



SINGLE EQUALITY & RACE 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:

This policy is written in two parts:

The first section 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 is 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.

The second section outlines how Palmer's College will discharge its specific duties under the Race Relations Amendment Act, 2000.

SECTION ONE

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.

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

- Ensuring equality of access and resources for all students and staff regardless of disability, age, class, gender, race, marital status, nationality, Trade union membership, religious beliefs, sexuality, and HIV status, physical, sensory or learning abilities.
- Providing an environment that is free from unlawful discrimination, harassment and victimisation of any kind and one that promotes racial and sexual equality.

- Educating students for life and work in a multi-cultural society.
- Ensuring that our students reflect the make up 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 class, accent, religion or sexuality.

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 make up 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 Section 32 of Race Relations Act 1976 and Section 41 of the Sex Discrimination Act 1975, (Employer Liability).

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.

Conduct annual self-assessment exercises to establish progress in equal opportunities provision.

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 appropriate sections of:

Sex Discrimination Act 1975, 1986 & 2005: Disability Discriminations Act, 1995 & 2005: Special Education Needs & Disability Amendment Act, 2001: Race Relations Act, 1975: Race Relations Amendment Act, 2000: Data Protection Act, 1998: Public Order Act, 1986: Rehabilitation of Offenders Act, 1974 and the Faith & Sexual Orientation Regulations, 2003.

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.

SECTION TWO

Race Equality Policy Statement

In the context of Palmer's College Race Equality means:

All individuals are entitled to equal rights and the same opportunities, regardless of racial group.

Seeking to identify and eliminate racism whether overt, covert or by omission.

Working to ensure equal access to our learning programmes and resources.

Encouraging, supporting and helping all students and staff to reach their potential.

Statutory Duties

Under the Race Relations Act 1976, (as amended by the Race Relations Act 2000), Palmer's College has the following general duties:

- To eliminate unlawful discrimination
- To promote Equality of Opportunity
- To promote good relations between people of different racial groups

It also has the following specific duties:

- To prepare and maintain a written statement of its policy for promoting race equality
- To put in place arrangements for implementing the policy, publicising its contents and the results of monitoring and the policies effectiveness
- To assess the impact of its policies on staff and students of different racial groups
- To monitor, by reference to those racial groups, the admission and progress of students and the recruitment and career progress of staff

Responsibilities

The Governing Body is responsible for:

Ensuring that Palmer's College complies with the Race Relations Acts and meets all its duties.

Making sure that this race equality policy is implemented.

The Principal is responsible for:

Giving a high profile and taking a consistent lead on race equality issues

Promoting the race equality policy inside and outside the organisation

Making sure that race equality policy is followed

Managers are responsible for:

Putting the policy, strategies and procedures into practice

Making sure that all staff know their responsibilities for race equality and for ensuring that staff are supported and trained to carry them out

Following the relevant procedures and taking action against staff or students who discriminate on the grounds of race, ethnicity, colour or national origins

All staff are responsible for:

Ensuring that they are able to recognise racial bias and stereotyping, and to challenge or report it if they witness it

Promoting racial equality and good race relations and ensuring that they do not discriminate against anyone because of race, ethnicity, colour or national origins

Keeping up to date with the law on race relations, and taking up training and development opportunities

Students are responsible for:

Ensuring they do not discriminate against anyone because of race, ethnicity, colour and national origins

Ensuring that they are able to recognise racial bias and stereotyping, and to challenge or report it if they witness it

Putting the Race Equality Policy into Practice

Palmer's College will seek to ensure that:

Governing Body members, staff, students and all those involved with Palmer's College are aware of our race equality policy and the action needed for its implementation

Staff, students, work based learning providers and all those involved in Palmer's College are made aware of the value placed upon race equality and that action will be taken in the event of any breach of the policy

The Governing Body and staff have access to comprehensive information, which will assist them to plan, implement and monitor the implementation of this policy

Palmer's College publicity materials present appropriate and positive messages about ethnic minority groups

All Palmer's College activities relating to the learner experience demonstrate sensitivity to racial and cultural diversity, including:

- Admissions & Access
- Assessment & Achievement
- Guidance & Support
- Learning resources
- Schemes of Work, lesson content and teaching resources
- Non-curricular and leisure activities, trips and outings

Recruitment and promotion procedures are designed to eliminate cultural bias

The Palmer's College Strategic Plan includes race equality targets, to measure progress towards putting the policy into practice

Reviewing and Publishing the Race Equality Policy

Palmer's College will:

Review the policy annually through the Governing Body

Consult with staff, students and external agencies as part of the policy review

Provide training for staff and Board members on equal opportunity issues including race equality issues.

Make the policy available through both paper and electronic formats.

Assessing the Impact of Policies, including this Race Equality Policy on Staff and Students from Different Groups

Palmer's College will:

Ensure that race equality issues are considered as part of all policy development
Assess all new and existing policy and practice for the impact on race equality
Assess reported incidents of harassment and bullying by ethnic group
Assess application of student disciplinary procedures by ethnic group
Assess the use of the organisations complaints procedures by ethnic group

(Note: The Commission for Racial Equality has guidelines for conducting Impact Assessment)

Monitoring, (by racial groups), the admissions and progress of students and the recruitment and career progress of staff

Palmer's College will collect ethnic data at all stages of a student's and employee's career, including:

For students, data relating to:

- Applications & Admissions
- Take up of Guidance & Additional Support
- Retention
- Suspensions & Exclusions
- Disciplinary
- Progression & Achievement
- Attendance
- Type and nature of Work Experience Placement
- Destinations-Higher Education and employment.

For Staff, Data relating to:

- Job applications
- Appointments
- Take up of Professional Development and Training Opportunities
- Use of Disciplinary and Grievance Procedures
- Staff absences
- Staff progression and promotion
- Exit interview information

Results of this monitoring will be published annually in a report.

October, 2009
AP (SS & M & L)