

## POLICY STATEMENT



## RACE EQUALITY POLICY STATEMENT

### College Mission Statement

**'To serve the community through world class, high quality education and training, and the pursuit of excellence in all that we do'**

### 1. Policy Principles and Commitments

- 1.1 The Bournemouth and Poole College is committed to the principles of Equality and Diversity for everyone. This commitment underpins and impacts on every area of activity and influences how the College works and what it does. The College is opposed to any form of discrimination. It commits itself to the redress of any inequalities by taking positive action wherever appropriate.
- 1.2 The College celebrates and values the diversity brought by individuals, and believes that the College will benefit from engaging employees from a variety of racial, ethnic and national backgrounds, thus allowing it to meet the needs of a diverse student population within a multi-cultural society. The College will treat all employees and students with respect and dignity, and seek to provide a positive working and learning environment free from racial discrimination, harassment, bullying or victimisation.
- 1.3 The College will seek not only to eliminate unlawful racial discrimination, but also to create a working and learning environment based on positive relations between members of different racial groups. The College will work towards the elimination of racism whether overt or covert, and will seek to ensure that individuals and communities have equal access to learning programmes and facilities. The College aim is to create a positive inclusive culture where issues of racism, stereotyping and discrimination can be discussed openly with a shared commitment to challenging and preventing racism and discrimination, respecting diversity and difference, and encouraging good relations between people of different groups. To this end, the College undertakes to mainstream the elimination of discrimination and the promotion of racial equality and positive relationships between different groups through the following activities -
  - Embedding the principles of equality and diversity within the plans; curriculum; policies; procedures and culture of the College
  - Provision of training and support for employees and students
  - Consultation with employees; students; and other key stakeholders from minority ethnic groups about their experience of the College environment
  - Provision of positive images in any material produced for students and employees
  - Provision of a multi denominational prayer room suitable for all faiths on our main sites
  - Provision of specialist language support services for those identified as needing support and for whom English is not the first language
  - Developing relationships with a variety of agencies including the LSC, local authorities, Bournemouth, Dorset and Poole Regional Equality Forum, Dorset Equalities Group; and

private sector employers as well as voluntary organisations and community groups representing minority ethnic groups

## **2. Our Statutory Duties**

2.1 Under the Race Relations Act 1976 (as amended by the Race Relations (Amendment) Act 2000), the College has a general duty to have due regard to the need to:

- eliminate unlawful race discrimination
- promote equality of opportunity
- promote good relations between people from different racial groups

2.2 It also has specific duties to:

- prepare and maintain a written race equality policy
- assess the impact of its policies on students and employees from different racial groups
- monitor the admission and progress of students and the recruitment and career progress of employees by racial groups
- set out the College's arrangements for publishing the results of assessments and monitoring
- where reasonably practicable publish annually the results of assessments and monitoring

## **3. Meeting Our Duties**

3.1 The College will ensure that:

- members of the Board of the Corporation, employees, students and their sponsors (including work placement providers) are made aware of our race equality policy and the action needed for its implementation
- employees, students and their sponsors (including work placement providers) are made aware of the value the College places on racial equality and the action that will be taken in the event of any breach of the policy
- members of the Board of the Corporation and employees have access to comprehensive information, which assists them to plan, implement and monitor actions to carry out their responsibilities under the policy
- results of monitoring are made available to all key stakeholders

## **4. Monitoring Our Progress**

4.1 The College will monitor employee and student information to examine equality of treatment. To inform the setting of targets and the measurement of our progress in achieving them, we will collect and analyse the following information by minority ethnic group origin:

For Students:

- racial group profiles of students
- applications, success and failure rates for admission to programmes
- retention rates
- achievement rates
- disciplinary action
- complaints by students or their sponsors
- student surveys

For Employees:

- minority ethnic group profiles of employees by grade/salary scales and type of work
- job application rates
- selection success rates
- type of contract (permanent, temporary)
- training/employee development
- promotion application and success rates
- disciplinary/capability proceedings
- grievances
- exit surveys

## **5. Positive Action**

5.1 In specific circumstances, the Act allows positive action as a way of overcoming racial inequality.

5.2 Positive action allows organisations to:

- provide facilities or services (in training, education or welfare) to meet the special needs of people from particular racial groups (section 35 of the Act)
- target job training at particular racial groups that are under-represented in a particular area of work (sections 37 and 38 of the Act)
- encourage applications from racial groups that are under-represented in particular work areas (section 38 of the Act)

5.3 The College undertakes to use the results of monitoring to consider appropriate targets to reduce any disadvantage suffered by minority ethnic employees and students. The targets will be published annually as part of the Race Equality Action Plan which accompanies this policy.

5.4 The College will ensure that when using positive action as a strategy, it falls within the law.

## **6. Roles and Responsibilities**

6.1 Members of the Board of the Corporation are responsible for ensuring that:

- wherever possible the membership of the Board of the Corporation reflects the diversity of the communities served by the College
- the College's strategic plan includes a commitment to race equality
- they are aware of and comply with the Corporation's statutory responsibilities in relation to race legislation as an employer and service provider
- they receive and respond to the racial group monitoring information on students and employees
- equalities training features as part of the College's strategic plan

6.2 The College Principal/Chief Executive and Senior Management Team are responsible for:

- creating a positive, inclusive culture that challenges racist or inappropriate behaviour on the part of managers, employees or students
- ensuring that all aspects of College policy and activity are sensitive to racial issues
- ensuring targets are set on the recruitment and promotion of employees based upon the analysis of racial group monitoring information

- ensuring targets are set for the recruitment, retention and achievement of students based upon the analysis of the racial group monitoring information
- ensuring the College's publicity materials present appropriate and positive messages about minority racial groups
- their awareness of, and compliance with, the College's statutory duties in relation to race legislation

#### 6.3 College Managers are responsible for:

- their awareness of, and compliance with, the College's statutory duties in relation to race legislation
- provision of data to allow the collection and analysis of racial group monitoring information
- setting targets for the recruitment, retention and achievement of students based upon the analysis of the racial group monitoring information
- including criteria on racial issues on teaching observation reports where appropriate
- including scrutiny of racial groups on internal verification procedures
- assessing performance in relation to racial issues and taking action as appropriate
- enshrining best practice in equal opportunities in the procedures for the recruitment and promotion of employees
- presenting appropriate and positive messages about minority racial groups within the College's publicity materials
- reflecting the College's commitment to promote equality of opportunity in student induction programmes and tutorial programmes
- supporting the provision of appropriate training and development to develop the appreciation and understanding of diversity in employees and students

#### 6.4 Employees are responsible for:

- their awareness of, and compliance with, the College's statutory duties in relation to race legislation
- demonstrating sensitivity to issues of cultural diversity within their schemes of work, lesson content and teaching resources
- provision of data to allow the collection and analysis of racial group monitoring information
- reflecting the College's commitment to promote equality of opportunity in student induction programmes and tutorial programmes

#### 6.5 Everyone is responsible for:

- challenging inappropriate behaviour by students, work placement providers, outside contractors or other employees
- confronting racism, whether witting or unwitting, whenever it occurs

#### 6.6 Those employing contractors are responsible for:

- ensuring that all contractors operating on behalf of the institution adhere to the general and specific duty requirements

### **7 Publicising Our Policy and Progress** (Any published information will have due regard for individual confidentiality.)

#### 7.1 To the public (including students, work placement providers and employees):

- our commitment to racial equality will be highlighted in our prospectus, annual report and annual financial statement

- a summary of the results of our monitoring and assessment information will be included in our annual report; annual financial statements; and on the College internet site.

#### 7.2 To students:

- all students will receive a summary of this policy as part of induction. Copies of the policy will be on display in the College
- the induction programme for students will highlight the College's commitment to racial equality, the action to be taken by students who suffer discrimination and the action to be taken against such perpetrators of discrimination
- personal tutors will reinforce this information during tutorials or work-based monitoring visits
- a summary of the results of our monitoring and assessment information will be presented to the College Student Council and will be published on the College intranet site

#### 7.3 To work placement providers:

- All work placement providers will receive a summary of their responsibilities under the policy and will signify their understanding of, and agreement to, these responsibilities
- The College will publish the requirement on the College to offer appropriate training covering diversity issues to workplace providers employees
- The College will promote the requirements of students from under-represented groups to workplace providers
- A summary of the results of racial group monitoring information will be included in the appropriate College publication (e.g. newsletter) sent to relevant employers

#### 7.4 To employees:

- all employees will receive a summary of the policy as part of the Employees Handbook
- the full policy will be published on the College intranet
- the employee induction programme will highlight the College's commitment to racial equality, action to be taken by employees who suffer discrimination and the action to be taken against any perpetrators of such discrimination
- a summary of the results of our monitoring information will be included in the appropriate College publication (e.g. newsletter) and on the College intranet

### **8. Complaints**

- 8.1 The College will provide a supportive environment for those who make claims of discrimination or harassment.
- 8.2 Acts of racial discrimination (direct or indirect), harassment, victimisation, bullying or abuse whether by employees or students will be treated as a serious disciplinary offence.
- 8.3 Employees who feel they are being discriminated against on racial grounds by other employees should raise the matter under the Grievance/Harassment Procedure.
- 8.4 If, in the course of their work, College employees suffer racial discrimination from members of the public, the College will take appropriate action and provide appropriate support.
- 8.5 Any racist behaviour by students directed against employees or other students will be dealt with under the student disciplinary procedure.

**9. Review and Consultation**

- 9.1 The College Equality and Diversity Forum will review this policy every two years in accordance with legislative developments and best practice. The accompanying action plan will be revised on an annual basis.
- 9.2 As part of the review the College will seek and take into account the views of stakeholders including students; work placement providers; employees and employee representatives, and appropriate equality bodies

**10. Implementation**

- 10.1 The College will manage implementation of this policy through the accompanying Race Equality Action Plan. The action plan will be managed through the Race Task Group, which will report progress on a termly basis to the College Equality and Diversity Forum.
- 10.2 The Board is represented at the forum by a Corporation member, and the Board to the Corporation receives a full report on an annual basis.

**11. General**

- 11.1 This policy should be read in conjunction with other relevant College employment and student policies.
- 11.2 This policy should be read in conjunction with the Race Equality Action Plan (Appendix 1).

**Signed:** ..... (Bernard Vaughan)      **Date:**            20 July 2006

**Designation:**            Chair to the Board of the Corporation

**Policy ref./version number:**    CO7/V2

This policy is to be reviewed by the Equality Forum, Sub Committee of the Board of Corporation by September 2008.



## Race equality implementation plan July 06 running summer term 06 to end summer term 07

### STAFF MONITORING

ID	Task details	Who	Target date	Comments
1	Staff monitoring – monitoring requirements to be specified and monthly reports delivered	TL/DC	July 06	
2	Staff monitoring outcomes – ethnic minority targets to be set for recruitment and representation and added to action plan	Exec/TL	Sep 06	Targets to be agreed with Exec
3	Board of corporation composition – ethnic minority representation targets to be set and added to action plan	Board	Sep 06	Targets to be agreed with Board of Corporation
4	Ethnic minority targets for staff and plan for delivery	TL/HR	Dec 06	To be added when agreed
5	Ethnic minority targets for Board of Corporation and plan for delivery	Board	Dec 06	To be added when agreed

### STUDENTS

ID	Task details	Who	Target date	Comments
6	Academies to develop own E+D action plans to include ethnic minority plans	A.Ds	Sep 06	
7	Where College is below LSC benchmark targets to be set for improvement in performance and added to action plan	SMT	Sep 06	To be agreed with SMT
8	Student consultation and feedback strategy to be developed for implementation in academic year 06/07	TL/AH	Sep 06	
9	Ethnic minority College improvement targets	SMT	Sep 06	To be added when agreed

### MAINSTREAMING

ID	Task details	Who	Target date	Comments
10	Embedding equality and diversity into curriculum strategy to be implemented	TL/SMT	Jun 07	Full year implementation plan
11	All policies to be stage 1 impact assessed	TL/POs	Sep 06	
12	Action plan developed to assess policies requiring stage 2 impact assessment	TL/POs	Oct 06	
13	Action plan implemented	TL/POs	Jun 07	Full year implementation plan
14	Summary of impact assessment on website etc	TL	Aug 07	
15	Consultation strategy to be developed	TL	Oct 06	
16	Consultation strategy to be implemented	TL	Jun 07	Full year implementation plan
17	Summary of consultation to be published on website etc	TL	Aug 07	
18	Equality and diversity rolling three year audit plan to be developed	TL/AH	Sep 06	
19	Complaints analysis requirements to be devised and implemented	TL/LB	Sep 06	
20	Rolling diversity programme to be developed and implemented	TL/SMT	Jan 07	
21	Rolling race and diversity training and support programme to be developed	TL	Jan 07	

