



# **RACE EQUALITY POLICY**

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Review Date:	Every 3 years (July 2014)



## **RACE EQUALITY POLICY**

### **1. Policy Statement**

**1.1** The College celebrates and values the diversity brought to its membership<sup>1</sup> by individuals and believes that the College will benefit from engaging or enrolling staff, students and governors from a variety of racial, ethnic and national backgrounds, thus allowing it to meet the needs of a diverse student population within a multi-cultural society. The College will treat all its members with respect and dignity, and seek to provide a positive working and learning environment free from racial discrimination, harassment or victimisation.

**1.2** The College will seek not only to eliminate discrimination, but also to create a working and learning environment based on positive relations between members of different racial groups. To this end, the College undertakes to provide training and support for staff, to consult with its members who belong to ethnic minorities about their experience of the College, and to provide diverse images in any material which it produces for learners and staff. The aim is to create a positive, inclusive ethos where issues of racism, stereotyping and discrimination can be discussed openly with a shared commitment to challenging and preventing racism and discrimination, to respecting diversity and difference and to encouraging good relations between people of different ethnic groups.

**1.3** The College will work towards the elimination of racism whether overt or covert, and will seek to ensure that individuals and communities have equal access to learning programmes and facilities.

**1.4** The College recognises that institutional racism can exist and that no organisation is immune to it.

**1.5** The purpose of this policy is to establish clear College guidance regarding race equality and to establish Policy aims, key actions and monitoring arrangements for the College.

**1.6** Under the Race Relations Act 1976 (as amended by the Race Relations (Amendment) Act 2000), the College has a general duty to have due regard to the need to:

- Eliminate unlawful race discrimination
- Promote equality of opportunity
- Promote good relations between people from different racial groups.

**1.7** The College also has specific duties to:

- Prepare and maintain a written race equality policy
- Assess the impact of its policies on students and staff from different racial groups
- Monitor the admission and progress of students and the recruitment and career progress of staff by racial groups
- Set out the College's arrangements for publishing the results of assessments and monitoring
- Where reasonably practicable publish annually the results of assessments and monitoring.

## **2. Policy Scope**

**2.1** The purpose of this policy is to establish clear College guidance regarding equality and to establish policy aims, key actions and monitoring arrangements for the College. This policy applies to all actual or potential members of the College.

**2.2** The Equality & Diversity Policy should be read in conjunction with the College's Single Equality Scheme which outlines how the College will develop, implement, monitor and review its work towards achieving equality respectively for people with one or more of the nine protected characteristics.

## **3. Policy Aims**

**3.1** The College aims to create and sustain an inclusive work and learning environment which provides equality of opportunity for everyone and the chance to celebrate diversity.

## **4. Positive Action**

**4.1** In specific circumstances, the Act allows positive action as a way of overcoming racial inequality.

**4.2** Positive action allows organisations to:

- provide facilities or services (in training, education or welfare) to meet the special needs of people from particular racial groups (for example, English language classes – see section 35 of the Act);
- target job training at particular racial groups that are under-represented in a particular area of work (see sections 37 and 38 of the Act);
- encourage applications from racial groups that are under-represented in particular work areas (see section 38 of the Act).

**4.3** The College undertakes, once the results of monitoring are available, to consider targets to reduce any disadvantage suffered by ethnic minority employees and learners. If monitoring reveals that specific racial minority groups are disadvantaged, some targets may relate to those specific groups. The targets will be published annually in an Action Plan.

**4.4** Positive action strategies are intended to be temporary measures only. They must be kept under regular review and cannot be used once the needs have been met or if the under-representation no longer exists. The College will ensure that when using positive action as a strategy, it falls within the law. 'Positive action' will not be taken without first consulting the Chair of the College's Human Resources Committee.

## **5. Making the Policy Work**

**5.1** Governors are responsible for ensuring that:

- 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
- Equality and diversity training features as part of the College's staff development plan
- They are aware of the Corporation's statutory responsibilities in relation to race legislation as an employer and service provider
- They receive and respond to the racial group monitoring information on learners and staff.

**5.2** Managers are responsible for ensuring that:

- They take the lead in creating a positive, inclusive ethos that challenges racist or inappropriate behaviour on the part of managers, staff or learners

- They are aware of the College's statutory duties in relation to race legislation
- All aspects of College policy and activity are sensitive to racial issues
- Racial group monitoring information is collected and analysed

- Targets are set for the recruitment, retention and achievement of learners based upon the analysis of the racial group monitoring information as appropriate
- Teaching observation reports include criteria on race issues where appropriate
- Internal verification procedures include scrutiny of racial groups
- Curriculum areas are required to assess performance in relation to race issues and take action as appropriate
- The procedures for the recruitment and promotion of staff enshrine best practice in equality and diversity
- Targets are set on the recruitment and promotion of staff based upon the analysis of racial group monitoring information as appropriate
- The College's publicity materials present appropriate and positive messages about minority racial groups
- Learner induction programmes and tutorial programmes reflect the College's commitment to promote equality and diversity
- Appropriate training and development is provided to support the appreciation and understanding of diversity
- As far as is reasonably possible, measures are taken to overcome race issues that would otherwise impede people from communicating with members of the College.

### 5.3 Staff are responsible for ensuring that:

- They are aware of the College's statutory duties in relation to race legislation
- Their schemes of work, lesson content and teaching resources demonstrate sensitivity to issues of cultural diversity
- They challenge inappropriate behaviour by learners, work placement providers, outside contractors or other members of staff
- The College and each of its individual staff confront racism, whether witting or unwitting, whenever and wherever it occurs.

**5.4 The Vice Principal** will ensure that: the Equality and Diversity Self Assessment Report and Action Plan, together with the results of Equality and Diversity and Race Equality monitoring are presented annually to JUMCOG, the Human Resources Committee and Quality and Curriculum Committee. The relevant chairs will ensure that these reports are brought to the attention of the Corporation.

## 6. Monitoring and Review of Policy

**6.1** The monitoring process will be used to ensure that members of the College are treated equally.

**6.2** To inform the setting of targets and the measurement of our progress in achieving them, we will collect and analyse the following information by racial group origin.

### 6.3 For Learners:

- Racial group profiles of learners
- Retention rates
- Achievement rates

### 6.4 For Employees:

- Racial group profiles of employees by manager / non manager grade
- Job application rates
- Selection success rates
- Exit surveys

### 6.5 To the public (including learners, work placement providers and staff):

- Our commitment to racial equality will be highlighted in our prospectus and **annual self assessment report**
- A summary of the results of our monitoring information will be included in our **annual self assessment report**, where this does not breach individual confidentiality.

#### **6.6 To learners:**

- All learners will receive a summary of this policy. The induction programme for learners will highlight the College's commitment to racial equality, the action to be taken by learners who suffer discrimination and the action to be taken against such perpetrators of discrimination
- All staff will reinforce this information whenever opportunities arise

#### **6.7 To work placement providers:**

- All work placement providers will receive a summary of their responsibilities under the policy and will signify their understanding of, and agreement to, these responsibilities
- The College will promote the requirement of students from under-represented groups to providers

#### **6.8 To staff:**

- All staff will receive a full copy of the policy as part of the Staff Handbook. The policy is also available on the College website.

### **7. Related Documents**

Complaints Procedure

Dignity at Work Policy

Disciplinary (Misconduct and Capability) Policy and Procedures

Equality and Diversity Policy

Equalities Act 2010

Single Equality Scheme

Grievance Policy

Instruments and articles of government

Whistle Blowing Policy

1 'Members of the College', 'membership' or 'members' means Governors, Staff and students

2 The term 'discrimination' is used in this document to mean less favourable treatment of an individual on any of the grounds listed in Section 1.1.