



SINGLE EQUALITY POLICY

Mission statement:

Palmer's College is committed to serve its community through excellent teaching and support for all students. The College aims to ensure that, in their pursuit of learning, students are enthusiastically engaged and successful in the achievement of their goals. It aims to widen their aspirations to take full advantage of a more globalised, inter-dependent world.

Purpose of this Policy:

The policy states how Palmer's College will work to promote equality of opportunity in all of its work. It sets out how Palmer's College will ensure that discrimination and harassment are challenged and eliminated through legislation, positive action and the promotion of good relations between people of different groups. This section will also set out the responsibilities of Governing Body members, staff, students and others and the action that the Palmer's College will take to ensure compliance with this policy.

Single Equality Policy

Policy Statement:

In achieving the goals set out in our mission and aims Palmer's College will strive to provide equality of access to its learning offer and teaching environments and we will encourage students of appropriate abilities to apply and study with us. Palmer's College is fully committed to equality of opportunity and we believe that all individuals have an equal right to develop and achieve their full potential through education and work based training. There is a commitment to providing a safe and secure environment for all staff, students and visitors.

In the context of Palmer's College equal opportunities means:

- Ensuring equality of access and resources for all students and staff regardless of age, disability, gender reassignment, marriage and civil partnerships, pregnancy and maternity, race, religion and belief, sex and sexual orientation.
- Providing an environment that is free from unlawful discrimination, harassment and victimisation of any kind and one that promotes equality.
- Educating students for life and work in a multi-cultural society.
- Ensuring that our students reflect the makeup and composition of our local communities.
- Endeavour to have a work force that is reflective of our local communities.

- Provide staff development opportunities in equality of opportunity and how to apply equal opportunities in the delivery of services.
- Monitor and evaluate equal opportunities provision.
- Comply with all current equalities legislation in employment and the delivery of teaching and associated services.
- Ensure that all work based learning providers agree to abide by the aims, objectives and legal requirements detailed in the policy.

Responsibility for Equal Opportunities

Under legislation and this policy, all members of staff and students have a responsibility to listen what others say and respect different points of view. We must also report all incidents of harassment and discrimination.

Certain individuals have additional responsibilities under this policy. They are:

The Governing Body is responsible for setting the policy and monitoring its implementation.

The Principal has overall responsibility for the operation of this policy.

All staff are responsible for ensuring that Palmer's College delivers equality of opportunity at an operational level, and this includes responsibility for the annual self-assessment of equal opportunities.

The Assistant Principal (Student Services, Marketing & Liaison) and Student Support Manager are responsible for ensuring that staff are aware of their legal responsibilities under equal opportunities legislation, for reviewing this policy, and monitoring its operation.

Line Managers are responsible for ensuring that their staff understand and actively promote equal opportunities and that they report all incidents of harassment and discrimination. They are also responsible for ensuring that all staff have equal access to development opportunities based on objective criteria and the needs of Palmer's College. Line Managers must also ensure that no part-time member of staff is disadvantaged in any way and that complaints of harassment and discrimination are dealt with promptly.

All Managers are responsible for ensuring on-going dialogue about equality of opportunity issues and practices with partner organisations, employers providing work experience placements to students and contractors.

Service providers working on Palmer's College premises are expected to operate within the law and the terms of this policy.

Action to implement this Single Equality Policy

In supporting the mission and this Policy, Palmer's College will:

1. Ensure equality of access and resources for:

Students by:

Ensuring that enrolment, interview procedures and entry criteria do not discriminate unfairly.

Providing impartial guidance to all student applicants so that they are placed on the best courses and most appropriate work experience placements to help them succeed.

Identifying student's individual learning needs and styles at the start of the course and providing the appropriate support to help them succeed including giving them opportunities to try different styles of learning.

Ensure that all course content, language and materials are free from discrimination and actively reflect diverse cultures.

Ensure access, when required, to additional learning support after assessment of individual needs.

Staff by:

Ensuring that no employee or job applicant is treated less favourably because of conditions or requirements which cannot be justified.

Using objective, job related and published criteria when making decisions on recruitment, pay training, progression and termination of contract.

Supporting staff through training and development initiatives to help them progress within or outside Palmer's College

Ensure that Managers apportion development opportunities objectively and as fairly as possible.

Students and Staff by:

Ensuring as far as possible that they have access to the full range of services at Palmer's College.

Consulting students and staff with disabilities or learning difficulties about reasonable adjustments to college arrangements and premises so as to minimise any disadvantages they may face.

Provide counselling and advice for the alleged victims of harassment and abuse.

2. Providing an environment that is free from unlawful discrimination, harassment and victimisation of any kind by:

Ensuring that all staff, students and other users of Palmer's College are aware of behaviour which amounts to discrimination, harassment or victimisation and that such behaviour can result in disciplinary action and/or a criminal offence. This will be done through publicising the policy in the student diary and staff handbooks, public folders and other related media.

Challenging racism, sexism and gender stereotyping in all its forms as well as negative biased attitudes or remarks related to age, disability, gender reassignment, marriage and civil partnerships, pregnancy and maternity, race, religion and belief, sex and sexual orientation.

Ensure that all publicity materials present appropriate and positive images of women, the disabled and many cultures.

Ensure that Governing Body members and staff have access to up-to-date information to assist them in planning, implementing and monitoring their responsibilities for this policy.

Seek appropriate advice from organisations that represent disadvantaged groups such as the Disability Rights Commission, Commission for Racial Equality, the Equal Opportunities Commission and voluntary organisations such as the RNIB.

Ensure that all students and staff know how to raise complaints.

3. Educating students for life and work in a multi-cultural society by:

Ensure that all course materials, resources and displays reflect cultural diversity and include positive images of women, many cultures and disabled groups.

Promote empathy, understanding and respect for all cultures.

Encourage tolerant discussion of a range of political, social and religious beliefs.

4. Ensuring that our students reflect the make up and composition of our local communities by:

Researching and having accurate knowledge of the makeup of our local communities and their educational needs and aspirations, including any isolated sections of the community.

Removing potential barriers to learning by providing all potential students with an assessment of their basic skills and any learning difficulties they may have so that Palmer's College can, where appropriate, provide additional learning support which will cater for their needs.

5. Striving to have a work force that is reflective of our local communities.

Monitoring how Palmer's College staff profile reflects that of our local community and striving to ensure that our workforce is representative of our local community.

Monitor job applications and appointments, highlighting any disparities or trends and addressing these appropriately.

Ensure that staff involved in interviewing are trained in equal opportunities issues in recruitment.

6. Train staff in equality of opportunity and how to apply equal opportunities in the delivery of services by.

Ensuring that all staff receive training at least every 3 years on equal opportunities issues and keeping a database of all staff that have received this training. This will assist Palmer's College to comply with legislation.

7. Monitor and evaluate equal opportunities provision.

Monitor data on ethnicity, gender, age and disability in relation to student applications, admissions, and distribution by course, work placement, achievement levels, retention rates and destinations of students.

Monitor data on ethnicity, gender, age and disability in relation to staffing applications for jobs, appointments and the staff profile.

Monitor the take up of staff professional development and training opportunities.

The College as part of its duty will monitor, review and report on Equality and Diversity through:

- The EQD Cross College Group meetings.
- Self Assessment Report
- Annual report to corporation

8. Comply with all current equalities legislation in employment and the delivery of teaching and associated services.

Ensure the Palmer's College complies with the key legislative framework set out within the Equality Act 2010

9. Equality Impact Assessments (EIA)

In order to comply with statutory responsibilities on EIA the college reviews all policies to identify whether an existing policy or procedure has a positive or negative impact on any protected group.

10. Complaints under this Single Equality Policy

All complaints concerning harassment or bullying of any kind should be raised under the Palmer's College procedures on harassment, discrimination and bullying. Other complaints concerning unfair treatment within the scope of this equal opportunities policy should be raised under the Student's Complaints Procedure or Staff Grievance Procedure.

Students should raise the matter with their tutor or HOF as outlined in the student planner.

Staff should raise the matter with their Line Manager or HR department.

Parents, Guardians or members of the public should raise the matter by following the complaints procedure outlined on the website.

If you would like to raise a question or make a comment or compliment regarding the College's equality and diversity provision please e mail enquiries@palmers.ac.uk

This Single Equality Scheme will be reviewed on a three year cycle. Changes will be made before this if necessary in response to organisational or legislative changes.

This policy is a working document and is therefore under constant review after consultations with the Corporation, SMT, EQD Cross College Group and the Student Executive.

A. Ross
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