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<b>Summary available:</b>			

# Equality Duty Policy and Procedure

This document can be made available in other formats,  
on request

**Contents**

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- Principal's message.....3
- 1. Aim .....4
- 2. Purpose of Policy.....5
- 3. Applicability.....5
- 4. Aims and Objectives.....6
- 5. Reasonable Adjustments .....7
- 6. Roles and Responsibilities.....7
- 7. Prohibited Behaviour under the Equality Act.....9
- 8. Responding to and Reporting Incidents.....9
- 9. Monitoring and Review.....10
- 10. Published Data.....10
- 11. Equality Objectives.....11
- 12. Further Documentation.....11
- 13. Other Related Statutory Policies for.....11
- 14. Appendix A – Newbury College Accessibility Statement.....12
- 15. Appendix B – Procedure for Equality Analysis of Policies and Procedures .....18

## Equality Duty Policy

The College is committed to ensuring equality of opportunity for all who learn and work here. We respect and value positively differences in race, gender, sexual orientation, disability, religion or belief and age. We strive vigorously to remove conditions which place people at a disadvantage, and we will actively combat bigotry. This policy is resourced, implemented and monitored on a planned basis.

The College's Equality Policy is published on the College's Intranet site. The College publishes an Annual Equality Report and Equality Objectives to ensure compliance with all relevant equality legislation including the Equality Act 2010. The College undertakes equality impact assessments on all new policies and procedures and publishes the results. Equality impact assessments are also undertaken for existing policies and procedures on a prioritised basis. The College is 'Disability Confident Committed' and has, therefore, committed to the principles and objectives of the Disability Confident standard.

The commitments are:

- inclusive and accessible recruitment
- communicating vacancies
- offering an interview to disabled people
- providing reasonable adjustments
- supporting existing employees

The College has committed to the 'Mindful Employer' initiative to assist the mental health wellbeing of staff. The College has achieved accreditation to the Committed to Equality {C2E} standard at the gold {highest} level. The College continues with its Equality & Diversity training programme which all staff have completed. Refresher training and training for new starters is carried out on an ongoing basis.

### Principal's message of commitment to the Equality Duty Policy and Procedure

#### Commitment

Principal's message of commitment to the Equality Duty Policy and Procedure

*"We endeavour to meet the needs of our students, employees and all stakeholders, respecting their protected characteristics within the context of education, learning, training and employment".*

1. Help prepare for a fair and flexible labour market that draws on the talents of all and builds a strong economy.
2. Change culture and attitudes; reduce prejudice, which holds people back from achieving their potential and tackle discrimination, hatred and violence in College and the community.

3. Empower individuals and, where possible, communities by promoting greater participation in education and training.
4. Ensure concerted action to embed equality across the College community and contribute to the equality landscape.

To show how we are complying with the Act, we will:

- Agree with staff and students the key features of our culture of respect and ensure that this is promoted and reinforced throughout the College
- Monitor the progress and achievement of all groups of students and take positive steps to address any significant gaps in outcomes
- Monitor the diversity of staff through new starters and the staff mix

## 1. Aim

At **Newbury College** we are committed to ensuring equality of education and opportunity for every student and value all members of the college community, irrespective of age, disability, gender, gender reassignment, race, religion or belief, sexual orientation or social-economic background. We aim to develop a culture of inclusion and diversity in which all those connected to the college feel proud of their identity and are able to participate fully in college life.

The Equality Act 2010 was introduced to ensure protection from discrimination, harassment and victimisation on the grounds of specific characteristics (referred to as protected characteristics) This means that colleges cannot discriminate against pupils or treat them less favourably because of their sex, gender, race, disability, religion or belief, gender reassignment, sexual orientation or pregnancy or maternity.

The achievement of students will be monitored by race, gender and disability and we will use this data to support pupils, raise standards and ensure inclusive teaching. We will tackle discrimination by the positive promotion of equality, challenging bullying and stereotypes and creating an environment which champions respect for all. At **Newbury College**, we believe that diversity is a strength that should be respected and celebrated by all those who learn, work and visit here.

We recognise that these duties reflect international human rights standards as expressed in the UN Convention on the Rights of the Child, the UN convention on the Rights of People with Disabilities and the Human Rights Act 1998.

Our approach to equality is based on the following 7 key principles:-

1. **All students are of equal value** whatever their ethnicity, culture, gender, race or faith background
2. **We recognise, respect and value differences and understand that diversity can be a strength.** We strive to remove barriers caused by differences in

relation to disability, ethnicity gender and faith and celebrate this diversity and the contribution to college life.

3. **We foster positive attitudes and relationships** and actively promote positive attitudes and mutual respect between groups that are different from each other
4. **We foster a shared sense of belonging** so all members of the college community feel valued and actively participate in all aspects of college life.
5. **We observe good equalities practice for our staff** including our recruitment practices, promotion and continued professional development.
6. **We have the highest expectations for all our students** and expect that they all make good progress and achieve to their highest potential.
7. **We work to raise standards for all students, but especially the most vulnerable** as their improved progress raises standards for the college as a whole.

## **2. Purpose of Policy**

The purpose of this policy is to show how we are integrating equality into the colleges' core priorities and functions, which enables us to:

- Demonstrate how promoting equality and eliminating discrimination can help to raise standards.
- Ensure that equality and diversity are part of the colleges' core business both as a provider of education and as an employer.
- Promote community cohesion and good relations between students and staff of different backgrounds through education.
- Place the college in a position, which is regarded by everyone as an environment that affords respect and fair treatment of all.

## **3. Applicability**

This Equality Policy applies to all of the college students, staff, governors, parents/carers, visitors and community users.

The policy supports our responsibilities in relation to the Public Sector Equality Duty under section 149 of the Equality Act 2010. This states that, in carrying out their functions, public bodies, including schools and colleges, are required to have due regard to the need to:-

- Eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Act;
- Advance equality of opportunity between people who share a protected characteristic and those who do not;

- Foster good relations between people who share a protected characteristic and those who do not.

The Equality Act 2010 has broadened the groups that are protected to include nine protected characteristics. We all have one or more of the protected characteristics, so the Act protects everyone against unfair treatment. The protected characteristics are: -

- (i) **Age:** where this is referred to, it refers to a person belonging to a particular age (e.g. 32-year olds) or range of ages (e.g. 18 - 30 year olds).
- (ii) **Disability:** a person has a disability if s/he has a physical or mental impairment which has a substantial and long-term adverse effect on that person's ability to carry out normal day-to-day activities.
- (iii) **Gender Reassignment:** the process of transitioning from one gender to another.
- (iv) **Marriage and Civil Partnership:** In England and Wales marriage is no longer restricted to a union between a man and a woman but now includes a marriage between a same-sex couple. Same-sex couples can also have their relationships legally recognised as 'civil partnerships'. Civil partners must not be treated less favourably than married couples (except where permitted by the Equality Act).
- (v) **Pregnancy and Maternity:** Pregnancy is the condition of being pregnant or expecting a baby. Maternity refers to the period after the birth and is linked to maternity leave in the employment context. In the non-work context, protection against maternity discrimination is for 26 weeks after giving birth, and this includes treating a woman unfavourably because she is breastfeeding.
- (vi) **Race:** Refers to the protected characteristic of Race. It refers to a group of people defined by their race, colour, and nationality (including citizenship) ethnic or national origins.
- (vii) **Religion or Belief:** Religion has the meaning usually given to it but belief includes religious and philosophical beliefs including lack of belief. Generally, a belief should affect your life choices or the way you live for it to be included in the definition.
- (viii) **Sex:** A man or a woman.
- (ix) **Sexual Orientation:** Whether a person's sexual attraction is towards their own sex, the opposite sex or to both sexes.

To show how we are complying with the Act, we are required to:

- Publish information that illustrates how our college impacts on the different protected characteristics;
- ED committee meetings where issues relating to Equality and Diversity are discussed and actioned
- Investigate, set and publish objectives that will improve equality in our college.

#### **4. Aims and Objectives**

At **Newbury College** we aim to:

- Ensure that everybody with protected characteristics will receive fair treatment in line with current legislation.
- Ensure equality of access for all students and prepare them for life in a diverse society.

We aim to provide all our students with the opportunity to succeed, and to reach the highest level of personal achievement. To do this, we will:

- Use contextual data to improve the ways in which we provide support to individuals and groups of students;
- Monitor achievement data by ethnicity, gender and disability and action any gaps;
- Take account of the achievement of all students when planning for future learning and setting challenging targets;
- Use non-stereotypical materials that reflect the diversity of the college, the local community and global population.
- Teach about difference and diversity and the impact of stereotyping, prejudice and discrimination through tutorial and other organised college events.
- Promote attitudes and values that will challenge prejudice based on racist and other discriminatory attitudes and behaviour.
- Provide opportunities for students to appreciate their own culture and celebrate the diversity of other cultures.
- Provide opportunities for Individual's to appreciate their own culture and celebrate the diversity of other cultures;
- Include the contribution of different cultures to world history and promote positive images of people.
- Promote positive attitudes and values that will challenge prejudice and increase the awareness of equality and diversity through displays, the college VLE (Moodle), visitors, visits and other organised events e.g. Mental Health Awareness Week, Black History Month
- Seek to involve stakeholders in supporting the college's promotion of equality and diversity.
- Include teaching and approaches appropriate for the whole college population, which are inclusive, age appropriate and reflective of our community

## **5. Reasonable Adjustments**

At **Newbury College** we are aware of our duty under the Equality Act 2010 to provide reasonable adjustments for those with disabilities. A disability is defined as a physical or mental impairment that has a long-term and substantial adverse effect on the student's ability to carry out normal day-to-day activities.

We take positive steps to ensure that disabled students can fully participate in college activities, and that they can enjoy the other benefits, facilities and services that we provide.

## **6. Roles and Responsibilities**

### **The responsibilities of the Governing Board**

- To adopt and monitor the Equality Policy and equality objectives.

- Ensure the college takes all reasonable steps to make certain employees are compliant with the law.
- Attend E&D committee meetings and approve the Equality and Diversity monitoring plan.
- Attend appropriate training and stay up to date with changes in government policy.
- Support and guide the college to have 'due regard' for equality in all its functions.
- Ensure the college complies with the 'specific' duties to publish equality information and objectives.
- To designate a named governor with responsibility in this area to ensure that the college eliminates unlawful discrimination and promotes equality of opportunity.

#### **The responsibilities of the Principal**

- To empower staff to implement the colleges' Equality Policy within the college and its affiliated sites.
- To undertake Equality Impact Assessments for relevant actions, policies, procedures and changes in the college.
- To ensure all staff are aware of their responsibilities in relation to equality and diversity through appropriate training.
- To ensure that all staff appointment panels give due regard to this Policy in order that no one is discriminated against when it comes to employment, pay, performance management, promotion and training opportunities.
- To promote the principles of equal opportunity and diversity when developing the curriculum, as well as promoting respect for other people in all aspects of the colleges' work.
- To ensure that due regard is given to the principles of equality and diversity with respect to all college 'policies'.
- To treat all reports of incidents of unfair treatment, discrimination, harassment and victimisation with due seriousness.
- To report any serious incidents involving equality and diversity implications to the Governing Board via the Equality Duty committee (three times per annum).
- To provide the Governing Board with appropriate data to enable them to monitor equality.

#### **The responsibilities of all Staff: teaching and non-teaching**

- To contribute to the achievement of the colleges' Equality Objectives, which are reviewed annually.
- To adhere to the college's Equality Policy.
- To ensure that all people are treated fairly, equally and with dignity and respect.
- Staff should strive to provide teaching and learning materials that give positive images based on protected characteristics. To be considerate of individuals access and ability in using digital resources e.g. lack of access to IT resources, visually and hearing impairments.
- To challenge any incidence of prejudice or discrimination and report this to the Principal or Governing Board as appropriate.



## **The responsibilities of Students**

- To adhere to the college's Equality Policy within the college's premises, when representing the college at off-site events and when travelling to and from college
- To treat all people fairly, equally and with dignity and respect.
- To raise any incidence of prejudice or discrimination and report this to a member of staff

## **7. Prohibited Behaviour under the Equality Act**

Harassment on account of any of the protected characteristics is unacceptable and is not tolerated within the college environment. Any member of the college community should report any discriminatory incidents.

Types of discriminatory incidents may include: -

- Physical assault against a person or group because of their colour, ethnicity, nationality, disability, sexual orientation gender reassignment or gender;
- Use of derogatory names, insults and jokes;
- Racist, sexist, homophobic or discriminatory graffiti;
- Provocative behaviour such as wearing racist, sexist, homophobic or discriminatory badges or insignia;
- Bringing discriminatory material into school;
- Verbal abuse and threats;
- Incitement of others to discriminate or bully due to victim's race, disability, gender, sexual orientation or gender reassignment;
- Discriminatory comments in the course of a discussion;
- Attempts to recruit others to discriminatory organisations and groups;
- Ridicule of an individual for difference eg food, music, religion, dress etc;
- Refusal to co-operate with other people on grounds of race gender, disability, sexual orientation or gender reassignment.

## **8. Responding to and Reporting Incidents**

Incidents relating to staff will be dealt with under the following policies and procedures (as appropriate): -

- Recruitment and Selection Policy and Procedure
- Staff Code of Conduct
- Professional Boundaries

Incidents involving the Governing Board should be referred to the Chair of Governors. This is outlined in the following policy

- Disciplinary Procedure for Senior Post Holders

Reporting incidents involving students is outlined in the following policy

- Student Code of Conduct and Exclusion Policy and Procedure

## **9. Monitoring and Review**

The Senior Leadership Team and Governing Board recognise that action and progress in relation to equality and diversity needs to be monitored and analysed and in order to do this, we will: -

- Assess the impact of our policies, practices and procedures.
- Review the college's Equality Policy in line with current legislation and any other improvements identified.
- Review the Equality Objectives annually and publish them at least once every four years.
- Monitor data on students' achievements, attendance and participation by race, gender and disability and use this to inform strategies to raise achievement.
- Monitor the requirement and selection process to ensure that no individual applying for a post at the college is discriminated against.
- Monitor the colleges' admissions, behaviour and exclusion policies to ensure that students from minority groups are not disadvantaged as a result of the application of these procedures.
- Monitor the use of services to ensure that all sections of the wider community have equal and fair access to services provided.
- Monitor the non-use of colleges' services and take action if barriers to access the college's' services exist.
- Undertake workforce profiling, including the monitoring of college workforce and student demographics.
- Ensure information is available in an accessible format
- Make sure meetings are accessible and held at a suitable time.

## **10. Published Data**

We will publish the following data on the college's website: -

- ED Annual Report
- Gender Pay Gap Report
- Equality Duty Policy
- OFS Transparency Information

### 11. Equality Objectives

- These can be found in the Annual E&D Report (published)

### 12. Further Documentation

- Equality Act 2010

### 13. Other Related Statutory Policies

- SEND code of practice: 0 to 25 years
- Further and higher education: Business Continuity Plan

## Appendix A

### **NEWBURY COLLEGE ACCESSIBILITY STATEMENT**

#### **Welcome to Newbury College**

At Newbury College we welcome applications from anyone who can benefit from our wide range of courses. We recognise that all learners have different learning needs and that a wide range of guidance and support is essential to help everyone reach their full potential. We try to respond flexibly to your individual needs.

This booklet is to help you find out about the support services that we can offer if you have a disability or difficulty in accessing any of the College resources. It explains who to contact for advice and how you and the College staff can work together to assess the support you may need for your course.

The booklet is also available, on request, in different formats:

- Audio Tape
- Large Print
- Braille
- On the Website
- A Shorter Easier to Read Text
- Specialist software compatible version
- Symbols
- An Outline Leaflet using Symbols

If you are thinking of coming to College and feel you may need support, it is helpful if you can talk to us well in advance so that your support is in place.

**Student and Information Services can give you further advice and guidance.**

I hope you enjoy your course at Newbury College.

**Iain Wolloff**  
**Principal**

**Newbury College**  
**Monks Lane**  
**Newbury**  
**Berkshire**  
**RG14 7TD**

**Telephone: 01635 845000**  
**Fax: 01635 845213**  
**Email: [info@newbury-college.ac.uk](mailto:info@newbury-college.ac.uk)**  
**Website: [www.newbury-college.ac.uk](http://www.newbury-college.ac.uk)**

## INTRODUCTION

### Our Commitment to You

This statement describes our commitment to all our learners, especially those with learning difficulties and/or disabilities and the support available to them at Newbury College. The terms 'disabled' and 'disability' in this statement are as defined in the Disability Discrimination Act 1995.

Newbury College is committed to ensuring that everyone who wishes to attend College is treated fairly. The College is committed to the implementation of equality of opportunity for all learners, regardless of age, ethnicity, disability, gender, marital status, nationality and faith etc. It is our intention that everyone should have full and fair consideration for entry to the College.

The Equality Duty Policy describes our commitment to equality for all learners. The policy is adopted by and supported by staff and Governors alike. All aspects of equality are monitored through a Equality Duty Committee which meets at least three times each year and seeks where possible to continuously improve equality of opportunity. There are clear statements of intent and practice in the College's strategic and operational plans.

We try to ensure that learners' needs are identified and met wherever and whenever possible. We do this through our advisory committees and through consultations with our partners in the community.

We conform to  
Berkshire West Safeguarding Children's Partnership (BWSCP)

We offer a wide range of courses from Pre-Entry to Level 7 and try to design the curriculum to be accessible, delivered at a time, in a place and in a style that meets each learner's agreed needs, wherever and whenever possible. All learners have access to a range of supportive entry services including assessment of individual need and provision of flexible on-programme support. We choose assessment methods that are sensitive to the needs of individual learners and provide examination venues appropriate to the needs of individual learners.

Learning Support is the cross-college service which helps assess learners' support needs and provide appropriate additional support. The service includes:

- Pre-entry interview, guidance and assessment
- Literacy, Numeracy and IT skills screening
- Drop in workshops
- Diagnostic assessment
- Support for learners appropriate to their needs
- Support with access to IT e.g. laptops, accessibility software
- Support and training for staff
- Provision of pre-entry and entry level programmes
- Tutorial support
- Counselling
- Personalised exam arrangements
- Welfare support
- 1 to 1 specialist support
- Modified mini-buses

We conform to the requirement of the awarding bodies when providing for support needs.

The Student Charter is available to all learners. The Student Charter and Course Handbooks include guidance and information for learners to support individual needs. Both documents are available on the College intranet site (Moodle) and in a variety of formats on request.

The 'Support for You' form can be completed by any student to and the appropriate assessment can be made for your learning needs. This will be followed up by the PASS Manager.

The programme for professional development of staff includes training and development with regard to disabilities and equality and diversity priorities. This training meets the demands of their role as identified in the College Strategic Plan. All staff have [access to College Policies through SharePoint](#).

Field Code Changed

## SITE ACCESSIBILITY

Newbury College is situated on a green-field site, approximately one mile from the town centre, train and bus stations. A subsidised bus for learners, staff and visitors is provided to and from the College and the train station during term time. Further information about subsidised buses is available from Information Services. All buses to and from the College are suitable for wheelchair users.

Every effort has been made to make both facilities as accessible as possible to all members of our community, with step-free access and lifts.

## JOINING A COURSE

Our course information is available on our website at [www.newbury-college.ac.uk](http://www.newbury-college.ac.uk). Course guides are available from Information Services and in accessible of formats by telephoning 01635 845000 or emailing [info@newbury-college.ac.uk](mailto:info@newbury-college.ac.uk).

If you are interested in joining a course, please contact Admissions in Learner-Information Services and they will arrange an interview for you.

If you would like to discuss your support needs, whatever your disability or learning difficulty, please contact the Progression and Academic Student Support (PASS) Manager, telephone 01635 845000 or email [info@newbury-college.ac.uk](mailto:info@newbury-college.ac.uk).

The information you share with us will be treated in confidence and with respect. We ask your permission before any details are passed on.

In the unlikely event that the College is unable to meet a particular need, advice and guidance will be sought for alternative provision.

## **PAYMENT OF FEES AND COURSE COSTS**

Please refer to the [FEES, FUNDING AND FINANCIAL SUPPORT](#) page.

## **EDUCATIONAL FACILITIES AND SUPPORT**

We are able to arrange a wide range of support to help all learners access College and achieve their goals. Wherever reasonable, and once agreed, we can offer:

- an informal interview before you enrol to discuss your support needs
- support during your course as agreed
- a review of your support on request by you, a supporter or a member of staff

Support may take many forms, including:

- In-class support for individual learners or groups of learners, e.g. signing communicator, Learning Support Assistant (Foundation), Progression and Academic Support Coach (PASC).
- Small group size.
- 1 to 1 tutorials.
- Additional teaching.
- Attendance at study workshops.
- 1 to 1 teaching.
- Enablers, e.g. note-taker, interpreter, reader/writer, personal care, mobility support, behaviour support.
- Curriculum modification (e.g. timetable change, modification of handouts)
- Resource preparation/adaptation, e.g. text preparation or enlargement.
- Technician support for IT.
- Work experience monitoring and support (including job coaches).
- Discrete specialist provision for some learners with learning difficulties/disabilities.
- Orientation support.
- Assessment for Specific Learning Difficulties.

Support for examinations/assessments

- A separate room can be arranged if this meets your entitlement.
- The allocation of a scribe or reader if this meets your entitlement
- If the student does not have the physical capacity to sit the exam at College and is in hospital, special arrangements can be made with the exam board for the student to take the exam at the place where they are receiving the care.

Every effort will be made to provide specialist equipment. Examples include:

- Screen enlarger
- Dictaphones
- Specialised computer hardware and software
- Induction loop
- Adapted furniture
- Laptop computers

Where we do not have in-house expertise, we are sometimes able to arrange external specialist support. Unfortunately, we are not able to offer speech and language therapy, physiotherapy or occupational therapy  
We do our best to ensure that we offer you the support you need to help you have an enjoyable and successful time at College.

However, if you are not satisfied, in the first instance, please tell your Course Teachers or the Student Services Manager.

If you are still dissatisfied, please ask about the Complaints Procedure at Information Services.

Tel: 01635 845000  
Email: [info@newbury-college.ac.uk](mailto:info@newbury-college.ac.uk)

## ASSOCIATED POLICIES AND DOCUMENTS

- Student Charter
- Learner Recruitment and Admissions Policy and Procedures
- Equality Duty Policy
- Data Protection Policy
- Learning Support Policy
- Complaints Procedure
- Safeguarding Policy

All of these documents are available:

- on our website: [www.newbury-college.ac.uk](http://www.newbury-college.ac.uk)
- from Information Services: telephone: 01635 845000,  
email: [info@newbury-college.ac.uk](mailto:info@newbury-college.ac.uk)
- from SharePoint <http://spp.newbury-college.ac.uk/sites/pandp/default.aspx>

Field Code Changed

Accessible formats are also available through Information Services.



## Comment Form



*We are always pleased to receive your comments about the services we provide.*

*If you have a comment about this statement or your welcome to College, please let us know.*

**Your name:** \_\_\_\_\_

**Your address:** \_\_\_\_\_  
\_\_\_\_\_

**Postcode:** \_\_\_\_\_  
\_\_\_\_\_

**Daytime phone number:** \_\_\_\_\_

**Mobile phone number:** \_\_\_\_\_

**Email address:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Please comment or request information:**

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Please return your completed form to:      Information Services  
Newbury College  
Monks Lane  
Newbury  
Berkshire RG14 7TD

Date: May 2009  
Reviewed: November 2012, December 2016, October 2020

**Equality Scheme  
Procedure for Equality Analysis of  
Policies and Procedures**

