

Equality and Diversity Policy

Scope and Purpose of Policy

As an employer and a provider of education and training, Cardiff and Vale College will implement policies and procedures that meet the needs of our communities by promoting inclusion and addressing inequalities.

The College strives to challenge the patterns of discrimination and disadvantage that exist in society which have resulted in some groups being treated less favourably than others. The College has a responsibility to provide opportunities to individuals to achieve their potential in a safe and secure environment that is free of discrimination.

The College is committed to promoting equality of opportunity regardless of gender, age, disability, race, religion and belief, sexual orientation, gender reassignment, pregnancy and maternity and marriage/civil partnership and any other characteristic that is irrelevant to the person's learning or employment with us.

All managers, staff, learners, contractors, visitors and others involved or engaged with the College have the responsibility to behave in a manner that respects and supports the ethos of our inclusive College and our commitment to fair opportunities for learning and employment.

The College willingly accepts its key responsibilities under the Equality Act 2010 to:

- Eliminate discrimination, harassment, discrimination and other unlawful conduct.
- Advance equality of opportunity by removing or minimising disadvantages, taking steps to meet needs, and encouraging participation in public life where participation is disproportionately low.
- Foster good relations by tackling prejudice and promoting understanding.

Background and Rationale

This Equality and Diversity Policy has been developed within the context of existing Equal Opportunity and Race Relations policies and the framework of equality-related legislation that place responsibilities on the College both as an employer and service provider. The **Equality Act, 2010**, recognised that inequality and discrimination still persist and introduced further rights and new obligations for public bodies.

For full information on this legislative context see *Guidance on Equality Legislation*.

Policy Statements

In order to fulfil its responsibilities under this policy, the College will:

- **Identify responsible staff**
This will include the identification of a senior manager with strategic responsibility and a manager with operational responsibility for equality and diversity matters who will report to the Governors and senior management team. There will also be an appropriate committee structure to ensure the effective involvement of key stakeholders. These bodies may include an Equality and Diversity Committee, a Disability Steering Group and a BME Steering Group.
- **Publish a College Equality Report and Action Plan** as a means of improving the experience of staff and learners and taking our Public Sector Equality Duty forward by achieving any goals or targets
- **Allocate appropriate resources** to support the implementation of this Action Plan.
- **Monitor and publish data** relating to equality issues within the College as part of its Public Sector Duty.
- **Carry out impact assessments** to examine policies, procedures and practices for differential impact against the protected characteristics.
- **Ensure that a programme** is implemented to promote diversity and foster good relations within the college.
- **Develop appropriate staff training** and materials to raise awareness of equal opportunities and inclusivity across College to ensure that all staff are aware of the issues involved and their responsibilities.
- **Ensure that staff and students are protected from third party harassment** and take appropriate action against individuals on College premises and working on behalf of the College who wilfully behave unlawfully or undermine the ethos of inclusivity and commitment to fair opportunities for learning and employment.

In addition as **a provider of education and training** the College will make every effort to:

- Produce materials that are accessible, inclusive and understandable
- Operate an admissions procedure that will advise and guide prospective students, whatever their needs, promoting inclusivity and improving links with all establishments from which students might progress to College.

- Develop tutorial and induction materials and opportunities to ensure that our learners are aware of their responsibilities under equality legislation and develop behaviour in line with the principles of inclusivity.
- Ensure that all students are given the support they require to progress through College.
- Develop inclusive teaching and learning practices for all learners.
- Ensure that College facilities are accessible.
- Have a procedure for dealing with formal complaints related to equal opportunities.

In addition as **an employer** the College will make every effort to:

- Ensure that all College employees or workers on College premises are made aware of and work within the Policy
- Pursue good practices in all aspects of employment including advertising vacancies; recruitment and selection; terms and conditions of employment; training; personal and professional development and investigating reasons for ending employment.
- Investigate issues raised in relation to any gender pay gap and implement actions to reduce it.
- Encourage people from groups currently under-represented in our workforce to obtain and retain employment with us.

Equality and Diversity Statement

In accordance with College procedures, an Equality Impact Assessment was undertaken for this policy on 9 June 2011 using the EIA Toolkit.

Health and Safety Implications

There may be circumstances where there appears to be a conflict between equality issues and the health and safety of employees and learners. In particular, certain health conditions or disabilities may restrict access to some courses or areas of the College because risks will remain at an unreasonable level even when reasonable adjustments have been made. All cases will be dealt with on an individual basis.

Linked Policies

- Safeguarding
- Central Admissions
- Grievance
- Disciplinary
- Recruitment
- Positive Behaviour Management
- Fit to Study
- Disability and Dyslexia Policy
- Welsh Language Policy

Linked Procedures

- Support for learning
Annexe to Complaints Procedure
- Monitoring of data
- Reporting for equality and diversity
- Training
- Equality Impact Assessment
- Target setting
- Central Admissions
- Disclosure
- 3rd Party (visitors, employers and contractors)
- Learner Voice
- Teaching and Learning
- Recruitment
- Guidance on Equality Legislation
- ESOL/EIS Guidelines

Location and Access to the Policy

This is available from the website/ staff intranet/ Moodle and may be out of date if printed.

Date approved: 23 June 2011

Approved by: CAVC Corporation Board

Review date: June 2012

Responsible Manager: Student Services Manager

Executive Lead:

Accessible to Students: : Yes
