

Equal Opportunities Policy



This college is committed to delivering a quality service by seeking to eliminate discrimination and promoting equal opportunities for all, in line with national legislation.

This policy recognises that all individuals are different and have different needs. It confirms however that all members of the college community are of equal value irrespective of gender, ethnic origin, age, ability, disability, learning difficulty, social background, sexual orientation, religion, belief or any other perceived difference. All are entitled to be treated fairly and without prejudice in every aspect of college life.

The College deplores **all** forms of discrimination, victimisation and harassment. In its various roles as an employer, as a provider of education, and as a provider of goods and services, City of London College commits itself to working towards equality of opportunity. In particular, the College will:-

- ❖ Comply with all legislation and statutory regulations designed to promote equality, notably

EQUAL PAY ACT 1970

SEX DISCRIMINATION ACT 1975

RACE RELATIONS ACT 1976

DISABILITY DISCRIMINATION ACT 1996

RACE RELATIONS (AMENDMENT) ACT 2000

SPECIAL EDUCATIONAL NEEDS & DISABILITY ACT 2001

- ❖ State unequivocally in all publicity materials our philosophy as an “open access” college, and our commitment to equality of opportunity.
- ❖ Publish, and keep under ongoing review, a **College Charter** which sets out what those using the College can expect in terms of facilities, service standards, a clear procedure for complaints, and the performance indicators we use to monitor progress towards equality of opportunity.
- ❖ Publish, and keep under ongoing review, **Course and Staff Handbooks**, which contain a stated commitment to equal opportunities, and a procedure in cases where the principles of equality are not being followed.
- ❖ Establish, and make known to all students, appropriate **Codes of Conduct** which set out behaviours which the College finds unacceptable because they undermine the principles of equal opportunities, and the disciplinary procedures used against those contravening this Code.
- ❖ Establish, and make known to staff, a **Grievance & Disciplinary Procedure** which highlights behaviours in breach of equality principles, the procedure to be followed by those who feel they

are a victim of discrimination or harassment, and the actions the College will take in such circumstances.

- ❖ Publish a **Disability Statement** giving details of the facilities and services available to those with a recognised physical or mental impairment, and the adjustments which the College will make to maximise their opportunities.
- ❖ Promote positive images of minority and disadvantaged groups within the College curriculum, and within all College learning and promotional materials.
- ❖ Maintain accurate records relating to staff and students for use in monitoring the effectiveness of this policy, and to make these central to our quality assurance work. In particular, information on variables such as applications, admissions, attendance, retention, achievements and destinations will be collected, analysed and published within the College.
- ❖ Undertake annual **Staff & Student Surveys**, with questionnaire items designed specifically to measure perceptions of the effectiveness of our policies and procedures in this area.
- ❖ Monitor, evaluate and review all College policies and procedures relating to equality of opportunity and its promotion on an ongoing basis.

APPENDIX A - RACE EQUALITY POLICY STATEMENT

City of London College is aware of its general duties under the **Race Relations (Amendment) Act 2000**:

- ❖ to eliminate unlawful race discrimination
- ❖ to promote equality of opportunity
- ❖ to promote good relations between people from different racial groups

It also has the following specific duties to:

- ❖ prepare a written statement of its policy for promoting race equality
- ❖ put in place arrangements for implementing the policy, publicising its contents, and the results of monitoring its effectiveness
- ❖ assess the impact of its policies on students and staff of different racial groups
- ❖ monitor, by reference to those racial groups, the admission and progress of students and the recruitment and career progress of staff

Apart from its unequivocal and ongoing commitment to equality of opportunity in all aspects of its work, City of London College will adhere to the following specific principles in relation to race equality:

Access to and Participation in Education

- ❖ A clear statement of the College's commitment to Race Equality will be given in all relevant publications.
- ❖ The College will work to ensure that there is no discrimination of any kind in relation to the recruitment and admission of students to courses.
- ❖ Recruitment patterns across curriculum areas will be reviewed and positive action taken to increase the participation of under-represented groups.
- ❖ The College will set targets for and monitor retention, achievement and progression rates for all students leading to positive action for under-represented groups.

- ❖ The College will take into account the needs of the communities it serves, and will actively encourage representation from those communities in relevant policy-making and marketing forums.

Recruitment and Selection of Staff

- ❖ Recruitment for all positions within the College will be carried out in a manner which accords with best practice in the promotion of equality of opportunity.
- ❖ The long-term aim of the policy is that the College establishment should broadly reflect the make-up of the available-for-work population of London. Positive action targets will be set according to the profile of the communities the College serves.
- ❖ Positive steps to will be taken to encourage applications for employment from members of particular ethnic or racial groups under-represented in the College workforce.
- ❖ Members of interviewing panels will be made familiar with the college's Equal Opportunities policy and the recruitment Code of Practice. Training in appropriate procedures and practices will be given.
- ❖ The criteria for selection and progression of existing employees will be determined solely on the basis of the requirements of the job.
- ❖ The College will provide unbiased advice and guidance to all employees on issues connected with their employment and their personal and professional development.
- ❖ The College will maintain statistical information relating to its Equal Opportunities Policy in employment. These statistics will be regularly reviewed and monitored by the Corporation to evaluate progress.

The College Environment

- ❖ The College seeks to create an environment in which all students, staff and visitors feel comfortable, irrespective of race, ethnicity, geographic origin, and heritage.

- ❖ The college will respond courteously to all students, staff and visitors from the first point of contact.
- ❖ Personal support will be provided for any student who has been the recipient of harassment, bullying or any other form of discrimination.
- ❖ The College will cater for special dietary requirements where possible.
- ❖ The College will provide facilities for prayer where possible.

Monitoring Progress in relation to Race Equality

To inform the setting of targets and the measurement of our progress in achieving them, we will collect and analyse the following information by ethnic origin:

For learners	For employees
Ethnic profile Applications, and success and failure rates of admission to programmes Retention rates Achievement rates Work placements including success rates, satisfaction levels and job offers Disciplinary action Complaints by learners and the College's responses Satisfaction surveys	Ethnic profiles of employees by grade and type of work Job application rates Selection success rates Type of contract (permanent, temporary) Training application rates Promotion application and success rates Disciplinary proceedings Grievances Satisfaction Surveys

RESPONSIBILITIES:

Governors & Managers are responsible for ensuring that:

- ❖ They are aware of the College's statutory duties in relation to race and ethnicity legislation

- ❖ All aspects of College policy and activity are sensitive to race and ethnicity issues
- ❖ Ethnic monitoring information is collected and analysed
- ❖ Targets are set on the recruitment, retention and achievement of learners based upon the analysis of the ethnic monitoring information
- ❖ Teaching observation reports include attention to race and ethnicity issues
- ❖ Curriculum areas are required to assess performance in relation to race and ethnicity issues and to take action as appropriate
- ❖ The procedures for the recruitment and promotion of staff enshrine best practice in equal opportunities
- ❖ Targets are set on the recruitment and promotion of staff based upon the analysis of the ethnic monitoring information
- ❖ The College's publicity materials present appropriate and positive messages about minority ethnic groups
- ❖ Learner induction programmes and tutorial programmes reflect the College's commitment to promote equality of opportunity

All staff are responsible for ensuring that:

- ❖ They are aware of the College's statutory duties in relation to race and ethnicity legislation
- ❖ They are aware of the College's own policy statement in relation to race equality, and seek to ensure compliance with its requirements in all aspects of their work
- ❖ They contribute to the creation of an environment in which all students, staff and visitors feel comfortable, irrespective of race, ethnicity, geographic origin, and heritage.

- ❖ Their schemes of work, lesson content and teaching resources demonstrate sensitivity to issues of cultural diversity
- ❖ They challenge inappropriate behaviour by either learners, work placement providers, or other members of staff

APPENDIX B

GUIDELINES ON ALLEGED INFRINGEMENTS OF THE POLICY

- The main aim of the procedure on infringement should be to support both the complainant and the person accused who may not even have realized that his or her behaviour was unacceptable. However this would not preclude disciplinary action in serious, or repeated cases.
- Allegations of unacceptable behaviour (i.e. infringement of the policy) must be reported by the complainant (or a witness to the incident).
- A person would normally report this to her/her lecturer, Programme Leader or counsellor.
- Whomever initially receives the complaint must deal as sensitively and supportively as possible with the issue and might encourage the complainant to deal directly with the other person, if this was appropriate.

If the matter cannot be resolved at this stage:

- the Director of Studies would normally become involved;
- discussions would be held with both parties, separately in the first instance;
- a meeting with both parties would be held to resolve the matter;
- in the event of a failure to resolve the situation, normally the Principal would be asked to arbitrate and to ensure that the equal opportunities policy was upheld.
- if the Principal was personally involved the Chair of the Governing Body or his/her appointed representative would be asked to arbitrate. Nothing in this policy would prevent an aggrieved party from using the harassment complaint procedure or the grievance procedure;
- all aspects of the issue would be treated as confidential unless there were legal reasons for breaking confidentiality;
- the most senior member of staff who has dealt with any complaint having equal opportunities aspects will be responsible for making a brief written report to the Director of Studies. This will always include the nature of the original complaint, the steps taken to resolve the complaint, and the decisions taken as a result. Confidentiality would still be preserved as far as possible.

The Governing Body has the ultimate responsibility for ensuring that the equal opportunities policy is upheld.

APPENDIX C

SUMMARY OF TARGETS & PERFORMANCE INDICATORS [STUDENTS]

- % difference in examination success rates between male/female or minority/non-minority students [TARGET = no significant statistical difference]
- % difference between males & females recording strongly positive or strongly negative responses to Student Survey questionnaire items [TARGET = no significant statistical difference]
- % difference between ethnic minority and non-minority students in recorded Student Survey responses [TARGET = no significant statistical difference]
- % difference between male/female and minority/non-minority students in terms of course completion rates [TARGET = no significant statistical difference]
- % difference between male/female and minority/non-minority students in terms of average absenteeism rates [TARGET = no significant statistical difference]
- % difference between male/female and minority/non-minority students in terms of formal complaints received by the College [TARGET = no significant statistical difference]

NB. Targets & Performance Indicators relating specifically to students with disabilities and learning difficulties are outlined in the separate College Disability Statement.

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