harassment and victimisation relating to protected equality characteristics. Any member of the College community who becomes aware of any acts of

discriminatory behaviour, harassment or victimisation has a duty to report this. Acts perpetrated by students should be reported to the Director of Student Support and the student's tutor. Acts perpetrated by staff or volunteers that are reported by the victim should be referred either to the line manager and Employee Relations Manager (where the victim is another member of staff or volunteer) or to the Director of Quality, using the Customer Complaints Procedure (where the victim is a student, prospective student or visitor). Staff or volunteers may additionally report any incidents to the Equality and Diversity Officer. Any instances of unfair discrimination, harassment and victimisation will be dealt with under the relevant College policies and procedures.

- **Contribution to Community Cohesion.** The College will build strong relationships with community groups and local organisations, contributing to community cohesion.
- **Disability Statement.** An annual review of arrangements for learners with learning difficulties and/or disabilities will be published in the College's Disability Statement for Students. The College is committed to minimising barriers restricting access to its premises, materials, courses and services, in order to provide equality of opportunity for people with disabilities.
- **Equality Scheme.** The College will publish an Equality Scheme covering all of the protected equality characteristics. There will be arrangements for consulting members of the College community and external partners and organisations before the scheme is finalised, and the published scheme will be publicly accessible. The Equality Scheme will enhance the College's work in support of the aims of the Sustainable Community Strategy for West Sussex and other local and regional strategies to promote economic and social well-being. The College will establish and maintain procedures within its Quality Assurance systems to ensure that the Equality Scheme objectives are integrated into the College's business planning and quality improvement processes.
- **Monitoring and Review.** Annual monitoring and review of the Equality, Diversity and Human Rights Policy and progress in implementing the Equality Scheme will be carried out by the Equality and Diversity Committee and the Corporation.

## DEFINITIONS

Members of the College community are defined as all staff; volunteers; members of the Corporation; enrolled students (including work-based learners); prospective students or staff; visitors to the College (including contractors; parents/carers; suppliers of goods and services and hirers of College premises) and partner organisations including employers of work-based learners and work experience providers.

Protected equality characteristics are those relating to age; disability; gender (sex); pregnancy and maternity; gender identity (gender re-assignment); race; religion or belief and sexual orientation. Marital and civil partnership status is also a protected characteristic in discrimination cases.

## RELATED POLICIES

Admissions Policy  
Harassment and Bullying Policy (Students)  
Harassment and Bullying Policy (Staff)  
Safeguarding Policy  
Code of Conduct and Disciplinary Policy for Students  
Code of Conduct for Staff  
College Charter  
Disability Statement for Students  
Disciplinary Policy and Procedure (Staff)  
Dress Guidelines for Learners  
Employer Charter  
Flexible Working Policy  
Learning Policy  
Recruitment and Selection Policy  
Retirement Policy  
Special Leave Guidelines  
Tutorial Policy

## **CONTACTS**

Equality and Diversity Officer

## **WHO SHOULD KNOW ABOUT THIS POLICY**

The whole College community

## **RESPONSIBILITY**

Responsibility for complying with this policy rests with all members of the College community. The implementation and review of this policy will be the responsibility of the Principal and the Corporation.

## **HISTORY**

This policy was adopted in January 2011 and replaces the Equality and Diversity Policy and Procedures, and the Race Equality Policy.

Signed Dr R Strutt Date 12 January 2011  
Principal