



Equality and Diversity

A guide for staff and learners
at HLC

Inclusion for all



Herefordshire &
Ludlow College

Welcome

Herefordshire & Ludlow College (HLC) believes that the opportunity to participate in further education should be available to everyone. We aim to provide the best possible learning experience and environment, where all individuals are treated with courtesy and respect regardless of disability, gender, ethnicity, sexual orientation, age, religious belief, gender reassignment, marriage and civil partnership and pregnancy/maternity.

We will challenge inequality, prejudice and discrimination.

We will endeavour to make every reasonable adjustment to offer specific specialist support to enable a learner to achieve their potential.



What is Equality?

'Equality' means treating everyone in a fair and reasonable manner. Equality does not mean we should treat everyone in the same way; we should treat each person as an individual. Different people have different needs. For example, accessible parking is available for learners with disabilities and so is located nearer to entrances. A learner with learning difficulties may need to be directed to Learner Support. These adjustments remove barriers that would otherwise prevent equality of opportunity and could lead to discrimination.

What is Diversity?

'Diversity' means difference and variety - both non-visible and visible. People are unique; we all have different likes, dislikes, experiences, knowledge and, of course, we look different too!

Differences are what makes life interesting and are something to be celebrated, not ridiculed. Just because people are different it does not mean that one is better than the other. For example, the best teams for solving problems are those with many different skills and many different ways of approaching the task.

Who is affected by Equality and Diversity?

We are all affected by Equality and Diversity because no two people are the same.

Responsibility

All staff and learners are responsible for encouraging and promoting equality and diversity within the College.

What are the College Aims?

The College will:

- Recognise the right of all individuals to complete their studies or fulfil their employment duties free from discrimination
- Offer access for all learners to courses suitable to their academic ability
- Provide every learner with the opportunity to develop their full potential
- Offer equality of access to benefits, services and facilities available in the College
- Offer equality of opportunity for staff wishing to access employment opportunities, promotion, training, benefits, services and facilities in the College



- Ensure the Single Equality Scheme is available to all staff, learners, governors of the College and to the general public
- Ensure that the curriculum is free of bias and stereotypes, and respects the cultural values of the learners and staff. Schemes of work and lesson plans will reflect this
- Provide support to learners and staff who may be affected by their needs. We will specifically monitor the needs and experiences of learners to ensure that all have a fair opportunity to achieve
- Ensure that publicity material and displays around the College reflect the diversity of the staff and learner population

Learner Protection: A Safe Learning Environment

Staff at HLC are committed to do all that they can to make sure that learners feel safe, and are safe, whilst at college. If, at any time, learners are worried about a particular situation at home or at college, another learner, a member of staff or do not feel safe, it is important they speak to someone immediately. Any of the following people can be contacted:-

- Your personal tutor or a tutor or member of staff who you feel comfortable with.
- Director of Personnel, Designated Senior Safeguarding Person, ext 01432 365309

Or a member of the Colleges' Safeguarding Panel:-

- Head of Learner Services: 01432 365566
- Health & Safety Advisor: 01432 365428
- Student Support Advisor: 01432 365353
- Assistant Principal Technology Studies: 01432 365324
- Assistant Principal Community Studies: 01432 365329
- Assistant Principal Land-based Studies: 01432 365329



The College takes the safety of its learners and staff very seriously and has policies and procedures in place to deal with learner's issues and concerns.

Who do you turn to if you have a complaint?

All staff and learners are responsible for recognising and dealing informally with minor incidents. Where a learner wishes to report an incident the personal tutor or a member of the teaching team will be happy to discuss the matter.

Occasionally things go wrong and it is important that learners tell us about the problem or issue it at once, so that we can try and put it right. It is the College's policy to find a solution as early as possible. If you want to make a formal complaint please visit HLC's website where the relevant procedure can be found under College Information, Policies and Statements.



What we do for our Learners

Herefordshire & Ludlow College is the largest college in the county, with over 6,000 students from a diverse range of backgrounds choosing to study with us each year. It is our aim to provide equality of opportunity for all those who learn and/or work with us.

As part of our role we have to ensure that we follow good equality and diversity practices. Over the past few years we have worked hard to develop a wide range



of policies, procedures and initiatives to ensure that learners from all protected characteristic groups are encouraged to attend the College, are supported and are successful in their education. The College achieves this in a number of ways, including:-

- Marketing communications and publicity material that utilises various mediums and tools to encourage all learners to apply and to celebrate achievement regardless of ability
- The promotion of equality via the use of lesson plans, the College web site, diversity calendars and an annual College Equality and Diversity week
- A flexible LRC provision to support all learners needs
- A user friendly application and enrolment process with support mechanisms in place
- A learner diary giving information on the College's policies and on the promotion of equality
- Posters and displays around the College premises advertising equality and providing supportive information i.e. anti-bullying campaigns
- Effective learner support arrangements covering the assessment of learner needs and educational and emotional support
- A curriculum whereby equality is embedded and offers information and debate on areas such as different religions, cultures and beliefs
- Learner focus groups, student governors, a designated equality student champion and termly 'Student Perception of the College questionnaires'
- The provision of support from specific groups and sessions such as the Lesbian Gay Bisexual Transgender (LGBT) group
- Robust safeguarding procedures which are in place and available to all learners
- Safeguarding Panel members contact details which are displayed around the College
- A College Equality and Diversity Committee who review and improve equality arrangements
- Strong external links providing the College with equality advice and guidance i.e. Post 16 Multi Agency Groups (MAGS) and the Herefordshire Safeguarding Children's Board



What we do for our Staff

The College values the diversity of its workforce and supports the individual needs of staff to enable them to reach their full potential regardless of potential barriers. The College works hard to provide a comprehensive and effective approach to equality and the elimination of all types of discrimination. This is achieved by providing :-

- Regular publicity items showing its diverse range of learners and staff
- Recruitment advertising in a number of publications and media to ensure coverage to all groups
- Robust recruitment and selection processes eliminating discrimination of any kind
- Public support of protected characteristics, for example the use of the Two Ticks symbol to encourage applications from disabled candidates
- A comprehensive induction process promoting the College's approach and arrangements for equality
- A mandatory requirement for the completion, by all staff, of on-line training packages covering equality and diversity and safeguarding
- Promotion of equality via staff newsletters and College web site
- Safeguarding panel to ensure that procedures are in place to support and protect all staff
- Posters and displays around College premises promote the inclusion of all individuals regardless of race, religion, gender etc
- A Equality and Diversity Committee with published minutes to direct and support staff from all backgrounds and characteristics
- Extensive training and development managed by an annual College Continuous Development Plan which is open to all
- Regular Principal briefings promoting equality and providing specific examples
- Staff meetings with the Principal proving open communication
- Effective Line manager structure to provide support to all staff
- Personnel department to improve communication and provide an alternative confidential support and action mechanism
- Open to all occupational health provision including counselling services and support
- Grievance and bullying procedure to provide a final mechanism for the dealing of unacceptable behaviour

Contact Information:

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