

Policies & Procedures

Title	Equality, Diversity & Inclusion Policy
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Internal Procedure Approved by SLT	
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Equality, Diversity & Inclusion Policy

1.1. Scope

This policy guides our staff, partner activities and decision-making and lets our learners know what they can expect from us and how they can contribute to an inclusive college.

We want to help enable everyone in Bexley to reach their full potential and benefit from everything Bexley has to offer. This will mean Bexley, as a borough, can reach its full potential too - with a thriving economy and cohesive and strong communities.

The college recognises and welcomes Bexley Council's commitments under the Public Sector Equality Duty to have due regard to the need to:

- eliminate unlawful discrimination, harassment, and victimisation
- advance equality of opportunity between people who share a protected characteristic and those who do not
- foster or encourage good relations between people who share a protected characteristic and those who do not share that characteristic. The duty applies across the nine protected characteristics set out in the Equality Act 2010. These are age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race (including colour, nationality, and ethnic or national origin), religion or belief, sex, and sexual orientation.

The purpose of this policy is to ensure that all staff and learners are working within the remit of understanding and respecting the various protected characteristics that are encompassed in Equality, Diversity, and Inclusion.

1.2 Strategy

- To protect staff and learners from discrimination and unfair treatment
- To ensure all staff and learners are treated fairly in recruitment, selection, appraisal, and assessment

1.3 Equality, Diversity, and Inclusion Statement

Our College is committed to promoting and developing Equality, Diversity, and Inclusion in every aspect of its work. We believe that all staff and learners should be treated as the individuals they are, with different needs regardless of age, gender (including pregnancy and maternity), gender reassignment, sexual orientation and civil partnerships, race, religion, or disability.

Volunteers will also be expected to accept and work in accordance with this overall aim.

The College is committed to ensuring that all staff, volunteers, and learners are treated fairly.

1.4 Policy Statement

In all cases of contravention of the College Equality, Diversity and Inclusion Policy the College will act to make it clear that:

- Such behaviour will not be tolerated
- Sexual and racial harassment and other discriminatory behaviour constitute forms of misconduct which will be dealt with under the College's complaints, grievance, and disciplinary procedures, as set out in the Learner & Staff Handbooks
- All members of the College community have a responsibility to take initial action where they see evidence of discrimination
- Appropriate action must be taken immediately to support the victim and to deal with the perpetrator. Senior Staff should be quickly alerted. The College will take appropriate disciplinary and/or legal action to protect staff, volunteers, and learners whilst at work or studying at the college from any discriminatory behaviour, verbal or physical, by any individual or groups from within or outside the College.

1.5 Definitions

Equality

We will provide equal opportunities and fair and equal treatment to everyone, ensuring that no-one is disadvantaged by their protected characteristics or socio-economic status. This doesn't mean treating everyone the same.

Diversity

We will recognise and value differences between individuals and groups. We believe diversity enriches Bexley and our college community.

Inclusion

We will act to include everyone, removing barriers to access and participation, so that everyone feels like they belong, can be themselves, and are welcome in college.

The following is a checklist of manifestations of discriminatory behaviour or practices:

- i) Physical assault against a person or group contravening this policy
- ii) Derogatory name calling, insults or inappropriate jokes
- iii) Written insults or graffiti
- iv) Provocative behaviour such as wearing badges or insignia, that would be considered discriminatory
- v) Bringing discriminatory material such as leaflets, comics, or magazines into the College



- vi) Making threats against a person or group because of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, and sexual orientation.
- vii) Discriminatory comment during discussion
- viii) Attempt to recruit others to groups whose purpose is to encourage discrimination or victimisation
- ix) Any other behaviours which could be defined as unlawful direct or indirect discrimination the Equality Act 2010.

The following is a checklist of some manifestations of sexual harassment:

- i) Repeated and unwanted verbal or sexual advances, sexually explicit derogatory statements or sexually discriminating remarks made by someone in the College
- ii) Sexual harassment can take many forms from what may seem to some people trivial – such as leering, ridicule, embarrassing remarks or jokes, unwelcome comments about dress and appearance – to more obviously unacceptable behaviour such as deliberate abuse, the offensive use of pin ups or pornographic pictures, repeated and/or unwanted physical contact, demands of sexual favours, or physical assaults on individuals
- iii) Any other behaviour which could be defined as unlawful direct or indicate discrimination under the Equality Act 2010.

1.6 Procedures

1. Staff

- Criteria for recruitment, selection and appraisal are clearly identified to ensure that staff are recruited or rewarded on merit and not in ways that are discriminatory, using the relevant council policies and procedures.
- All staff will have the opportunity to undertake training appropriate to their present role or future development.

2. Learners

- Learners will have access to courses offered by the College and will facilitate opportunities for members of disadvantaged groups
- Learners will be recruited and enrolled based on their relevant merits and abilities
- Learners progress and achievement will be subject to monitoring and review to ensure that discrimination is not occurring and to identify and provide learning support for learners with particular needs.

3. Curriculum & Learning Resources

- All College curriculum and learning resources will be regularly reviewed to ensure that they reflect any changes or updates in a timely manner.

4. Learners with a Disability and or Learning Difficulties

- The College has a pro-active policy towards the provision of services to people with disabilities and learning difficulties to ensure maximum access and appropriate support towards successful achievement of learning objectives

5. **Publicity and Marketing**

- Publicity and marketing materials will be monitored to ensure that they are not discriminatory and promote the College as an organisation committed to equality, diversity, and inclusion.

The College's Equality, Diversity and Inclusion Policy is supported by:

- Equality, Diversity, and Inclusion Training
- [Managing conflict and work-related violence and abuse](#)
- [London Borough of Bexley Equality, Diversity & Inclusion pages](#)

Equality, Diversity, and Inclusion – A Guide to Good Practice

Introduction

This guide is designed to share good practice and aims to be of practical help in ensuring policies are translated into practice, which has tangible and visible results. The College already has a range of policies in place with an equalities & diversity dimension e.g., Learner Support, Safeguarding, Equality, Diversity, and Inclusion. It is important, however, to note that overall credibility with staff, learners and the community will depend not on the rhetoric of the policy but on the day-to-day implementation. The College does appreciate the value of the practice of equal opportunities since it allows for the development of individuals and their talents.

The key to success in the implementation of Equality, Diversity and Inclusion lies in:

- Commitment to the Equality, Diversity, and Inclusion policy by the Senior Leadership Team
- Clear leadership in the implementation of the policy
- Real and adequate resources
- Communication of the commitment of staff and learners
- The ethos of the College, conveys that all unfair treatment and equalities incidents are totally unacceptable and will be regarded as cases for disciplinary action
- The designation of a senior member of staff as the person with special responsibility for this area of work
- The provision of high-quality training for staff
- The collection and collation of data which records learner population, performance by gender, race, disability, and sexual orientation

The Monitoring Process

To ensure an effective monitoring process the College will:

- Cross-refer collated data with set targets. This will identify where action is necessary
- Continually review admission and induction procedures for learners
- Continually review induction processes for new staff
- Continually review College documents for images or material that reinforces stereotypes and recommend change
- Develop the curriculum to meet the needs of all learners to support a multicultural approach to the curriculum
- Ensure that training should be made available to all staff to support a diverse approach cross College
- Ensure that the Equality, Diversity, and Inclusion Policy is periodically reviewed and revised
- Bexley Council and the College are committed to combating all forms of unfair treatment.

Breach of an individual's equality of opportunity in the College hinders those who experience it from developing to their full potential and from contributing effectively. Everyone needs to work together to combat discrimination incidents where it occurs. Every incident is significant and should be recorded, reported, and followed up as necessary.

Procedures for Managing Equality, Diversity, and Inclusion Incidents in the College

Effective Response to Incident

- Consistency of approach is vital
- All incidents should be reported and recorded
- The monitoring and reviewing of all incidents should be conducted and a record of action maintained
- The reporting of individual cases or aggregated information should be sent to the College Governing Board
- There should be an appropriate range of support for victims and appropriate counselling for offenders
- Victims or witnesses should report any incident to the designated persons
- The procedure for dealing with incidents should be made known to all staff and learners

Procedures for Dealing with Equality, Diversity, and Inclusion Incidents

The Victim - the College will:

- Facilitate immediate appropriate assistance or support
- Explain the action to be taken to deal with the incident
- Restate the firm policy of the College towards such action

The Offender – the College will:

- Firmly explain the wrong done
- Implement the disciplinary process if appropriate
- Incidents of a particularly serious nature, which could have repercussions outside the College should be reported immediately to the L.A.
- Report the matter to the police as and when necessary
- Exclusion procedures should be used if appropriate