
Equality and Diversity Action Plan



We are committed to consulting with staff to ensure everyone's voice is heard....please email humanresources@nelson.ac.uk with comments or queries about the action plans or if you want to become involved with E&D



Equality and diversity is placed at the heart of what we do and we work actively towards eliminating discrimination, harassment and bullying because of race, ethnic origin, disability, religion or belief, gender, sexual orientation, age, gender reassignment, marriage and civil partnership, pregnancy and maternity or any other grounds.

Our Commitment to Equality & Diversity

We will:

- Actively promote and embed equality and diversity throughout all functions.
- Ensure all members and prospective members of the College's community are treated equally and with respect and dignity
- Be pro-active in providing all our learners and staff with the equal opportunity to achieve their full potential
- Actively identify and eliminate all forms of discrimination, whether overt, covert, or by omission
- Use equality and diversity data to narrow any achievement gaps in learners' overall success
- Recognise the hard work of staff and learners in creating an environment that promotes and embeds equality and diversity
- Comply with all current relevant legislation
- Work with all of our community to identify and remove barriers to learning and progression through the provision of high quality Information, Advice and Guidance (IAG)
- Work with learners and staff to create an environment that promotes and embeds equality of opportunity and is free from unlawful discrimination, harassment or victimisation of any kind
- Ensure teaching and learning takes individual needs into account
- Value and support our learners so that they achieve their full potential
- Embed good practice that will allow learners to achieve their full potential through individual action
- Ensure staff are effectively trained to address and actively promote equality and diversity with sensitivity
- Promote a culture of integrity and honesty, which encourages the College community to identify and tackle institutional barriers, without blame and to the benefit of all.

Introduction to Equality Action Plan

The objectives in the action plan refer to the 9 protected characteristics leading from the single Equality Act 2010:

- Race
- Disability
- Gender
- Age
- Sexual Orientation
- Religion or belief
- Gender Reassignment
- Marriage and Civil Partnership
- Pregnancy and Maternity

Objectives

Legal Requirements

- The College meets, in full, legislative requirements and actively promotes equality and diversity for the protected characteristics amongst staff, learners, governors, employers, parents and other partners as a requirement of legislation.
- The College's buildings and facilities meet legal requirements.

Training

- The College ensures all training in the protected characteristics is effective so that governors, managers, staff and learners understand their roles and responsibilities in relation to them.

Targets

- The College sets challenging targets and uses data to monitor, analyse and improve engagement and performance of all learners, by the protected characteristics, in order to maximise their full potential.

Monitoring

- The College monitors the progress of protected groups of learners into non-traditional education and training routes.
- The College will make every effort to monitor and where possible act appropriately on the findings of any data.
- The College monitors the protected groups of staff in College with a view to ensuring equality of representation at all levels.

Celebration

- The College actively celebrates contributions from all learner groups and cultures, specifically in relation to all protected characteristics.

Complaints and feedback

- The College manages incidents and complaints specifically about each protected characteristic.
- The College makes arrangements to ensure that all learners can participate fully and have the opportunity to give their views on provision.

Legal Requirements	Objective				
	The College meets, in full, legislative requirements and actively promotes equality and diversity for the protected characteristics amongst staff, learners, governors, employers, parents and other partners as a requirement of legislation.				
	Action	Protected Characteristic	Responsibility	Measuring Success	Timescale
	Ensure all staff and learner policies are legislatively compliant and promote equality	All	SMT members	Policies are in place, visible and compliant	On-going
			E&D Group	Equality Impact Assessment to be completed for all new policies before approval	On-going
				Policy review schedule to be maintained by SMT Support Officer	On-going
	Develop 'outstanding' case studies of Staff, Learners and former Learners (alumni) across protected characteristic groups	All	Assistant Principal (AG)	Visible case studies in promotional literature, on College website and in schools liaison material	On-going
			Assistant Principal (AR) Marketing Manager	Alumni role models to promote good practice and educate the value of awareness of diversity	On-going
Consider the appropriateness of and approach to an equal pay audit	Gender	Assistant Principal (AG) / Human Resources Manager	A recommendation is made	Jul 2016	
Continue to assess and monitor against Disability Discrimination Act (DDA) audit recommendations	Disability	Assistant Principal (AG) Deputy Principal / Facilities Manager	Progress made against recommendations	On-going	
Maintain up to date knowledge of Disability Discrimination Act (DDA) and ensure any changes are reflected in policy	Disability	Assistant Principal (AG) / Human Resources Manager	Legislatively compliant policies	On-going	

	Objective				
	The College's buildings and facilities meet legal requirements				
	Action	Protected Characteristic	Responsibility	Measuring Success	Timescale
	Continue to address recommendations in relation to buildings and facilities from DDA audit	Disability	Assistant Principal (AG) Deputy Principal / Facilities Manager	Progress made against recommendations	On-going
Training	Objective				
	The College ensures all training in the protected characteristics is effective so that governors, managers, staff and learners understand their roles and responsibilities in relation to them.				
	Action	Protected Characteristic	Responsibility	Measuring Success	Timescale
	Continue programme of online equality and diversity training for all staff.	All	Assistant Principal (AG) / Human Resources Manager	All staff to complete full online equality and diversity training programme by July 2017	July 2017
	Roll-out online equality and diversity training to all governors	All	Assistant Principal (AG) / Human Resources Manager	All governors to complete full online equality and diversity training programme by July 2017	July 2017
	Ensure equality and diversity are highlighted and discussed in all induction training sessions	All	Assistant Principal (AG) / Human Resources Manager	Training is received	On-going
Organise joint events with local community to promote equality, diversity and community cohesion	All	Assistant Principal (AG) Assistant Principal (TB) / Student Services Manager E&D Group	Actions implemented to support this, links made throughout community	On-going	

Targets	Objective				
	The College sets challenging targets and uses data to monitor, analyse and improve engagement and performance of all learners, by the protected characteristics, in order to maximise their full potential				
	Action	Protected Characteristic	Responsibility	Measuring Success	Timescale
	Develop user friendly reports that identify -Recruitment -Achievement -Retention -Progression -Attendance -Success	Race Disability Gender Age	Assistant Principal (TB) MIS Manager	Report is produced and embedded in SAR and shared on yearly basis with CMT, E&D Group and a summary to be available to all members of staff.	On-going annually
	Identify areas of concern and draw up action plan to 'narrow the achievement gap' where issues have been identified	Race Disability Gender Age	Assistant Principal (TB)	Issues identified in SAR and Quality Improvement Plan. Managers engaged in addressing 'gap' and actions undertaken in timely manner e.g. focus groups.	On-going annually
Analysis of learner feedback and identification of areas of concern	Race Disability Gender Age	Assistant Principal (TB)	Report produced annually, actions put into place to act on feedback and a summary to be available to all members of staff. Learner reps involved to feedback to learners.	On-going - annually	
Annual monitoring of the actions taken in the areas of concern	Race Disability Gender Age	E&D Group Governing board	E&D Group and Governors comment and make appropriate recommendations for future developments	On-going – annually	

Monitoring	Objective				
	The College monitors the progress of protected groups of learners into non-traditional education and training routes				
	Action	Protected Characteristic	Responsibility	Measuring Success	Timescale
	Analyse progression and destinations data to understand routes	Race Disability Gender Age	Assistant Principal (TBC) Student Services Manager	Appropriate actions are identified where any concerns are highlighted by the data Learners who are 'at risk' are given extra support to progress and individual plans	On-going annually On-going
	Identify trends that do not match those of College and hold focus groups with current learners to understand barriers	Race Disability Gender Age	Assistant Principal (TB) Teaching Excellence Hub Manager	Focus group held and areas for development identified	On-going
	Plan a programme of information/awareness raising about progression routes that have low uptake up in specific groups	Race Disability Gender Age	Assistant Principal (JB) Student Services Manager	Plan developed and actioned	July 2016
	Annual monitoring of the actions taken in the areas of concern	Race Disability Gender Age	E&D Group SMT / Governing board	E&D Group, SMT and Governors comment and make appropriate recommendations for future developments	On-going annually

Objective				
The College will make every effort to monitor and where possible act appropriately on the findings of any data				
Action	Protected Characteristic	Responsibility	Measuring Success	Timescale
Explore the options for non-mandatory declaration of sexual orientation, religion/ belief, gender reassignment status and civil partnership for learners and make a recommendation.	Sexual Orientation Religion/Belief Marriage and Civil Partnership Gender Reassignment	Assistant Principal (AG)	Consultation with staff and learners and producing a report making recommendations	July 2016
Objective				
The College monitors the protected groups of staff in College with a view to ensuring equality of representation at all levels				
Action	Protected Characteristic	Responsibility	Measuring Success	Timescale
Review recruitment and selection process -Advertising and media style -Staff profiles -Success rate of applicants	All	Assistant Principal (AG) / Human Resources Manager	Annual recruitment and retention report produced, analysed and actions identified where appropriate Advertise vacancies in a range of media to attract high quality candidates Representative staff profiles to be available on website	On-going annually On-going On-going
Bi-annual staff data checks to include all data held relating to protected characteristics	All	Assistant Principal (AG) / Human Resources Manager	Bi-annual data checks completed	On-going

Celebration	Objective				
	The College actively celebrates contributions from all learner groups and cultures specifically in relation to all protected characteristics				
	Action	Protected Characteristic	Responsibility	Measuring Success	Timescale
	Continue work to ensure all staff feed learner success stories into the Marketing Department	All	Assistant Principal (AR) / Marketing Manager	Case studies and press stories are produced	On-going
	Ensure under-represented groups are considered in nominating learners for awards	All	Assistant Principal (AR) Student Services Manager / Marketing Manager	A good balance of award winners	On-going
Ensure external speakers as part of enrichment/ tutorial programmes are positive role models	All	Assistant Principal (PB)	Analysis of programmes and feedback from learners	On-going	

Complaints and feedback	Objective				
	The College manages incidents and complaints specifically about each protected characteristic				
	Action	Protected Characteristic	Responsibility	Measuring Success	Timescale
	Quarterly monitoring report by complaints related to the protected characteristics to be produced for SMT, Governors and E&D Group. A Summary of the report to be available to all members of staff	All	Assistant Principal (AG)	E&D Group and Governors comment and make appropriate recommendations for future developments	On-going quarterly
	Objective				
	The College makes arrangements to ensure that all learners can participate fully and have the opportunity to give their views on provision				
	Action	Protected Characteristic	Responsibility	Measuring Success	Timescale
	Analysis of learner feedback by protected characteristic and identification of areas of concern	All	Assistant Principal (TB) / Teaching Excellence Hub Manager	Analysis completed and actions put into place where appropriate. Learner reps involved to feedback to learners	On-going - annually
	Annual monitoring of the actions taken in the areas of concern	All	E&D Group Governing board	E&D Group and Governors comment and make appropriate recommendations for future developments	On-going - annually
	Learner support funds are directed appropriately to support learners identified through initial assessments	Disability	Assistant Principal (JB) / Student Support Manager	Learner feedback and success rates	On-going
Specific promotion of learning support to show what support is on offer	Disability	Assistant Principal (JB) / Student Support Manager	Learner feedback shows clear understanding of support available and is incorporated into student handbook	On-going	