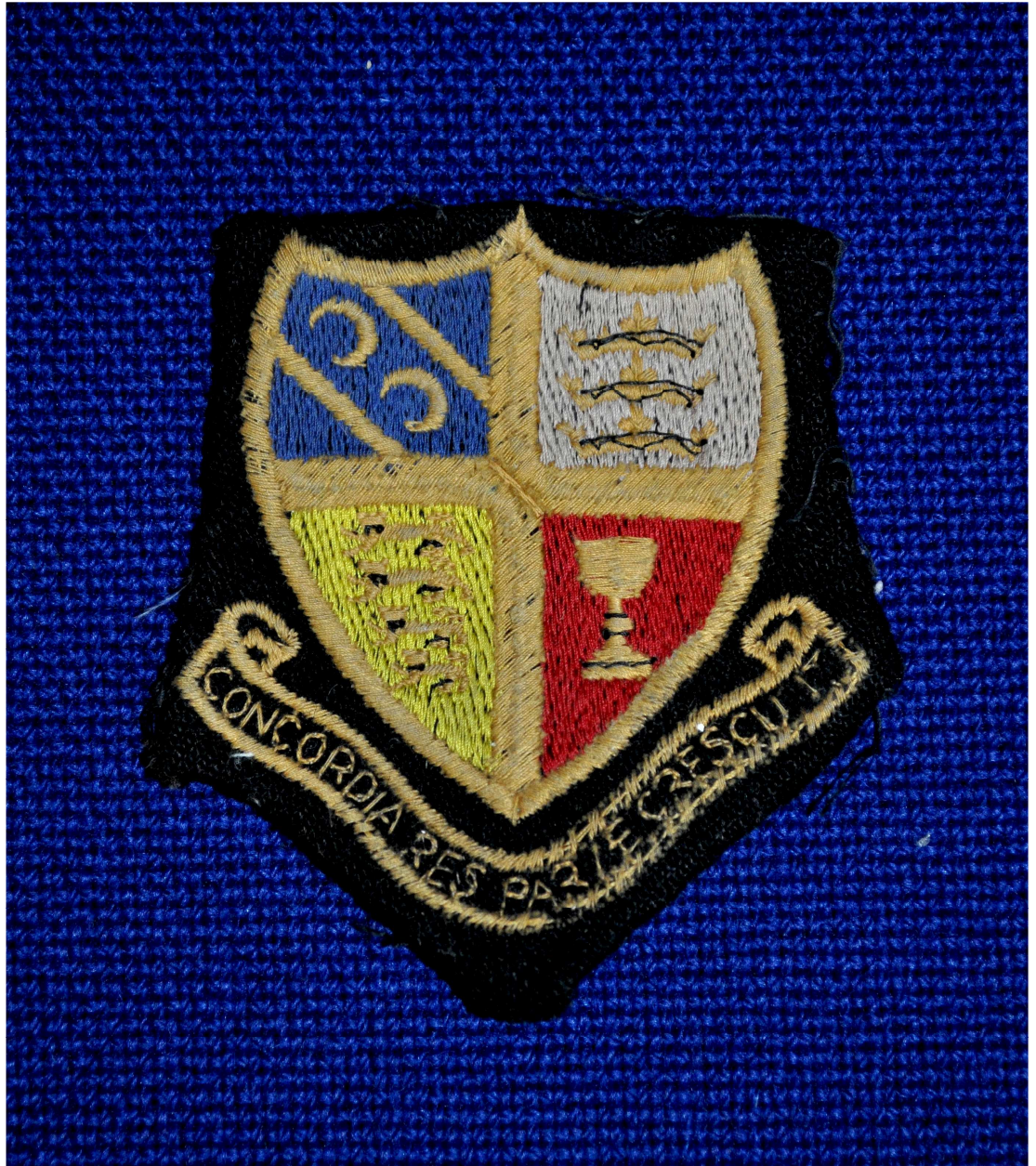


EQUALITY AND DIVERSITY



SINGLE EQUALITY SCHEME 2011-2012 SUMMARY

“And there came one of the scribes that had heard them reasoning together, and, seeing that he had answered them well, asked him which was the first commandment of all. And Jesus answered him: The first commandment of all is: Hear, O Israel; the Lord thy God is one God. And thou shalt love the Lord thy God with thy whole heart and with thy whole soul and with thy whole mind and with thy whole strength. This is the first commandment. And the second is like it: Thou shalt love thy neighbour as thyself. There is no other commandment greater than these”

Mark 12 28-31

EQUALITY AND DIVERSITY

THE SINGLE EQUALITY SCHEME A SUMMARY OF XAVERIAN COLLEGE EQUALITY POLICIES AND PROCEDURES

We are all God's children, and thus all worthy of respect and fair treatment.

CONTENTS

- 1) Mission and Commitments**
- 2) Single Equality Scheme**
- 3) Equality Policy**

Note: All supporting policies and procedures are contained in the College's Equality and Diversity Strategy Manual. A summary of which can be provided in a variety of formats upon request from the College.

1) MISSION AND COMMITMENTS

Mission Statement of the Xaverian Brothers

Jesus Christ taught that God is at the centre of our lives and that the love of truth and concern for the needs of others must be fundamental to our way of living.

Inspired by Jesus Christ and by the missionary zeal of their founder, Theodore James Ryken, the Xaverian Brothers are dedicated to the creation of schools and colleges as communities in which these truths are the guiding principles and in which the spiritual, moral and intellectual talents of their students are nurtured.

A Xaverian college must provide opportunities for growth in the knowledge and practice of the Roman Catholic religion through prayer, worship, study and service to others in and beyond the college community.

The obligation to help students to develop all their talents calls for a commitment on our part to good teaching, dedicated pastoral care and a readiness to relate to students both inside and outside the classroom. Through this commitment, the students will experience and respond to the good will and concern of their teachers.

The cause of justice is an essential theme in the message of Christianity. In a Xaverian college, staff and students will be conscious of the demands of social justice in local, national and international issues and will seek to discover ways in which they can most appropriately respond as individuals and as a community.

Our students are living in a secular society where persuasive forces influence them away from a spiritual view of life. In the same spirit of faith and hope which inspired our founder, we wish to commend to our students a way of life which is rooted in the love of God and our neighbour.

COLLEGE COMMITMENTS

Xaverian College is committed to:

- Maintain a Christian environment which is purposeful and fulfilling.
- Promoting diversity and practising equality of opportunity valuing all members of the College community equally.
- Promote excellence in teaching and learning.
- Hold a reputation for quality and high expectations.
- Offer appropriate choices, guidance, support and facilities for students.
- Help students to develop as people who strive for the highest possible standards in all aspects of their lives as happy, useful and successful members of society, and who combine success with service to others in both their personal and working lives.

2) SINGLE EQUALITY SCHEME

The purpose of the College's Single Equality Scheme is to detail how Xaverian fulfils its statutory duties under the Equality Act (2010) to:

- Advance and promote equality of opportunity
- eliminate all forms of discrimination, harassment and victimisation
- promote equality, diversity and positive relations between all community members
- Foster community cohesion and good relations between community members who share a relevant protected characteristic and members who do not.

It is the College's conviction that these aims are an important expression of the Mission of the College and therefore of its distinctive Catholic ethos.

The Single Equality Scheme aims to meet the requirements of the equality duties in regards to the following protected characteristics:

- Race/ Ethnicity
- Sex and sexual orientation
- Disability
- Religion and Belief
- Age
- Gender reassignment
- Marriage and civil partnership
- Pregnancy and maternity

How the College does this is detailed in the constituent parts of the scheme:

- Race, Gender and Disability Equality Schemes
- Age, sexual orientation, religious belief policies. Human Resources policies and procedures relating to maternity policies.

MEETING THE EQUALITY DUTIES: ACHIEVING THE AIMS OF THE SINGLE EQUALITY SCHEME

The College has comprehensive policies and procedures to support the aims of the Single Equality Scheme. These are all contained in the Equality and Diversity Strategy Manual and include:

- Impact Assessment
- Impact Measures (Equality and Diversity Action Plan)
- Monitoring and consulting
- Equality and Diversity Action Plan
- Evaluating performance – the Self Assessment Report (SAR) annual process.

OUR COMMITMENT

As a Catholic Community, Xaverian College celebrates and values the diversity of all community members. All employees, students and visitors to the college are treated with respect and dignity and the College makes every effort to provide a positive working & learning environment free from all forms of discrimination, harassment or victimisation.

The College seeks to identify and eliminate discrimination whether overt, covert, or by omission. Within the framework of the College admissions policy, mission and its designated role in the Catholic Education Sector, we will ensure that students have equal access to learning at Xaverian College.

The College seeks to ensure that:

- Governors, staff, students and their parents/guardians and work placement providers are aware of our equality policy and the Single Equality Scheme and the action needed for its implementation.
- Staff, students and their parents/guardians and work placement providers are aware of the value placed upon equal opportunity and that action will be taken in the event of any breach of the policy.
- Governors and staff have access to comprehensive information, which assists them to plan, implement and monitor actions to carry out their responsibilities under the policy.
- The College's publicity materials present appropriate and positive messages about diversity.

GATHERING INFORMATION: MONITORING OUR PROGRESS

To inform the setting of targets and the measurement of our progress in achieving them, we will collect and analyse the following information by ethnic origin, gender and disability:

For our Students

- Profile of the student body
 - Applications, success and failure rates for admissions to programmes of study
 - Retention rates
 - Achievement rates
 - Additional Learning Support
 - Work placements including completion rates and satisfaction levels
 - Disciplinary Action
 - Complaints by students or their parents/guardians
 - Student views
- Contained in The Social Inclusion Report

For our Employees:

- Profiles of employees by grade and type of work
- Job application rates

- Recruitment and Selection (external and internal appointments) success rates
- Type of contract (permanent, temporary)
- Training application rates
- Disciplinary proceedings
- Grievances
- Staff views

Contained in The Human Resources Report

RESPONSIBILITIES

Governors are responsible for ensuring that:

- The College's strategic plan includes a commitment to equality and diversity
- They are aware of the Governing Body's statutory responsibilities in relation to equality legislation
- They receive and respond to the monitoring information on students and staff.

Managers are responsible for ensuring that:

- The Principal and Senior Management Team are responsible for taking the lead in creating a positive, inclusive ethos that challenges inappropriate behaviour on the part of staff or students
- They are aware of the College's statutory duties in relation to equality legislation
- All aspects of College policy and activity are sensitive to equality issues
- Monitoring information is collected and analysed
- Curriculum areas are required to assess performance in relation to equality issues and action taken as appropriate
- The process of the recruitment and promotion of staff enshrine best practice in equal opportunities
- The College monitors data of staff ethnicity, gender and disability in terms of recruitment and promotion
- The College's publicity materials present appropriate and positive messages about diversity
- Student induction programmes and tutorial programmes reflect the College's commitment to promote equality of opportunity and community cohesion

Staff are responsible for ensuring that:

- They are aware of the College's statutory duties in relation to equality legislation
- All teaching resources and methods of instruction demonstrate sensitivity to issues of cultural diversity
- They challenge inappropriate behavior by either students, work placement providers or other members of staff

REVIEW AND CONSULTATION

This scheme will be reviewed annually and progress regularly reviewed by the Equality and Diversity Manager, SMT and the Quality and Standards Committee of the Governing Body. As part of the review the Equality and Diversity Manager will undertake impact assessment which seeks and takes into account the views of stakeholders including students, staff, work placement providers and trade union representatives. Any recommendations for change will be passed to the Senior Management Team and the Governing Body for approval.

ASSESSING THE IMPACT OF OUR POLICIES AND PRACTICE

The Equality and Diversity Manager conducts impact assessments on College policy and practice. This involves collecting a range of information and consulting with stakeholders. The purpose of impact assessment is to see if our policies and practices have a positive effect and to determine if there is the potential for a policy or practice to have a negative impact on the College community and also to determine if there are further opportunities for positive impact that may have been missed or better exploited.

Impact Assessment is used to identify College priorities for taking action which is included in the annual Equality and Diversity Action Plan.

PUBLICISING OUR POLICY AND OUR PROGRESS

To the public (including prospective students and employees, parents and work placement providers) and all current community members:

- Our commitment to equality will be highlighted in our prospectus and in our strategic plan
- **Single Equality Scheme** - A summary of our equality and diversity policies and practice
- **“ In Harmony We Succeed”** - Summary of the results of our monitoring information will be reported annually
- **“Our Community”** – Promoting a Positive Community
- What Our Students Say About The Xaverian Community
- **“Celebrating Diversity”** The Annual Community Day

All these documents will be available on the College Website, in the reception area and at College Open Days and are all available in a variety of formats upon request.

To students

- All students will receive a summary of the policy in their Student and Course Handbooks. Copies of the policy will be on display in student services reception and in the common room
- The induction programme for students will highlight the college’s commitment to equality, action to be taken by students who suffer discrimination and the action to be taken against any perpetrators of discrimination

- Tutors will reinforce this information during tutorials
- Students will have access to Policy and relevant procedures on the Equality and Diversity Intranet area.

To work placement providers

- All work placement providers will receive a summary of the College Equal Opportunities Statement and Equality Policy

To staff

- All staff will receive a full copy of the scheme on the Equality and Diversity Intranet area.
- The induction programme will highlight the college's commitment to equality, action to be taken by staff and students who suffer discrimination and the action to be taken against any perpetrators of discrimination
- Summary of the results of our monitoring information will be reported to the staff annually via The Equality and Diversity SAR, The Social Inclusion Report and The Human Resources and Training Report.

COMPLAINTS

The College seeks to provide a supportive environment for those who make claims of discrimination or harassment. Any acts of discrimination, harassment, victimisation or abuse will be treated as a serious disciplinary offence.

College employees who may feel they are being discriminated against on any of the grounds listed above by other members of staff should raise the matter under the Disciplinary/Grievance procedure, which will be treated as a serious disciplinary offence if the accusation is upheld.

If in the course of their work, College staff suffer discrimination or harassment from members of the public, the College will take appropriate action and provide appropriate support.

Any discrimination or harassment directed at staff or students by other students will be dealt with under the student disciplinary procedure. All complaints by students will be monitored through the College complaints procedures.

Records will be kept of all complaints so they can be monitored by ethnicity and gender.

FURTHER INFORMATION

Any further information on College policy or practice is available on request from the Equality and Diversity Manager.

3) EQUALITY POLICY

A) POLICY STATEMENT

XAVERIAN COLLEGE IS COMMITTED TO PROMOTING DIVERSITY AND PRACTISING EQUALITY OF OPPORTUNITY.

In accordance with the teachings of Jesus Christ and the Mission Statement of the College, the Governors of Xaverian College will take positive steps compatible with the Trust Deed and the resources of the College to promote diversity and equality of opportunity for everyone who becomes a member of the College community whether as an employee or as a member of the student body or who wishes to become so.

It is the aim of the College to recognise and promote the dignity and value of each individual, staff or student, as a member of the Xaverian community. The College also aims at all times, as part of its commitment to social justice, to treat all members of the College community with fairness and respect.

The Equality Policy aims to ensure that no group receives less favourable treatment by virtue of their skin colour, ethnic origin, gender, disability, age, social class, religious belief or sexuality. The College intends that all its members have equality of access to the provision of services, facilities, premises and employment. The College aims to promote diversity through a deeper understanding of our multicultural community and the wider local, national and global community of which we are a part. The College seeks to promote an inclusive and supportive learning community.

The College is committed to the promotion of an equality policy for its students and staff, in relation to recruitment, course allocation, academic progress and review, counselling, progression and support. No individual will be discriminated against on the grounds of any of the characteristics listed above.

In matters of employment the Governors will treat all job applications equally and ensure no applicant receives less favourable treatment than another on any of the grounds listed above. All persons appointed will be expected to actively support the College's Christian ethos. It is appropriate that the College maintains its distinct ethos as a Catholic Designated College. Therefore the following posts will be reserved for practising Catholics: Principal, Vice Principal and the Head of the Religious Education Department.

The College has detailed policies and procedures relating to the selection, and recruitment of employees. These aim to ensure there is no discrimination during any part of the staff selection process. Staff are trained in the implementation of these policies and procedures.

It is the responsibility of all staff and students to promote, abide by and uphold the College policy on equality. Evident breaches of this policy (e.g. any language or behaviour which is offensive to any individual or group) will be dealt with according to

the appropriate disciplinary procedures for teaching staff, support staff and students as outlined in the relevant contracts, learning agreements and the Articles of Government of the College.

All members of the College commit themselves to the values of the College as expressed in its Mission Statement and are encouraged to see in their membership of the College community an opportunity to live and work together in the spirit of Jesus Christ who calls us to ***“love one another, as I have loved you”***, ***John 13:34***.

B SCOPE

The purpose of this policy is to establish clear College guidance, responsibilities and procedures regarding equal opportunities and to provide key principles, policies, structures, procedures and monitoring arrangements to proactively promote equality and diversity at the College. These policies, responsibilities and procedures are applicable to all College community members.

C KEY PRINCIPLES

The principles upon which all College equality and diversity policies and procedures are based are Gospel values and our commitment to equality legislation. Therefore we are committed to promoting diversity, equality of opportunity and fair treatment for all community members. The College believes that these commitments are a central expression of its Catholic ethos:

“And there came one of the scribes that had heard them reasoning together, and, seeing that he had answered them well, asked him which was the first commandment of all. And Jesus answered him: The first commandment of all is: Hear, O Israel; the Lord thy God is one God. And thou shalt love the Lord thy God with thy whole heart and with thy whole soul and with thy whole mind and with thy whole strength. This is the first commandment. And the second is like it: Thou shalt love thy neighbour as thyself. There is no other commandment greater than these”

Mark 12: 28-31

The College believes that all forms of prejudice and discrimination are unacceptable. In recognition of the fact that they can take a variety of forms, depending on the group against whom they are directed, the College will, when implementing and revising its policies and procedures address the issues specific to discrimination on the grounds of the following protected characteristics:

- Age,
- Disability,
- Religion or belief,
- Gender reassignment,

- Marriage and Civil Partnership,
- Pregnancy and maternity.
- Sex,
- Race,
- Sexual Orientation.

In addition, the College will continue its historical mission to raise the aspirations and academic success of individuals of all social backgrounds mindful of the impact that social deprivation has upon life chances.

The College will seek to challenge inequality, prejudice and discrimination whenever these arise. The College embraces diversity in all its aspects, and aims to employ a workforce which reflects, at every level, the student body and the wider community it serves.

D STAFF POLICY

The College will treat all employees with respect, dignity, and fairness and seek to provide a working environment free from harassment, discrimination and victimisation. The College will not tolerate any form of discriminatory behaviour against its employees, either from other employees, students, or members of the public. The College will regard as a serious breach of this policy any language or behaviour which either intentionally or unintentionally is disparaging of any individual or group on the grounds specified above. Such breaches will be dealt with according to the appropriate disciplinary procedures for teaching staff, support staff and students. All forms of harassment on the above grounds committed by a member of the public against a member of the College community will be reported to the police when appropriate.

In matters of employment the Governors will treat all job applications equally and ensure no applicant receives less favourable treatment than another on any of the grounds listed above. All persons appointed will be expected to actively support the College's Christian ethos. It is appropriate that the College maintains its distinct ethos as a Roman Catholic Designated College. Therefore the following posts will be reserved for practising Catholics: Principal, Vice Principal and the Head of the Religious Education Department. In all other posts the Governors will give preference to a person whose qualities would enable him/her to make a substantial contribution to the Mission of the College as detailed in the generic person specification sent to all prospective candidates.

Posts will be advertised through the appropriate media where an external appointment is to be made so that every care is taken to ensure that advertisements reach all sections of the community. Posts will also be advertised internally in the College in accordance with the same principle.

Whenever possible, and within financial constraints, all vacancies will be advertised simultaneously internally and externally. All vacancy advertisements will include an appropriate statement on the College Equality Policy. Details of the position on offer will be available, on request, both in writing (including on large print) and on audio tape.

The College has detailed policies and procedures relating to the selection, interviews and recruitment of employees. These all aim to ensure there is no discrimination during any part of the staff selection process. All staff are trained in the implementation of these policies and procedures.

Selection criteria (job descriptions, employee specification, shortlisting procedures and interview record forms) are kept under constant review to ensure that they are justifiable on non-discriminatory grounds as being essential for the effective performance of the job. More than one person is involved in the shortlisting, selection, interview and recruitment process, and all have received training in equal opportunities and staff selection procedures. Interviews take place in an appropriate part of the College to ensure full access, when a short listed applicant may have a physical disability, and the College is mindful of religious festivals. Reasons for selection and rejections of applicants for vacancies are recorded and copies of all appropriate documentation are held by Human Resources.

Review and monitoring

An annual review is conducted on this policy and any revisions are passed to the Senior Management Team and the Staff Consultative Committee for consultation and then passed to the Governing Body for approval. Monitoring of the policy is undertaken as part of the Equality and Diversity Self Assessment Report and the impact assessment on which it is based.

In order to ensure the effective operation of the equality policy a record is kept by Human Resources of all employees' and job applicants' gender, religion, age, ethnicity and disability. On an annual basis, employees are able to check/ correct their own record of these details. Otherwise, access to this information is strictly restricted. Such records will be analysed annually as part of the Human Resources Report and appropriate follow-up action taken, for example in relation to staff who develop a disability during their period of work for the College.

In order to ensure that all staff and potential staff are treated with equality and fairness at all stages of employment, and that their treatment is based solely on objective and job related criteria, the College will ensure that, as policies are reviewed, equality issues are embedded into all its policies and procedures. This will be conducted as part of impact assessment. The policies and procedures that may be included in impact assessment are:

- Capability
- Conditions of Service
- Contract Terms [including fixed-term and temporary]

- Discipline and Grievance
- Employment of Part-time Employees
- Family and Dependants' Leave
- Harassment and Bullying Code of Practice
- New Staff Induction
- Maternity Leave and Paternity Leave
- Recruitment and Selection
- Sickness Leave
- Termination [including Redundancy]
- Training and Staff Development
- Making reasonable adjustment

In ensuring that this policy is fully effective in its development and implementation, and that all College staff are committed to it, the College undertakes to consult with the recognised trade unions and with staff in general via the Staff Consultative Committee, focus groups, the Governing Body, and the Senior Management Team. To support staff commitment to the policy and to facilitate efficient implementation of procedures the College has in place a comprehensive programme of awareness raising and training.

E STUDENT EQUALITY POLICY

The College's responsibilities towards its students

All students, as members of the College community, will be treated equally and fairly and will be welcomed into the life of the College. All students will be given equal access to the resources of the college. The College will devise and implement a curriculum which responds to the needs and aspirations of all students equally.

The College will treat all students with respect and dignity, and seek to provide a learning environment free from harassment, discrimination and victimisation. The College will not tolerate any form of discriminatory behaviour against its students, either from other students, employees, or members of the public. The College will regard as a serious breach of this policy any language or behaviour which either intentionally or unintentionally is disparaging of any individual or group on the grounds specified above. Such breaches will be dealt with according to the appropriate disciplinary procedures for teaching staff, support staff and students.

Breaches of the policy committed by members of the public will be reported to the police when appropriate.

(i) Implementation of College Policy:

All staff should be aware that equal opportunities can only be effected through observation of a positive non-discriminatory approach to:

- Recruitment to the College
- Course Review procedures and programmes of study
- Production of learning resources and materials
- Equal and positive classroom interaction
- Tutorial/ Pastoral support and use of the discipline system
- Enrichment activities
- Work Experience/ Work Placements and college visits
- Student Council events

It is also incumbent on staff to:

- Show sensitivity towards and respect for cultural diversity;
- Encourage an awareness and understanding of ethnic and religious traditions amongst other students;
- Promote awareness of cultural diversity in a positive fashion; for example, through induction procedures that seek to raise students' awareness of the culture of the different ethnic groups that comprise the College community.
- Recognise that discrimination towards individuals on the grounds of disability, gender, ethnicity, religion, marital status, sexuality and age may exist outside of the College, but such behaviour is totally unacceptable within it. The College will seek to ameliorate the consequences of any discrimination community members may experience when not in College.
- To develop an underlying empathy of the circumstances faced by staff and students whose backgrounds are different from their own.

The College actively promotes diversity and community cohesion through the curriculum, pastoral, chaplaincy, RE and enrichment programmes. A number of religious faiths contribute to the liturgical cycle of the College.

Review and Monitoring

- Student performance is analysed as part of the self assessment process. Data for each course is analysed by gender and ethnicity and a monitoring outcomes form is completed. The outcomes of the monitoring of performance data are included in the Social Inclusion Report with action points and targets.

Performance by disabled students is analysed at cross college level and is included in the Social Inclusion Report.

- Analysis of performance data is used to set equality and diversity impact measures (EDIMs) that are contained in the Equality and Diversity Action Plan. Group underperformance on particular courses is addressed via Subject Action Plans.
- The SAR process includes an analysis of the learner voice. The Social Inclusion Report includes a detailed analysis of student feedback in its various forms and is used to identify EDIMs.
- Equality issues and measures are significant criteria in all Quality Assurance systems and practices and, as such, monitoring of enrolments, achievements etc. are part of an on-going system of review.

Targets are set to improve the College's performance, analysing all data on participation and achievements by targeted/ under represented groups and included as EDIMs in the Equality and Diversity Action Plan and Subject Action Plans where appropriate. Achievement against these targets is measured and contained in the annual review of the Equality and Diversity Action Plan.

Admissions policy

Note : the admissions policy is constantly reviewed to ensure equality of opportunity so this version may not be current. However, any updates will only contain minor amendments.

The Xaverian Mission underpins all that the College wishes to undertake. In accordance with this statement the college aims to provide the opportunity for Catholic young people to continue to experience the values and the way of life of a Christian community. We also provide opportunities for other students interested in continuing their education in a Christian environment with an emphasis on educational excellence and opportunity, spiritual and moral values, and the importance of the development of each individual.

To this aim the College welcomes applications from students from our Associated High Schools and other Catholic applicants. We also welcome applications from students who attend other Manchester schools and schools in other Local Authorities and who share the College ideals.

The College is primarily for full-time 16-19 year old learners who qualify for Government funding. The college offers programmes from Level 1 to Level 4. At Level 4, recruitment is undertaken by Manchester University through UCAS. Admission onto the work-assessed NHS Cadets vocational programme has entry criteria, agreed by key partners, which are not based on an applicant's religion and belief.

All students are recommended to submit applications before the published deadline. Places may be limited by course vacancies.

All applications we receive before the deadline are considered and to help inform our decision we look at:

- each case individually
- the suitability of chosen courses and levels of study
- the personal statement
- the information provided by the high school, including attendance, punctuality, conduct and application
- a supportive reference from the high school

All students offered a place at the college must attend an initial course consultation and an enrolment interview prior to the start of their course. The offer of a place may be withdrawn if a student is unable to attend during the college enrolment period in September.

All applicants will receive the decisions regarding offers of places in writing. Appeals should be addressed, in writing, to the Assistant Principal for Admissions within 3 weeks of receipt of our decision outlining the grounds for the appeal.

F STRUCTURES AND REPORTING

The Governing Body requires the Principal to designate an appropriate individual to be the Equality and Diversity Manager to have overall responsibility for equality issues. The designated person ensures regular reports are made to the Governing Body. In addition, there is a designated Equality and Diversity Champion on the Governing Body and Student Council.

There is a College Community Group that address equality issues. In addition, the Staff Consultative Committee has equality issues as part of its terms of reference. The membership of the committee includes staff representatives and trade union nominees. The Student Council also has equality issues as part of its terms of reference.

The remit of these groups and committees is to promote policies and practices that ensure a College environment in which equality can flourish. To this end, they work with the Equality and Diversity Manager to develop and recommend policies and practices to the Governing Body, related to the curriculum, student intake, the built environment, student services etc, which seek to ensure the removal of prejudice and discrimination.

Employment policies and procedures will continue to be dealt with through existing consultation/negotiation arrangements, as appropriate.

The Equality and Diversity Manager conducts impact assessment including equality audits of, for example, staff recruitment, selection, staff training and promotion practices, pay, grading and termination procedures. The monitoring of information related to staff is undertaken in co-operation with the recognised trade unions via the staff consultative committee as is the drawing up of a programme of equality awareness raising and training for staff and students.

The Equality and Diversity Manager produces an annual Equality and Diversity Self Assessment Report and, as required by the Governing Body, drafts the College's Equality and Diversity Action Plan including equality and diversity impact measures, and equality success indicators. The SAR is supported by data reports including analyses of student performance by ethnic group, gender and disability and the staff profile by ethnicity, gender and disability.

H IMPLEMENTATION OF THE POLICY

The Equality and Diversity Manager coordinates a programme of awareness raising and training to facilitate the successful implementation of the Equality Policy. In order to address how effective the implementation of this policy has been the Equality and Diversity Manager undertakes impact assessment and includes the outcomes of this in the Equality and Diversity SAR. The data produced from the impact assessment is published in the annual Social Inclusion and Human Resources Reports.

As part of impact assessment the College monitors the composition of the existing workforce and student body and the recruitment process for both, with reference to ethnicity, disability and gender, in particular, and categorises employees according to grade and contract type (thus information will be published in the Social Inclusion Report and the Human Resources Report).

After the employment relationship has ended, the College may retain statistics; data about the composition of the workforce, including appraisal and promotion records on an anonymous basis for the purpose of carrying out equal opportunities monitoring, and may also look at reasons for resignation and resignation rates.

The College undertakes to consider positive action measures allowed by law to rectify disadvantages in employment revealed by impact assessment where appropriate and practicable.

Positive action, allows the College to:

- provide facilities or services (in the form of training, education, or welfare) to meet the special needs of people from particular under-represented groups;
- target job training at particular groups that are under-represented in a particular area of work;
- encourage applications from groups that are under-represented in particular areas of work.

Positive action strategies are intended to be temporary measures only. They must be kept under regular review, and they cannot be used once the special needs have been met, or if under-representation no longer exists. The College will ensure that when using positive action as a strategy, it falls within the law.

I COMPLAINTS PROCEDURE

If an employee or student believes they have not been treated fairly, due to prejudice, or discrimination, they should follow the complaints procedure as outlined in the staff and student handbooks respectively and in the Equality and Diversity Strategy Manual. The application of this policy is monitored by the Equality and Diversity Manager and reported to the Governors' Quality and Standards Committee annually.

J OTHER EQUALITY POLICIES

The College has a number of policies and procedures that support the Equality Policy. These include the Single Equality Scheme which encompasses the Race, Gender and Disability Equality Schemes and policies that apply to other protected characteristics including Safeguarding policies and procedures. All the relevant policies and procedures that support and complement the Equality Policy are contained in the Equality and Diversity Strategy Manual.