



Canterbury College

Single Equality Scheme

2011-2014

May 2011

Updated – September 2011

January 2012

A large, abstract graphic composed of overlapping, semi-transparent geometric shapes in shades of blue and grey, resembling a stylized architectural structure or a modern logo element.

2011 to 2014

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Foreword by the Principal Canterbury College : Our Single Equality Scheme

Introduction

Canterbury College is committed to equality and diversity throughout all aspects of college life, and respects differences in race, gender, disability, sexual orientation, age, religion and belief, pregnancy and maternity, marriage and civil partnership, gender re-assignment.

The College also actively supports students that face barriers because of social and financial hardship.

The Single Equality Scheme provides a framework for continuing action in creating an environment where all individuals will be able to achieve their full potential. What that means in practice is:

- All who learn and work at the college have the opportunity to participate fully and achieve their full potential.
- Physical, social and economic barriers to accessing the college are minimised.
- The environment is welcoming and supportive.
- Everyone has a responsibility to uphold equality and show respect to others.

The Canterbury College Single Equality Scheme contains the nine strands of race, gender, disability, sexual orientation, age, religion and belief, pregnancy and maternity, marriage and civil partnership, gender re-assignment.

The Great Britain Equalities Bill which was published on 28th April 2009, brought together all the strands of diversity within one piece of legislation. This became law in April 2010 and brought with it new and challenging expectations on Colleges of Further Education to promote and achieve sensitivity to the diverse student and staff population.

The Equality Act of 2010 brings all the laws covering the equality and diversity protective characteristics together so that equality legislation is more simplified and strengthened providing more protection from discrimination.

The Equality Act aims to improve openness, strengthen employment rights, increase rights for carers, give transgendered people and those associated with them more protection, improve rights for women who are breast feeding, allow more protection for members of clubs, associations and increase positive action.

The Canterbury College Single Equality Scheme explains why equality and diversity are important to us and how we can fulfil the objectives of the College in a way that promotes equality for all. The scheme has been developed with the involvement of individuals and special interest/identity groups formally through the Equality & Diversity Committee, feedback from students and staff at Fair4All events, the College Champions and regular partnership working with Canterbury City Council's Equality and Diversity Group and all its members.

The Single Equality Scheme was reviewed in February 2011 to take account of the 2010 Equality Act and has been further reviewed to ensure ongoing promotion and development of Equality and Human Rights initiatives.

The College considers that it has a duty to:

- Work towards the elimination of discrimination
- Actively promote equality in terms of race, gender, disability, sexual orientation, age, religion and belief, pregnancy and maternity, marriage and civil partnership, gender re-assignment.
- To understand and respond to the needs of people to develop vocational and occupational skills in an environment which offers equality of opportunity.

The College aims to deliver "The best in teaching and learning".

Our activities are underpinned by our core values:

- *Equality of opportunity*
- *Raising standards*
- *Responsiveness and flexibility to the needs of learners*
- *Treating each other with respect*
- *Being purposeful in what we do.*

Our Equality and Diversity Vision

To foster an environment in accordance with the law and duties by the Equality Commission, which is committed to and supportive of diversity, the free exchange of ideas, tolerance and equal opportunities, and to work to raise aspiration and widen access to further and higher education in general and to the college in particular.

Canterbury College Strategic Plan 2010-2012

Equality and diversity is at the heart of all that we do. Therefore we aim to:

- 1. Ensure that the promotion of equality and diversity and the elimination of discrimination and harassment is embedded in all Canterbury College practice**
- 2. Ensure the development of an effective and diverse workforce**
- 3. Ensure that all learners are supported and that equality and diversity are embedded into the curriculum**
- 4. Celebrate diversity.**

Our people

Canterbury College has organised its services, to support our goal of raising standards, responsiveness and flexibility to the needs of our learners. We aim to have greater impact for those we serve and provide better value for money. This also supports the coordination and integration of our equalities and diversity promotion. Canterbury College operates from two sites, Canterbury and Sheppey.

We work closely with local business and the community in order to provide a service that meets the needs of our consumers. We recognise that our work in relation to equality and human rights needs to drive improvements, both internally and with our customers and partners.

How we developed the scheme

What we mean by equality

Equality means treating everyone with dignity and worth regardless of particular characteristics such as their race, gender, disability, sexual orientation, age, religion and belief, pregnancy and maternity, marriage and civil partnership, gender re-assignment.

People have different needs, situations and goals. Thus, achieving equality requires the removal of discriminatory barriers that limit what people can do and can be. We recognise that people can experience inequality in terms of:

- outcomes
- access to services
- inequality of treatment, including in relation to employment, through direct and indirect discrimination or disadvantage imposed by other individuals, groups, institutions or systems intentionally or inadvertently.

A core human rights belief is that everyone should be treated fairly and with dignity. Public bodies are legally obliged to respect fundamental human rights which became law under the Human Rights Act 1998.

The way we work in Canterbury College is underpinned by the principles informing human rights: dignity, fairness, equality, respect and autonomy. Our core values explicitly place young people and learners first, and we are committed to achieving excellence, behaving with integrity and valuing people's differences in all our work.

The evidence base for our scheme

This section sets out the evidence we have drawn on to assess how well we are delivering equality within our services, working and employment practices. We have gathered this evidence from a number of sources and used it to inform the priorities for this Equality Scheme.

Our sources include the following:

- On application/induction to a course, applicants are asked their ethnicity, gender and age on their application. This information is monitored so that the

college has a clearer idea of the demographic of the college and what we can do to improve it.

- Equality and Diversity is woven throughout all 5 themes of the Every Child Matters Outcomes and is monitored against these themes:
ECM1: Being Healthy:
ECM2: Staying Safe:
ECM3: Enjoying and Achieving:
ECM4: Making a Positive Contribution:
ECM5: Achieving Economic Well Being:
- Quality measures – Annual Curriculum Reviews; Quality Management Assessments; Self Assessment Review grades; Triennial Reviews; Data Validation and student questionnaires and focus group meetings
- Equality Impact Assessments
- Ofsted and independent inspections
- Student achievement, retention and withdrawal information

What the evidence tells us about our priorities

Evidence from the above sources indicates that, in addressing key equalities challenges through our scheme during the next three years, we need to ensure:

- Full inclusion of all students in all aspects of college life
- Evaluation of the admissions process to ensure equality for all groups
- Smooth transition arrangements for students from 2011/12 – in particular students from special schools
- Staff knowledge and processes to embed the use of assistive technologies available to support all students
- Recruitment, retention and success of students from all minority groups is a focus for each Section.
- That all marketing materials reflect all sectors of our community
- Proactive marketing of equality and diversity through posters and signs throughout the College accommodation
- An Equality Impact Assessment process of all new and existing policies

- A programme of initiatives to recruit and retain minority staff
- That we provide impartial information, advice, guidance and careers support so that all students can explore non-traditional careers
- We implement a programme of work-life balance and family friendly initiatives
- The development of a College Champions' Team to promote equality and diversity and offer support
- Relevant policies to give managers clear guidance on dealing with minority groups
- Provide staff with training on Equality and Diversity and ensure that staff are fully informed of their obligations, rights and responsibilities.

Outcomes and action plan

For our Equality Scheme Action plans 2011/14 see Appendix1

Delivering, monitoring and reporting on the scheme

Roles and responsibilities

Equality and Diversity are a responsibility of all and participation is encouraged from every department in the College to contribute to the Single Equality Scheme and Action Plan.

The College has also developed a Team of College Champions that have taken a specific responsibility for the promotion and development of activities in respect of one Protective Characteristic

Equality and Diversity Committee

The Equality and Diversity Committee is chaired by The Director of Student Support Services and comprises representatives from all faculties. It steers the planning and implementation of the Canterbury College equalities and diversity agenda, ensuring that it is central to everything we do.

The group's role is to:

- develop, implement and monitor the Canterbury College Equality Scheme and action plan

- monitor the impact of actions taken as a result of equality impact assessments
- ensure that our equalities performance is assessed and challenged
- support the development of College policy and guidelines relating to equality and diversity
- ensure that appropriate equality and diversity training and development exists for all staff
- lead and champion the equality and diversity across the Canterbury College community.

The Equality and Diversity Committee is supported by specialist teams all of which are focused on best practice and improved services.

- The Student Support Services team ensure that equality and human rights is embedded into the student support functions including communication and information services, and focus on best practice and improvements in student support.
- The Further and Higher education delivery teams focus on best practice and improved quality and innovation and ensure that evidence relating to equality and diversity informs our work appropriately.
- The Finance and Corporate Services Team ensure that equality and diversity are fully taken into account in relation to recruitment, human resources policies and practice and finance.
- There will also be contact with unions, and more informally with many individual students and members of staff in a variety of contexts.
- The College Champions that represent the Protective Characteristics and promote and develop these

All new and revised policies and procedures must include consideration of equality impact and what has been done to promote equality and diversity. These are approved by the Senior Management Team (SMT). Members of the SMT produce regular reports on equality and diversity for the Quality Committee and these include the progress made for the action plans for their areas.

The Corporation

It is a statutory requirement that colleges, like schools, have a governing body. This is called the Corporation. Its composition and operation is determined by a framework known as the Instruments and Articles of Government (I&As). Locally colleges determine their own standing orders and terms of reference within the confines of the I&As. Corporations may vary in size.

The Canterbury College Board currently consists of 15 Members. This is headed by a Chair and Deputy Chair. Members are drawn from a range of stakeholders including employers, community organisations, local authorities, staff and students. At Canterbury College the Principal is also a Member of the Corporation. The Corporation also has co-opted members who bring additional expertise and skills. This enables the Corporation to embrace a range of representative expertise which helps inform decision making and the development of strategy in the interests of the communities served by the College.

The primary role of Corporation is to determine the strategic direction and character of the College. College management is responsible for the day to day operational aspects of a College within the context of its strategic objectives.

The Corporation is supported by a Clerk to the Corporation. The Clerk facilitates Corporation business and is an independent role to the College's management.

Meetings and quality framework

Equality and diversity are embedded in practice across the organisation through the College meetings framework: weekly management meetings; quality meetings (Quality Management Meetings, SAR grading, Triennial Reviews, Data Validation); Faculty Heads; Health and Safety Committee; All Staff Conferences.

The Senior Management Team, Faculty Heads, Section Managers and Section Teams all have explicit responsibilities for ensuring that equality and diversity are promoted and championed. Regular team meetings ensure that every member of staff can raise equalities issues and also understand and develop their own role in promoting equality in the workplace and in the delivery of services - As well as our in-house magazine; and regular communications through our intranet.

The Student Union and recognised trade unions are key partners in tackling discrimination and championing equality and human rights, and have been involved in the development of the scheme.

Equality Impact Assessments

Our equality impact assessment procedure is now integrated into our policy and frameworks development processes. This means that an impact assessment will usually be carried out for new policies and frameworks, unless initial screening determines that this is not necessary. Each assessment will follow the process set out in our *Equality Impact Assessment Guidance*.

We are continuing to increase expertise among our staff so that they are confident in carrying out equality impact assessments to a high standard, building on our learning and providing opportunities for peer challenge.

Publication of our impact assessments, consultations and monitoring

The following documents are available to download from the College website, or are published in the timescales indicated.

- The Canterbury College Single Equality Scheme and Action Plan
- An annual report on the progress of our equality and diversity actions
- The equality impact assessment toolkit and guidance and completed impact assessments: outcomes of reviews, evaluations of the assessments, including: a brief description of the policy/function; a summary of the results; the data used; any amendments to be made following the assessment
- Employment monitoring data, including details of those making up the workforce, applicants for jobs, appointments, promotion and training. This will be published as part of the Canterbury College annual sections' report.
- The Self Assessment Reports include references to progress and data on equality and diversity and this is graded for each section.

- In addition to publications on the website, we also make the information we publish available, on request, in large print, audio tape, Braille, and, where appropriate, in summary form in relevant minority languages.

If the information required is not listed, written requests can be submitted, either

by email to: enquiries@Canterburycollege.ac.uk,

or by post to: Lut Stewart

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Guidance for managers on ensuring equitable access to information and services has been developed as part of our engagement and communications strategies. Where barriers to equitable services are identified (by reviews, impact assessments, evidence from our stakeholder groups, consultation and complaints procedures, or through our monitoring systems) these will be recorded and reported to the Equality and Diversity Committee. The manager responsible for the particular service will then develop an action plan to address current practices, to remove or reduce the barriers.

ANNEX 1

Single Equality Scheme Action Plan

May 2011



2011 to 2014

This document outlines the aims and key objectives of the Single Equality Scheme that will be addressed by Canterbury College and explains what actions we will be taking to ensure these are met. This action plan is a working document and will be updated regularly throughout the 3-year plan period.

The Key aims

1. Ensure that the promotion of equality and diversity and the elimination of discrimination and harassment is embedded in all Canterbury College practices
2. To ensure the development of an effective and diverse workforce
3. Ensure that all learners are supported and that equality and diversity are embedded into the curriculum
4. Celebrate diversity.

Key objectives

- Full inclusion of all students in all aspects of college life
- Evaluation of the admissions process to ensure equality for all groups
- Smooth transition arrangements for students from 2011/12 – in particular for students from special schools
- Staff knowledge and processes to embed the use of assistive technologies available to support all students
- Recruitment, retention and success of students from all minority groups is a focus for each section
- That we provide impartial information, advice, guidance and careers support so that all students can explore non-traditional careers
- We implement a programme of work-life balance and family friendly initiatives
- The development of a College Champions' Team to promote equality and diversity and offer support

- Relevant policies to give managers clear guidance on dealing with minority groups
- Provide staff with training on Equality and Diversity and ensure that staff are fully informed of their obligations, rights and responsibilities.

Equality Aim 1

- Ensure that the promotion of equality and diversity and the elimination of discrimination and harassment is embedded in all Canterbury College practice

Outcomes	Measured by
<ul style="list-style-type: none"> • Canterbury College is known by staff and the community as being committed to equality and diversity • Improved community confidence in the college provision • Equality and Diversity are fully reflected in all levels of service planning and delivery 	Community involvement at Fair4All (3xyear) Survey outcomes at Fair4All Equality Impact assessments Student recruitment profile Investors in People Directorate Development Plans each include EandD aim following from Section development Plans College Strategic Plan includes EandD Champions proposed actions SAR outcomes

Activity	Lead	Progress Milestones
Ensure a focus on Equality and Diversity within the Quality Improvement Plan	Principal	Included in QIP post 2010-2011 academic year Ongoing
Ensure embedding of the Equality Impact Assessment process to take	HR Mgr	CPD delivered to all directors, faculty heads and

account of different people's needs and experiences		section managers in term 3 2010-2011 ac year Equality Impact Assessments are presented to SMT on new and existing policies, if required, from Sept 2011
Undertake Equality Impact assessments on all proposed restructures	Director of Finance	Included in Establishment Panel from term 3 of 2010-2011 academic year
Staff directed to the Single Equality Scheme and promotion of EandD	Director SSS	January 2012
Posters throughout college on Equality and Diversity	Director SSS	Art and Design students project in June 2011 and completed Sept 2011 and printed and disseminated across College Stone Wall posters displayed in College September 2011
Proactively address any inequality gaps	Section Managers Directors	Staff conference July 2011
Appoint 'champions' to lead and promote each 'strand' and to establish specific actions relating to Protective Characteristic	Equality and Diversity Committee	Consulted May 2011 and implemented July 2011 Advertised September 2011 To be reviewed each term by Equality and Diversity Committee
Develop and implement an action plan designed to achieve a place in	HR Mgr Director SSS	SMT Term 2 of 2011-2012 agreed membership of

the top 100 employers in the Stonewall's workplace Equality Index	Sexual Orientation Champion	Stonewall and audit of compliance and promotion to be carried out from February 2012 To be reviewed each term by Equality and Diversity Committee
Develop and implement an action plan that maintains the Disability Standard	HR Mgr Disability Champion Director SSS Job Centre +	Ongoing To be reviewed each term by Equality and Diversity Committee
Continue to provide all staff with the confidence to promote and address EandD in relation to disability and EandD generally	Director SSS Elaine Hunt	New EandD online packages from DisabledGo agreed at Establishment Panel January 2012 – ongoing

Note: Also refer to the 'Staff Single Equality Scheme'.

Equality Aim 2

- To ensure the development of an effective and diverse workforce

Outcomes	Measured by
<ul style="list-style-type: none"> • The workforce understands equality and diversity, is trained and skilled in their application and which reflects the communities it serves • Recognition and development of talent within the college workforce • Canterbury College seen by staff 	<ul style="list-style-type: none"> • Staff and student survey • Employment monitoring data • Learning and development take up and evaluation information

as being committed to equality and diversity	
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Activity	Lead	Progress Milestones Time scales
Monitor diversity of workforce Monitor roles of the workforce	Director SSS HR Mgr	November 2011
Positive encouragement statement in all advertisements and promotion of EandD Positive Images	HR Mgr & Marketing Mgr	July 2011 and audited for EandD Committee October 2011- changes requested to application form Positive images developed and displayed across the College by December 2011
Increase opportunities for staff disclosure of minority status – all 9 PCs	Hr Mgr Staff Unions Job Centre+	Info request extended on application form and monitored – May 2012 Staff questionnaire is implemented and results analysed and acted upon – May 2012 2-ticks standard is maintained
Staff Induction will actively promote E&D	Elaine Hunt HR Mgr	Induction Package includes EandD info, compliance and awareness raising activities and is available on the VLE Feb 2012 Online training to continue

		and expand – February 2012
Staff have equal access to training	Director HR HR Mgr Elaine Hunt	Strategic priorities and monitoring by SMT Report developed and submitted by February 2012 and any discrepancies action planned
Staff and student training programme for E&D, harassment and bullying	Director HR Director SSS Manager Student Activities	Theatre “The Nutter” September/Oct/Nov 2011 All Staff Conference October 2011 On-line training and workshops April 2012
Review of monitoring data for recruitment, retention and progression access to training and staff grievances.	HR Mgr	Staff questionnaire New software – Select HR
Implement and review effective work-life balance initiatives. Including flexible working, paternity leave, time off etc	Director HR HR Mgr	Review Policies for November 2011 for Corporation to agree and to be put on College website. Launch and promote Parent Group for students – October 2011
Review procedures for reporting bullying and harassment involving minority groups	Director HR Manager	Safeguarding monitoring and analysis of trends, introduced May 2011 and continues

		Safeguarding and Bullying and Harassment Policies reviewed and improved complaints procedure produced by November 2011
Keep up to date of new initiatives and legislative changes	Establishment Panel HR Mgr	CPD as needed Equality and Safeguarding December 2011-2 staff external CPD LSIS January 2012 -15 staff internal CPD All Staff Conference— Discrimination October 2011
Review college 'Code of Conduct' and dress policy	HR Mgr	Included in contractual arrangements and clarified in staff publication term 3 2010-2011
Review system for exit interviews to include questions relating to EandD	Director HR HR Manager	April 2012

Note: Also refer to the 'Staff Single Equality Scheme'.

Equality Aim 3

- Ensure that all learners are supported and that equality and diversity are embedded into the curriculum

Outcomes	Measured by
<ul style="list-style-type: none"> • Improved outcomes for all learners 	Staff teaching observations

<p>and no significant differences in success rates</p> <ul style="list-style-type: none"> • User and stakeholder participation helps to shape policy and strategy • Effective communication and engagement strategies, endorsed by users and stakeholders 	<p>College Net Triennial Audit January 2012— greater emphasis on implementing EandD as patchy</p> <p>Ofsted 2012 Report</p> <p>Student survey</p> <p>Student Union activity</p> <p>Equality Impact Assessments</p> <p>Feedback Advanced Practitioners</p>
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Activity	Lead	Progress Milestones
Ensure that the voice of all learners and vulnerable young people influences practice with regard to Equality and Diversity	Director Additional Support Mgr Enrichment and SU Manager	Disability Forum SU Student reps Representation of students who have a learning difficulty and or disability and attend Student Parliament
Ensure Equality and Human Rights are a golden thread throughout all training – use quality assurance process to identify issues	Director Advanced Practitioners	Staff training Feedback from APs Ongoing
Ensure that communications are accessible for learners	Marketing Mgr, IT Mgr Student Union Mgr	Develop student communication strategies – Facebook, Twitter, Intranet,
Identify staff training needs from analysis of development plans inspections and observations	Director Elaine Hunt	CPD plan to be submitted to Establishment Panel
Ensure safeguarding work effectively	Director	Review safeguarding policy

addresses Equality and Diversity		and training 1 st September 2011
Evaluate the effect of inclusion in for young unaccompanied asylum seekers	Registry Mgr Additional Support Mgr	Report to E&D Committee February 2012—attendance rates increased by 19% at term 1 census dates Admission Policy reviewed November 2011 to
Evaluate the impact of early assessment on success rates	Registry Mgr Additional Support Mgr	Report to E&D Committee: Interim Report April 2012
Ensure effective transition arrangements	Director SSS Director	Focus on special school and taster days as well as visits : Westgate, Laleham, Meadowfields, St Nicholas, Orchards KCC and KAEFEC focus on staff training on transition and agreements since October 2011
Ensure student handbook has information that is clear for all student groups	Marketing Mgr	Impact assess draft handbook before release July 2011
Develop an effective system for identifying students who have support needs after they have enrolled Ensure dissemination of information to learners	Registry and Additional Support Mgrs All staff su	Info on R Drive of students supported on mainsteam programmes including Toolkit New Interview Pack introduced Sept 2011 for Supported Learning Students New Needs/Support

		proforma devised by ALS Manager November 2011
Ensure information, advice, guidance and careers support include exploration of non-traditional skills	IAG Manager LRC Mgr Connexions Sectn Managers Marketing	Females in Technology Team Careers Day Health and Social Care – March 2012 TBA Careers Day Childcare-June 2012 TBA

Refer to the 'Staff Single Equality Scheme'.

Equality Aim 4

- To celebrate diversity.

Outcomes	Measured by
<ul style="list-style-type: none"> • Improved outcomes for all learners and no significant differences in success rates between groups of learners • Staff contributions are valued and are celebrated • Student achievements are celebrated • Improved community confidence in the college provision 	<ul style="list-style-type: none"> • Student Union activity • Ofsted feedback • Staff and student survey • Investors in People • Protected Characteristic action plans

Activity	Lead	Progress Milestones
<p>A series of events focused on all Protective Characteristics of E&D</p>	<p>E&D Committee Student's Union All</p>	<p>Fair for All days 3x per year which involve the community and combined with the Olympic values in 2011-2012</p> <p>Anti-Homophobia Day May 2012</p> <p>Religious Calendar designed by Art and Design Student – to be printed</p> <p>Disability Forum at least once per term</p>

		<p>Collaboration with Virtual School and LAC and YCL</p> <p>Operational and Strategic Group representation</p> <p>Blue Monday January 2012</p> <p>Peace One day September 2011</p> <p>Holocaust Memorial January 2012</p> <p>Student Mentoring – Introduced September 2011—Future YOU</p> <p>Welcome Crew – July 2011</p> <p>Dyslexia Quality Mark achieved December 2011</p> <p>Multi Faith Room development September 2011</p> <p>NEETs recruitment-ongoing</p> <p>CEOP Button – November 2011</p> <p>LRC reminders (students with cognitive/memory difficulties)</p> <p>Ongoing</p>
<p>Posters and materials throughout the College celebrating diversity and individual student achievement and progression</p>	<p>Art and Design Students</p> <p>Stonewall</p> <p>Marketing Mgr</p> <p>EandD Committee</p> <p>All</p>	<p>Campaign of student work celebrating diversity 31st July 2011 to December 2011 resulting in College wide displays</p>

Celebration of Student Achievement reflecting individual and group successes at all levels, academic and personal	All	November 2011 Celebration of Achievement Event involving the College and its community Supported Learning event in June 2011
Celebration of Staff Achievement, individual and group successes	Principal Directors	All Staff Conference in October 2011

Note: Also refer to the 'Staff Single Equality Scheme'.