

CAPEL MANOR COLLEGE

EQUAL OPPORTUNITIES AND RACE EQUALITY POLICY

SECTION 1 – GENERAL POLICY

1. STATUTORY DUTIES

The following Acts impose a duty on Capel Manor Governors to eliminate unlawful discrimination:

- Equal Pay Act 1970, Equal value (Amendment) Regulations 1983
- Rehabilitation of Offenders Act 1974
- Sex Discrimination Act 1975, amended 1986
- Race Relations Act 1976
- Disability Discrimination Act 1995
- Employment Rights Act 1996
- Minimum Wage Act 1998
- Employment Relations Act 1999
- Sex Discrimination (Gender Re-assignment) Regulations 1999
- Working Time Regulations 1999 (Amended)
- Part Time Workers Regulations 2000
- Human Rights Act 2000
- Race Relations (Amendment) Act 2000
- Special Education Needs and Disability Act 2001
- Employment Equality (Religion and Belief) Regulations - December 2003
- Employment Equality (Sexual Orientation) Regulations - December 2003
- Employment Equality (Age) Regulations 2006

Capel Manor Governors have approved Section 2 of this policy concerning Racial Equality to discharge its specific duties under the Race Relations (Amendment) Act 2000.

Capel Manor commits itself towards the elimination of all forms of discrimination on grounds of age, disability, special educational need, gender, race, religion and sexual orientation (referred to collectively hereinafter as ‘minority and disadvantaged groups’).

2. RESPONSIBILITY

- It is the duty of every member of staff and of all students to avoid discriminatory practices, to discourage them in others and to accept personal responsibility for the application of the policy.
- Governors will monitor the Equal Opportunities and Race Equality Policy following the receipt of an annual report from the Personnel Manager.

- The Chief Executive has overall responsibility for ensuring the effective implementation of Equal Opportunities within the College.
- The Personnel Manager has responsibility for ensuring that fair and adequate arrangements are in place for the effective handling and recording of all aspects of the employment relationship, including recruitment and selection.
- The Head of College has responsibility ensuring that fair and adequate arrangements are in place for the effective handling and recording of all aspects of student admission process and for the monitoring of student progress.
- The College Equal Opportunities Committee is chaired by the Head of College. The Committee oversees the monitoring of all aspects of equality within the College.

3. AREAS FOR ACTION

1. Ethos
2. Priorities and Resourcing
3. Consultation and Needs Analysis
4. Marketing, Access and Recruitment
5. Monitoring, Evaluation and Review
6. Study Programming
7. Curriculum
8. Student Support
9. Progression
10. Staffing: Recruitment and Progression
11. Staff Development
12. Harassment and Grievance Procedures

The principles under these twelve headings which the College governors, management, teaching and support staff (referred to collectively hereinafter as ‘the College’) will uphold, and the action which they will undertake in order to implement these principles, are as follows:

4. PRINCIPLES

4.1 Ethos

- i. Equal Opportunities and Racial Equality should be integrated and obviously apparent in all College activities.
- ii. All College policy statements will pay due regard to Equal Opportunity and Racial Equality.
- iii. The culture of the College will show sensitivity, empathy and support for the needs of minority and disadvantaged groups. Arrangements are made as far as is reasonably practicable to facilitate physical access in approaches to, and movement within, College buildings so that the full range of College amenities and curricula can be used by all.

- iv. The College wishes to encourage the promotion of integration, understanding and mutual respect within College life of different faith, communities and cultures as well as those who have no religious affiliation.
- v. Planning and delivery of programmes of study and services at College, school and course levels will demonstrate the pursuit of equality of opportunity for all its students.

4.2 Priorities and Resourcing

- i. The College will accord high priority to the pursuit of equality of opportunity in all its work.
- ii. The Chief Executive and Senior Management Team will allocate financial and human resources for development, implementation and review of equality of opportunity and racial equality in all the College's work and will themselves be pro-actively involved in this work.

4.3 Consultation and Needs Analysis

The College will:

- i. seek to enhance existing, future and potential employment opportunities for all students bearing in mind the particular needs of minority and other disadvantaged groups;
- ii. consult regularly to identify the education/training needs of local minority and disadvantaged groups and investigate the feasibility of providing for those specific needs;
- iii. respond to consumer opinion among staff, students and potential students of the College.

4.4 Marketing, Access and Recruitment

- i. The College will seek to ensure that its marketing strategies address the needs of minority and disadvantaged groups.
- ii. Course publicity and accreditation of prior learning (APL) procedures will respond to the needs of minority and disadvantaged groups. The College will seek to ensure its recruitment attracts all sections of the community.
- iii. Arrangements for access and recruitment to provision will encourage participation by these groups and will be designed to eliminate discrimination against them.

4.5 Monitoring, Evaluation and Review

The College will:

- i. gather monitoring data on the gender, ethnicity and special needs of its staff and students;
- ii. use this data at course, school and whole College levels to inform judgements about the efficiency and effectiveness of its work in promoting equality of opportunity.

4.6 Programmes of Study

The College will aim, within the limitations of its own resources to:

- i. provide programmes of study at time, in modes, and in places that suit members of minority and disadvantaged groups as well as other students;
- ii. employ flexible and open delivery methods which facilitate access to learning for the widest possible range of students.

4.7 Curriculum

The College will:

- i. seek to eliminate bias against minority and disadvantaged groups in the content and delivery of courses and of cross-College programmes of study and the materials used in teaching and learning in order to ensure that programmes of study:
 - avoid cultural, racial, gender and other biases;
 - promote positive views of minority and disadvantaged groups;
 - provide for the specific linguistic and cultural needs of all students;
 - are appropriate to the students' assessed educational needs.

4.8 Student Support

- i. The College will provide access to counselling, guidance and learning support facilities appropriate to learners with emotional or behavioural difficulties and to learners with physical disabilities, as required.
- ii. The College will provide support for students which encompasses personal counselling, educational advice and career guidance, as well as language, numeracy and additional educational support.
- iii. This support will be available through cross-College provision and as an integral part of all full-time courses.

4.9 Progression

The College will provide:

- i. courses which will enable successful students to progress into further or higher education or training and/or employment which allows for career advancement.

4.10 Staffing: Recruitment and Progression

- i. The College will strive to achieve a staff profile which reflects the ethnic composition of the areas from which it recruits and to ensure that it meets all legal requirements with respect to employment and recruitment.
- ii. The College will have Personnel Policies which ensure equality of opportunity for the recruitment, selection, appointment, and promotion of teaching and support staff.
- iii. Staff development and appraisal will be designed to support the career progression of staff at all levels of the institution and to develop the ethos of an education service which promotes equality of opportunity for all staff. Every effort will be made if an existing employee becomes disabled to retain them within the workforce wherever reasonable and practicable.

4.11 Staff Development

- i. Equal Opportunity and Racial Equality issues will be addressed as an integral part of all staff development activities. Attention will be given to encouraging the participation of all staff in training and development activities and all staff will have access to training and professional support (identified through staff appraisal).

4.12 Harassment and Grievance Procedures

The College will:

- i. ensure that its racial and sexual harassment procedures are readily accessible to all staff and students and will support their implementation;
- ii. consider allegations of racial and sexual harassment as legitimate grounds for complaint. If the matter cannot be resolved through the College's informal channels, the allegations will be considered under the College's grievance procedure.

SECTION 2 – RACE EQUALITY POLICY

1. COMMITMENT

Capel Manor College affirms that all individuals are entitled to the same equal rights and opportunities and have the same responsibilities regardless of their racial group.

Capel Manor College is committed to:

- actively tackling racial discrimination and promoting racial equality and good race relations;
- encouraging, supporting and helping all staff and students to reach their potential;
- working with other institutions, local communities and others to tackle racial discrimination and to encourage and promote good practice in achieving race equality;
- making sure the College's race equality policy and its procedures are followed.

2. STATUTORY DUTIES

Under the Race Relations Act 1976 (as amended by the Race Relations (Amendments Act 2000), the College has the following general duties:

- elimination of unlawful racial discrimination;
- promotion of equality of opportunity;
- promotion of good relations between people of different racial groups.

The College also has the following specific duties:

- publication of a written statement of its policy for promoting race equality;
- making arrangements for implementing the policy, publicising its contents and its effectiveness;
- assessing the impact of its policies on students and staff of different racial groups;
- monitoring by reference to those racial groups, the admission and progress of students and the recruitment and career progress of staff.

2. AIMS AND VALUES

Capel Manor will seek to ensure that:

- i. Governors, staff, students and employers with whom we have links, are aware of our racial equality policy and the action needed for its implementation;
- ii. Governors, staff, students and employers with whom we have links are aware of the value placed upon equal opportunity and that action will be taken in the event of any breach of the policy;
- iii. Governors and staff receive appropriate training and have access to regular and appropriate information which will assist them to carry out their responsibilities for monitoring under the policy;

- iv. the College's publicity materials present appropriate and positive messages about community groups;
- v. the College builds race equality into other policies (e.g. departmental policy statements, student admissions, guidance, tutorials, staff recruitment, quality assurance, procurement etc.) and demonstrates sensitivity to issues of cultural diversity;
- vi. ethnic minority learners have access to appropriate support and facilities;
- vii. applicants for employment are drawn from a wide pool and applications from under-represented groups are encouraged;
- viii. recruitment and promotion procedures are designed to eliminate racial and cultural bias;
- ix. staff development is designed to meet the needs and enhance the skills of under-represented ethnic groups.

3. MONITORING OUR PROGRESS

For Students:

- Applications and admissions
- Retention and achievement rates
- Withdrawals/course changes
- Guidance and support
- Disciplinary action
- Complaints
- Learner Satisfaction Surveys

For employees:

- Ethnic profiles of employees by grade and type of work
- Applications/shortlists/success rates
- Type of contract (permanent, temporary)
- Training applications and career development
- Disciplinary proceedings
- Grievances
- Satisfaction Surveys

4. HOW THE COLLEGE WILL USE THIS INFORMATION

The analyses will help the College to:

- i. monitor representation of staff and students from different racial groups;
- ii. review any areas of under-representation and develop action plans to address issues as appropriate.

5. PUBLICISING OUR POLICY AND PROGRESS

To the public

- Our commitment to racial equality will be highlighted in our prospectus and in our Strategic Plan.

To learners

- All learners will be made aware of the policy through induction materials and the policy will be included on the intranet and copies of the policy will be available from Student Administration.
- The induction programme for learners will highlight the College's commitment to racial equality, action to be taken by learners who suffer discrimination and action to be taken against a breach of College policy.
- Personal tutors, admissions staff and course tutors will reinforce this information during tutorials.
- All learners will be made aware of the process to be followed by anyone suffering from discrimination.

To staff

- All staff will receive a full copy of the policy as part of their employment. Copies of the policy will be displayed on the intranet and included in Staff Handbooks.
- The induction booklet and programme will highlight the College's commitment to racial equality and the process to be followed by anyone suffering from discrimination.
- Results of staff monitoring will be published in the annual Equal Opportunities Report to Governors.

6. RESPONSIBILITIES

The Head of College (students and staff development) and the Personnel Manager (staff) will be the lead officers for ensuring compliance with the Racial Equality Policy. Any breach of this policy will be dealt with through the College's harassment and disciplinary procedures as appropriate.

The College's Equal Opportunities Committee provides a forum for co-ordinating good practice dissemination across all functions of the College. This Committee will consider priority areas and targets.

Governors are responsible for ensuring that:

- the College stays within the Race Relations Act and meets all its duties, including the general duty and the specific duties;
- the race equality policy and its procedures are followed;
- every effort is made to ensure the membership of the Corporation reflects the diversity of the communities served by the College;
- the College's Strategic Plan includes a commitment to race equality.

The Chief Executive is responsible for:

- giving a consistent and high-profile lead on race equality issues;

- promoting the race equality policy both inside and outside the College;
- making sure the race equality policy and its procedures are followed.

The Senior Management Team is responsible for ensuring that:

- the College's Strategic Plan and Annual Operating Statement includes a commitment to race equality;
- the procedures and policies for staff and students promote good practice in equal opportunities and racial equality and are followed;
- the College responds to the ethnic monitoring information on students and staff.

Managers are responsible for ensuring that:

- they are aware of this policy and the duties in relation to race and ethnicity legislation and for putting the policy and its strategies and procedures into action;
- making sure all staff know their responsibilities and receive support for training to carry these out;
- following relevant procedures and taking action against staff and students who discriminate for reasons of race, colour, nationality or ethnic or national origins;
- ethnic monitoring in relation to curriculum areas is carried out annually and appropriate action taken if necessary to target under-represented groups;
- annual review of the recruitment, retention and achievement of learners;
- curriculum areas assess performance in relation to race and ethnicity and take action as appropriate;
- learner induction programmes and tutorial programmes reflect the College's commitment to promote equality of opportunity;
- the procedures for the recruitment and promotion of staff enshrine best practice in equal opportunities and racial equality;
- the College's publicity materials present appropriate and positive messages about minority ethnic groups.

Staff are responsible for ensuring that:

- racist incidents are recognised and any racial bias and stereotyping it tackled;
- racial equality and good race relations are promoted and discrimination against anyone for reasons of race, colour, nationality or ethnic or national origin is avoided;
- they keep up-to-date with the law on race relations and taking up training and learning opportunities.

7. REVIEW AND CONSULTATION

Whilst monitoring and review will be an on-going process, the policy will formally be reviewed every three years by the Senior Management Team, Managers and the Equal Opportunities Committee (which has staff and student representation). Any recommendations for change will be presented to the Personnel Committee for approval.

