



EQUALITY, DIVERSITY & INCLUSION POLICY

1. Policy Statement

- 1.1 Herefordshire, Ludlow and North Shropshire College are committed to creating an inclusive environment, where all people are treated with dignity and respect.
- 1.2 We are committed to promoting and advancing equality of opportunity, not only because it is an important part of the mission, vision and values of the College, but also because, by attracting and retaining the most diverse range of talented people as learners, staff and partners, we will ensure the College's future success.
- 1.3 HLNSC is committed to promoting the practice of fairness eliminating inequality based on the grounds of age, disability, learning needs, family responsibility, marital status, culture, ethnicity, nationality, religious beliefs, gender, gender reassignment, sexual orientation, trade union activity, unrelated criminal convictions or other irrelevant criteria. We aim to recognise and value the contribution made by each individual to our learning environment.
- 1.4 Antisemitism
- The College has adopted the non-legally binding working definition of antisemitism: 'Antisemitism is a certain perception of Jews, which may be expressed as hatred towards Jews. Rhetorical and physical manifestations of antisemitism are directed towards Jewish or non-Jewish individuals and /or their property, towards Jewish community institutions and religious facilities.' Manifestations might include but is not limited to calling for, aiding or justifying the harming of Jews in the name of radical ideology or an extremist view of religion. Making mendacious, dehumanising, demonizing or stereotypical allegations about Jews. This can be expressed in speech, writing, visual forms and actions.
- The College views any acts of antisemitism in any form as gross misconduct.
- 1.5 The College strives to ensure that all staff and learners, whether existing or potential, receive fair treatment when making an application; in terms of their retention, achievements and employability, not least in relation to under- represented groups within the community.

For further information about the procedures of Disabled Students' Allowance, visit <https://www.gov.uk/disabled-students-allowance-dsa>

2. Purpose and Aims

The College is committed to achieving its public sector general equality duty, which is set out in the Equality Act 2010 by having due regard to the need to:

- eliminate unlawful discrimination, harassment, victimisation and any other conduct prohibited by the Equality Act 2010; and



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- advance equality of opportunity between people who share a protected characteristic and people who do not share it.
- 2.1. The College will, through its commitment to equality, diversity & inclusion ensure that all individuals are able to achieve their full potential and realise their personal goals irrespective of any of the protected characteristics, which are set out in the Equality Act 2010. These are:
- Age
 - Disability
 - Gender reassignment
 - Marriage and civil partnership
 - Pregnancy and maternity
 - Race
 - Religion or belief
 - Sex
 - Sexual orientation
- 2.2. The Equality, Diversity & Inclusion Policy seeks to ensure that the College is fully committed to ensuring equality of opportunity and fairness in all areas of employment and education, and in recognising and celebrating the value of diversity and inclusion.
- 2.3. HLNSC aims to appoint, develop and motivate people and create a working environment which encourages high performance, trust and co-operation between individuals and teams. Equality, diversity and inclusion are fundamental to the achievement of this aim
- 2.4. The College will both as an employer and as a provider of education and training work towards eliminating unlawful discrimination, harassment or victimisation on the grounds of each of the nine 'protected characteristics' outlined in the Equality Act 2010 and will work towards eliminating discrimination on the grounds of a perceived or associative protective characteristic; thereby promoting an environment where all individuals feel valued, safe, included and respected.
- 2.5. The College will continually strive to create an inclusive environment by recognising, valuing and celebrating difference and appreciating that people with different backgrounds, experience, skills and attitudes introduce new ideas and develop increased awareness, understanding and harmony within the College community.
- 2.6. The College staff recruitment and selection process, policies and practice are designed to ensure that when employment decisions are made, they are based solely on the skills and qualities required for the position and comply with all relevant employment legislation and best practice standards.

For College members to be accountable for their compliance with the policy



3. Rights and Responsibilities

- 3.1 Learners, staff, governors, agency workers, visitors and contractors are required to support and uphold the principles set out in the policy. Partners and Employers are expected to maintain these standards when working with Learners, through their own Equality, Diversity & Inclusion Policies or by adhering to college policies.
- 3.2 HLNSC is responsible for ensuring appropriate equality policies, procedures and structures are in place and that such policies and procedures are effectively monitored and implemented. The equality and diversity policy is reviewed by the Equality and Diversity Committee and approved by the Corporation on an annual basis, or earlier where required, for example, to respond to legislative changes.
- 3.3 The Corporation, the College's governing body, has overall responsibility for equality, diversity & inclusion.
- 3.4 The commitment of all members of the College's community is required to make the policy a success. Failure to comply with this Policy by staff or learners will be investigated and may result in disciplinary action.
- 3.5 If you experience or witness any harassment, discrimination or bullying, please report it as soon as possible, even if it is not directed at you personally. Reporting procedures are detailed in Appendix A.
- 3.6 The policy is developed within the framework of UK and European legislation, listed at Appendix B.

4. Promoting the policy and equality of opportunity

HLNSC will promote equality of opportunity by:

- ensuring that all employees and governors understand their responsibilities and accountabilities for promoting equality of opportunity.
- consulting with students and employees, using the outcomes to guide future action.
- making the College welcoming to all, irrespective of age, disability, race, ethnicity, gender, religion or belief, marital status, pregnancy or maternity status, sex, gender reassignment, sexual orientation or social background.
- identifying and removing barriers, within the College's control, which hinder or prevent students or employees from achieving their full potential.
- taking positive action to create an environment that is welcoming to students and employees from ethnic minority cultures.
- ensuring that all curriculum teams actively seek opportunities within their programmes to celebrate diversity, widen students' cultural understanding and prepare them to be effective citizens.
- training and developing all employees to ensure that they have the skills needed to promote equality of opportunity.



5. Implementation and training

- 5.1 The Policy is implemented through training staff and through the whole of the College's activities, which is underpinned by an extensive plan of staff training and development through the annual Continuous Development Plan (CPD).

Development plans are used to help embed equality, diversity * inclusion into the curriculum. Course teams take account of individual and group needs, and plan to take full advantage of learning opportunities to promote equality and diversity in the classroom. Self-assessment is used to identify areas of strength and areas for improvement against the nine protected characteristics.

- 5.2 Our Single Equality Scheme and Action Plan detail how we are continuously improving our equality practice and how we meet our legal requirements under the general and specific equality duties.
- 5.3 We monitor and review equality impact through our Single Equality Scheme and by Equality Risk Assessments for specific processes or situations such as mergers and restructures.
- 5.4 Teaching and Learning strategies and implementation embrace the Equality, Diversity & Inclusion agenda
- 5.5 The whole College community and its partners are represented through our Equality and Diversity Committee and all staff are given the opportunity to comment on related policies.
- 5.6 One Governor has specific responsibilities for equality and diversity and ensures College Corporation is fully informed of developments in this area.
- 5.7 We protect children and vulnerable adults through processes set out in our Safeguarding and Child Protection (including the Prevent Duty) Policy.

6. Provision of facilities

The College provides private facilities for staff, students, Governors and visitors to use for purposes such as prayer, multi faith acts, breast feeding and reflection. Each campus has a allocated room for this purpose.

7. Definition of terms

7.1 Equality

'Equality' means treating all groups of people fairly, providing equality of opportunity and removing barriers to success. It is not about treating everybody the same because different people have different needs. For example, making reasonable adjustments for disabled people (like providing additional time in exams for dyslexic learners) removes barriers to equality of opportunity and helps prevent discrimination. Increasing our



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understanding of the needs of different groups of people promotes good relations between people.

7.2 Equality protected characteristics

Equality laws exist to protect the groups of people who have traditionally faced discrimination. These groups of people share 'equality protected characteristics' such as age, disability (including physical, mental and learning impairments), race, sex, pregnancy, maternity and breastfeeding, gender identity, marriage or civil partnership status, religion or belief and sexual orientation. Everyone has several of these protected characteristics therefore everyone is protected by equality legislation from discrimination in education, at work and in other situations.

7.3 Diversity

Valuing diversity means we consider visible and non-visible individual differences, which include personal characteristics such as background, culture and personality in addition to the equality protected characteristics. The aim of managing diversity is to realise the potential of every individual learner and staff member.

7.4 Harassment

Harassment is defined as "unwanted conduct related to a relevant protected characteristic that has the purpose or effect of violating an individual's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for that individual." Harassment may include unwanted behaviour that makes you feel uncomfortable, even if it was not intended to do so, and even if it was not directed at you personally. For example, a member of staff makes comments on a student's sexuality in a way that makes the student feel uncomfortable.

7.5 Discrimination

There are different types of discrimination:

7.5.1 **Direct** discrimination treats a person worse than another because of an equality protected characteristic. For example, a college only shortlists male applicants for interview because they assume women will not fit in.

A person can experience direct discrimination because of a protected characteristic, even if the person does not have the characteristic himself or herself.

Discrimination based on '**perception**' occurs when someone is treated worse because they are thought to have a protected characteristic, whether correctly or incorrectly. For example, a college decides not to promote a female employee because senior staff believe her to be pregnant, irrespective of whether she is pregnant or not.



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Discrimination because of '**association**' with someone who has a protected characteristic occurs when, for example, an employee is overlooked for promotion because their partner has undergone gender reassignment.

7.5.2 **Indirect** discrimination is when the same rule is applied to everyone, but it has a worse impact on people with a particular protected characteristic and cannot be justified. For example, an employer who requires staff to commit to working from 8pm to 11pm every evening indirectly discriminates against women, who are more likely to be primary carers of children.

7.6 Disability-related discrimination or 'discrimination arising from disability' and failure to make reasonable adjustments are forms of discrimination unique to disability, that involve treating a disabled person in a particular way that, because of their disability, amounts to treating them unfavourably. For example, a student with diabetes, carrying medication related to their condition, is refused entry by the college to an event with a no drugs policy.

7.7 Victimisation

Victimisation means treating someone worse than another because s/he has asserted their legal rights in line with equality legislation or helped someone else to do so. For example, a learner alleges that they have encountered racism from a tutor, and as a result they are ignored by other staff members.

7.8 Bullying

Bullying is a form of abuse involving persistent, offensive, abusive, intimidating or insulting behaviour, abuse of power or unfair penal sanctions which makes the recipient feel upset, threatened, humiliated or vulnerable. Bullying may be emotional, verbal or physical and it is not always obvious or apparent to others. It can be between two individuals, or it may involve groups of people.

Bullying, harassment and discrimination can occur in any media, not just face- to-face actions. For example, it may take the form of written communications, by phone, email, social networking sites, by SMS (texting), screensavers or posters.

7.9 **Safeguarding** is about the protection of children and vulnerable adults and our approach is detailed in our Safeguarding and Child Protection Policy (including the Prevent Duty).

8. Policy Review

This policy will be reviewed on an annual basis via the College Management Team, the Safeguarding and Equality and Diversity Committee, the Curriculum and Quality Committee and the full Board meeting.

**Appendix A:****Reporting Discrimination, Harassment or Bullying**

All staff are responsible for recognising and dealing informally with any incident of bias, stereotyping or discrimination. Where a learner wishes to report an incident of bias or stereotyping or discrimination the personal tutor or a member of the teaching team will be happy to discuss the matter (Stage 1 of the College Complaints Procedure).

Should staff feel that an incident of bias or stereotyping or discrimination has occurred they should report it to their Line Manager and/or through use of the College Grievance Procedure.

Staff

Please report incidents to your Line Manager, a member of the College Management Team, a member of HR or a Union Representative.

Formal cases will be dealt with through the Bullying policy, Grievance Policy and/or the Disciplinary Policy as appropriate to each individual case.

Learners

Please report incidents to your Tutor, your Team Leader, your Assistant Principal, or a member of Learner Services.

The formal process is detailed in the bullying policy.

Reporting Hate Incidents

A hate incident is any type of incident perceived to be racist, homophobic or driven by other prejudice by the victim or any other person. If you experience or witness a hate incident, please report it to Student Support Services.



Appendix B:

Legal Framework

This Policy reflects, but is not limited to, legislation from the following Acts:

Equality Act 2010

Equality Duty 2011

Human Rights Act 1998

[Protection from Harassment Act 1997](#)

[Rehabilitation of Offenders Act 1974](#)

[Special Educational Needs and Disability Act 2001](#)

[Data Protection Act 2018](#)