

SUTTON COLLEGE OF LEARNING FOR ADULTS

EQUALITY AND DIVERSITY POLICY

1. Our Commitment & Mission

Sutton College of Learning for Adults mission is “To provide a wide choice of high quality adult learning opportunities, which positively contribute to the diverse cultural, social and economic lives of our local communities by meeting their distinctive needs and different aspirations.”

SCOLA is fully committed to ensuring good practice in Equality and Diversity. It recognises and accepts that it has a legal and moral obligation for the prevention and elimination of discrimination in any form.

The College recognises that all areas of its activities will be affected and in our policies and decisions the College will ensure that no-one is discriminated against on the basis of, for example, gender, disability, sexual orientation, race, ethnic origin, national origin, age, learning difficulties, religious beliefs, political views or trade union membership, family responsibilities or socio-economic background.

Everyone is expected to behave in a manner which is consistent with the College’s policy. The College expresses its commitment to the student body via its Student Charter and Learner Entitlement.

2. Scope of the Policy

The College will ensure that equality and diversity is embedded in the delivery of all educational activities and related services. An equality scheme sets out The College’s commitment to meet the requirements of the General Duty, and its promise to actively promote equality. The College will also ensure that all Personnel & Human Resources policies and practices fulfil the principles of equality of opportunity.

Accordingly, we aim to ensure that those students with the potential to benefit from education have the opportunity to do so, whatever their background. This means providing for the needs of learners with a broad variety of previous life and educational experiences. These students will return on more than one occasion in order to refresh their knowledge, upgrade their skills and sustain their employability.

The College will continue its programme of outreach work to raise awareness of the College’s offer and to develop bespoke routes of access in partnership with community and voluntary sector organisations, employers, neighbourhoods and other mainstream providers.

3. Roles and Responsibilities

The London Borough of Sutton Equality and Diversity Policy and the priorities of London South Learning and Skills Council set the context of this Policy.

The Governing Body has executive responsibility for adopting an effective Equality and Diversity policy, monitoring its effectiveness through regular reporting.

The Principal has overall managerial responsibility for Equality and Diversity and is responsible to the Board of Governors for ensuring that the college complies with its obligations under the relevant legislation.

The Senior Management Team together with the Equality and Diversity Committee share responsibility for the effective implementation and monitoring of this policy. They also have the responsibility for revising the Policy and the Action Plan prior to recommendation to the Governing Body via the Principal.

The Equality and Diversity Manager chairs the Equality and Diversity Committee. He/She is responsible for advising and overseeing the implementation of the Equality and Diversity Policy and Practice and for keeping the Policy and the Plan under review.

The Personnel Section is specifically responsible for advising on Equality and Diversity in recruitment and employment of staff and making return to the London Borough of Sutton and London South Learning and Skills Council as required.

Each member of staff is responsible for the day-to-day implementation of this policy and its delivery within their own area of responsibility and for upholding good practice as outlined in related policies and statements.

The Equality and Diversity Committee is charged with ensuring that the College complies with all its statutory requirements for equality of opportunity. It has responsibility for advising and making recommendations to the Principal on matters connected with the formulation and implementation of the College Equality and Diversity Policy. The Committee will keep policy/implementation issues under review, lead in the impact assessments review of the policy, give consideration and advise the Principal on issues identified by impact assessments including Learning and Skills Council EDIMs.

Students are responsible for ensuring that at no time do any of their actions constitute an act of discrimination, harassment and victimisation.

Contractors, Visitors, Clients and Suppliers of Goods and Services and people not employed directly by the College who play a part in the delivery of college services are required to operate within the scope of this policy.

4. Implementation

The College is committed to offering equality of opportunity to everyone, regardless of, for example, age, race, ethnic origin, national origin, health, disability, gender, religious beliefs, family responsibilities, learning difficulties, political views, Trade Union membership, socio-economic background or sexual orientation. The College will have due regard to its legal rights and obligations under the provisions made by the Race Relations Act 1976, Amendment Act 2000, the Sex Discrimination Act 1975, The Disability Act 1997 and the Disability Discrimination Act Part 4 2002,

Special Education Needs and Disability Act 2001, Equal Pay Act 1970 . It will do so by the following means:

4.1 Curriculum

The College aims to:

- Encourage tutors to plan for different learning styles, and educational resources which enhance equality of learning opportunity.
- Ensure resource materials are free from racist, sexist, ageist, disabling and other discriminatory assumptions, images and language. Each employee will be expected to comply with this requirement.
- Design the curriculum to be accessible, provide progression, and recognise prior learning and experience.
- Provide opportunities for additional/extended learning activity where appropriate.
- Make provision for the unemployed, or those seeking or returning to work
- Develop appropriate approaches to enhance opportunities for those people not accessing mainstream college provision.

4.2 Widening Participation/Enrolment

The College recognises that each individual should have the opportunity to learn and to benefit from education in relation to their ability and aspirations. In order to achieve this, the following means will be used:

- All employees must be aware of the College's commitment to Equality and Diversity and should be familiar with the contents of this policy document and the College's equality scheme. Each employee will undertake, as part of their contract, to support the College's policy.
- A clear statement of the College's commitment to Equality and Diversity will be included in College publications.
- Admissions and enrolment systems will be transparent.
- Childcare facilities will be made available, where possible.
- As many areas of the College's own accommodation and provision will be made as reasonably accessible as possible to students with disabilities.
- Consideration will be given to the needs of those on low incomes when setting fees and charges.

- The programme will endeavour to reflect the educational and training needs and aspirations of the local communities.
- Educational information, advice and guidance and learning support will be provided wherever appropriate.

4.3 Marketing, Publicity, Public Liaison

The College aims to use positive images in its publicity that reflect equality and diversity of opportunity. It aims to make all publicity as accessible as possible and available in public places throughout the community.

Liaison with community and voluntary organisations and local employers will continue to be developed and maintained. The College will encourage outreach activity to stimulate interest and generate local involvement for people not currently engaged in adult education and will develop strategies for widening participation.

The College will provide its staff with appropriate training in sensitive and representative marketing, publicity and customer care.

Equality and Diversity provides one of the key drivers for establishment of objectives for the Annual Marketing Plan.

Promotional materials are available in different formats as appropriate.

4.4 Student Support

The College aims to:

- Provide additional learning support for individuals appropriate to their assessed needs.
- Provide a College student's handbook for every student detailing support services available. This will include specific handbook for target groups.
- Provide discrete courses specifically for adults learners which support their access to appropriate mainstream provision.

4.5 Staff recruitment, selection and promotion

The College is an Equal Opportunities employer and as such it aims to ensure that all applicants and employees receive individual treatment regardless of for example age, race, ethnic origin, national origin, health, disability, gender, religious beliefs, family responsibilities, learning difficulties, political views, Trade Union membership, socio-economic background or sexual orientation. The College will achieve this by the following means:

- Recruitment and Promotion for all positions within the College will be carried out in a manner which reflects equal opportunities practice.

- All appointing panels will have undertaken training in recruitment and selection practices and procedures.
- Work of staff will be supported through training and development opportunities will be objectively and fairly apportioned.
- The College development activities will have integral to their content and methodology good Equality and Diversity practice.

5. Monitoring & Evaluation

The College's Equality and Diversity Committee is responsible for monitoring and evaluating ongoing progress within their remit. The Equality and Diversity Manager is required to report regularly to the Senior Management Team and the College Management Team. Equality and Diversity is a standing item at all Management, Committee and Section/Department meetings.

The Equality and Diversity committee will undertake to review the policy and action plan annually and make recommendations to the Principal and the Governing Body.

The Principal will advise the Governing Body on the progress of the College's achievements in fulfilling its commitment to its Equality and Diversity Policy and Action Plan.

The College will respond positively to constructive criticism and to any complaint that relates to harassment, discrimination and equality and diversity.

The College will seek to make clear information available for those who wish to make claims of harassment & discrimination

6. Policy and Procedural Guidelines

This Policy should not be read in isolation, but cross-referenced with all relevant London Borough of Sutton (LBS) and the College and Students policies.

Listed below are the College and London Borough of Sutton policy and procedural guidelines which directly inform and advise this Equality and Diversity Policy.

Dealing with Incidents of Racial Harassment (LBS)

Discipline and Grievance Procedures (LBS)

Retirement (LBS)

Recruitment and Selection of Staff (SCOLA and LBS)

Health & Safety Policy and Safety Guidance Notes (SCOLA)

Dealing with Violence and Abuse (LBS)

Advice and Guidance (SCOLA)

Staff Appraisal (SCOLA)

Staff Handbook (SCOLA)
Redundancy & Discipline (LBS)
Staff Development (SCOLA)
Code of Conduct (Staff) (LBS)
Administration Guidelines (SCOLA)
Instrument & Articles of Government (SCOLA)
Race Equality Policy (SCOLA)
Disability Statement (SCOLA)
Student Learning Support Statement (SCOLA)
Young Learner Policy (SCOLA)
Mental Health Guidelines (SCOLA)
IAG statement (SCOLA)
Curriculum Statement (SCOLA)
Student Charter (SCOLA)
Learner Entitlement (SCOLA)
Community Development Statement (SCOLA)