

# *Equality, Diversity & Inclusivity Policy*

*Issue 6*

*Date* 01-05-2023  
*Owner* Director of Human Resources  
*Review Date* 01-05-2025

TO BE A BEACON OF **EDUCATIONAL EXCELLENCE**,  
TRANSFORMING THE LIVES OF THE **INDIVIDUALS**  
AND **COMMUNITIES** WE SERVE.

## **Promoting Equality, Delivering Inclusion, Eliminating Discrimination.**

### **1. Policy Statement**

SCC Group is committed to promoting an environment which recognises and values people's differences, capitalises on the strengths that those differences bring to the institution and supports all staff and students in maximising their potential to succeed.

The College works to ensure that staff and students are not disadvantaged on the grounds of any of the nine protected characteristics defined in the Equality Act 2010. These being the Protected Characteristics of Age, Disability, Gender Reassignment, Marriage and Civil Partnership, Pregnancy and Maternity, Race, Religious Belief and Non-Belief, Sex and Sexual Orientation.

The College is committed to eliminating the defined categories of unlawful discrimination of Direct Discrimination (including by Association and Perception), Indirect Discrimination, Discrimination arising from a Disability, Failure to make disability related reasonable adjustments, Harassment (including by Association and Perception), Victimisation, and Instructing, inducing or causing discrimination.

The College is committed to implementing the requirements set out in the Public Sector Equality Duty. The duty requires the College to:

eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by or under the Equality Act 2010  
advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it  
foster good relations between persons who share a relevant protected characteristic and persons who do not share it, with a specific requirement to tackle prejudice, and promote understanding.

The College recognises that this policy relates to all of its functions with specific reference to employment, the provision of education, and the provision of goods and services.

It is the duty of each member of staff and every student not to engage in discriminatory behaviour and to implement this policy. Any breach of this policy will be dealt with in accordance with the relevant student or staff disciplinary policies.

### **2. Introduction**

SCC Group is committed to promoting an environment which recognises and values people's differences, capitalises on the strengths that those differences people to the institution and supports all staff and students in maximising their potential to succeed.

In promoting a community in which all staff and students feel able to contribute and develop their knowledge and skills fully the College will be proactive in its work with external partners to ensure that the College is accessible and viewed by everyone as a desirable place to work and study.

The College is committed to providing a positive, professional environment in which work is carried out against a background of mutual respect for the experiences, abilities and skills of all individuals. In doing so the College will take action against any individual responsible for perpetrating forms of discrimination as identified in legislation.

Individual members of staff and students have a responsibility to draw to the attention of the College any incidences of harassment, bullying, direct or indirect discrimination or victimisation in order that action can be taken.

### **3. Scope**

This Policy applies to the whole College, including students, Governors, staff, work placement providers, and visitors and works in conjunction with the College Equality, Diversity and Inclusivity objectives.

#### **a). Governors**

Are responsible for ensuring that:

- The College complies with all duties placed on it by legislation
- This Policy and its related strategies, statements and procedures are implemented
- The processes are set in place to ensure that all are aware of their individual responsibilities.

#### **b). Group Principal**

Is responsible for:

- Promoting general awareness of this Policy both internally and externally
- Requiring managerial action to implement the Policy
- Ensuring that all staff are aware of their responsibilities and accountabilities under the Policy, that they are given appropriate training that is evaluated and monitored and that they are adequately supported in order for them to fulfil these responsibilities
- Ensuring that action is taken should any cases of discrimination or harassment occur.

#### **c). The Equality, Diversity & Inclusivity Steering Group**

Will support the College to:

- eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by or under the Equality Act 2010
- advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it
- foster good relations between persons who share a relevant protected characteristic and persons who do not share it.

#### **d). The Human Resources Department**

Is responsible for developing and reviewing policies to promote a positive environment in which to work and study, which are informed by robust monitoring mechanisms and by consultation with those affected by the policies.

#### **e). Staff**

All members of staff should:

- Comply with their legal obligation under the Equality Act 2010 and this policy to refrain from unlawful discrimination and harassment
- Familiarise themselves with this policy
- Challenge unlawful behaviour by the College, members of staff or students either directly, through the appropriate management structure (line manager or head of department)
- If applicable, be aware of their managerial responsibilities to manage diversity and equality in the workforce and amongst the student body
- To anticipate disabled access to the College and take appropriate action to proactively remove barriers
- To have due regard to the need to eliminate unlawful discrimination; promote equality between different groups and foster good relations
- Promote a positive environment in which to work and study
- Be prompt, efficient, effective and courteous in their dealings with fellow members of staff, students and visitors to the College
- Keep up to date with equality legislation; student and staff support mechanism and issues in this area by attending training and taking advantage of information opportunities as appropriate.

#### **f). Students**

All students should:

- Comply with their legal obligation under the Equality Act 2010 and this policy to refrain from unlawful discrimination and harassment
- Familiarise themselves with this policy
- Challenge unlawful behaviour by the College, members of staff or students either directly, through the appropriate department structure (programme leader or head of department)
- Promote a positive environment in which to work and study
- Be prompt, efficient, effective and courteous in their dealings with fellow students, members of staff and visitors to the College.

#### **g). Contractors and Services**

All contractors, professional, statutory and accredited bodies and those who provide services to the College are expected to comply with the relevant legislation.

## **h). Visitors**

The College will continue to work towards making its campuses, facilities and services accessible and creating an environment in which visitors are treated with respect. All visitors are expected to comply with the relevant legislation.

## **4. Promoting Diversity**

The College is proactive in seeking to attract a staff and student body that reflects the communities it serves, and in so doing to maximise the pool of talent from which it is drawing its staff and students.

Ongoing monitoring of the composition of our staff and student body by the College's Committees allows the College to judge its success in promoting a culturally diverse College community and to take positive action as necessary to ensure that we are meeting our objectives in this area.

To achieve its aim of creating an environment that fosters excellence, the College strives to capitalise on the skills and competencies of all staff within the organisation and in doing so ensure that all types of contribution are valued. Matters of equality and diversity will therefore be embedded within all institutional strategy documents.

## **5. Ensuring Equality of Opportunity**

### **a). Students**

Ensuring equality of opportunity is a guiding principle behind all of the College's policies and procedures. Of particular importance to the diversity and equality agenda, in the context of our student body, are the departmental admissions policies which support the institutional admissions policy, and the discussion of diversity and equality issues as a requirement of programme approval, annual programme monitoring and periodic review.

### **a). Staff**

The College is committed to offering equality of opportunity and equal pay for work of equal value. Underpinning this commitment is the regular review of the College's advertising strategy to ensure that employment opportunities are effectively promoted, regular review of the institution's recruitment, selection and appointment processes and the utilisation of a comprehensive role evaluation scheme.

The College has an established Personal Development Review (PDR) process, which applies to all staff and through which the equality of opportunity agenda is taken forward by ensuring a consistent approach to performance review, reward, access to training and development opportunities, and the identification of individuals for undertaking senior roles.

The College's PDR process illustrates our approach to embedding diversity and equality of opportunity within its business practices.

## **6. Progress**

The College works actively to make progress in the following areas:

### **a). Direct Discrimination**

Ensuring that no person is treated less favourably than others on the grounds of Age, Disability, Gender Reassignment, Race, Religion or Belief, Sex, Sexual Orientation, Marriage and Civil Partnership, Pregnancy and Maternity / Paternity.

### **b). Indirect Discrimination**

Ensuring that no criterion, provision or procedure which applies equally to everyone has a disproportionate adverse effect on people from any disadvantaged group covered by the protected characteristic in the Equality Act 2010.

### **c). Harassment (Including Bullying)**

Ensuring that no one is subjected to unwelcome or inappropriate behaviour that undermines, demeans, offends, insults or injures them; creates an unpleasant working or learning environment; and/or threatens their job security, promotion prospects or the outcome of their studies. This policy should be read in conjunction with other policies, including the Code of Conduct and Grievance Procedure.

### **d). Widening Participation**

Encouraging access to the full range of our courses, and other educational services, for people of all social backgrounds and cultures. This includes monitoring patterns of recruitment to courses and working to ensure that course recruitment is based solely on student needs and aptitudes.

### **e). Inclusive Learning**

Providing support to enable individual students of different abilities to progress through the formal and informal curriculum towards successful achievement.

### **f). Celebrating Diversity**

- Recognising and reflecting the positive contributions of people of different social backgrounds, cultures, religions, ages, abilities, gender and sexual orientation
- SCC Group will encourage and provide staff training and development for all employees
- The College will monitor and review the curriculum and learning resources used to deliver the curriculum to ensure they reflect and promote, equality, diversity and inclusivity
- The College will develop partnerships with organisations and groups in the City of Salford and within Greater Manchester to help develop equal opportunities and positive action projects for the benefit of the college and wider community
- The College ensures that marketing strategies reflect equality, diversity and inclusivity best practice and that the college provision is actively and appropriately promoted and marketed to all sections of the community.

## **7. Positive Action**

In certain circumstances the law allows Positive Action as a way to overcome inequality. Positive Action allows the college to:

- Provide facilities or services, in the form of training, education or welfare, to meet particular needs of people from under-represented groups
- Target education and training at particular equality target groups that are under-represented in a particular area of work
- Encourage applications from particular under-represented groups in particular areas of education or work.

Positive Action strategies should only be a temporary measure, they must be kept under review and they cannot be used once the particular needs have been met. The College will ensure that when using positive action as a strategy it falls within the law.

## **8. Meeting our Duties**

The Equality Act 2010 replaced previous anti-discriminatory laws with a single Act. In order to comply with the Public Sector Equality Duty contained within section 149 of the Act the College is committed to having due regard to:

- Eliminating unlawful discrimination
- Advancing equality of opportunity
- Foster Good Relations

In order to meet the requirements of the duties, the Group Principal will ensure that regular reports are made to the Corporation on progress. These reports will inform the Governors about the college's position with regard to meeting the requirements of the Equality Act 2010.

The College will specifically publish Equality Objectives at least every four years within the Equality and Diversity area of our website, we will provide annual updates on these.

## **9. Complaints Procedure**

Any student / potential student, job applicant, member of staff or partner organisation may raise either formally or informally complaints of unfair or discriminatory treatment. The College will deal with all complaints fully and sensitively.

## **10. Breaches of the Policy**

It will be the responsibility of all staff, students and associated stakeholders to observe the Policy, to act in a way consistent with its aims and to report any breaches to their line manager, Head of Department or, in the case of external stakeholders, the Director of Human Resources.

Any reported breaches of the Policy will be dealt with in accordance with the appropriate College policy, specifically grievance and disciplinary policies. Copies of these policies are available on the College's Corporate Manual.

## **11. Documentation**

The policy will be published through:

- The Corporate Manual on the College intranet
- Staff induction materials
- On request through Student Services/HR
- Summarised versions will be made available to students, e.g. through the Student Handbook.

## **12. Monitoring and Review**

The policy will be reviewed by the Director of Human Resources on a regular basis in accordance with legislative developments and the need for good practice.

<b>Responsibility for Review:</b>	Director of Human Resources
<b>Next Review Date:</b>	May 2025
<b>Endorsed by:</b>	Group Principal & Chief Executive HR & OD Committee Corporation