

## EQUALITY AND DIVERSITY ACTION PLAN 2007-2008

December 2007

The Ofsted Inspection in January 2007 found that equality of opportunity is well promoted and the college is very inclusive. It was recognised that good progress has been made in monitoring the performance of different groups of students. The aims and associated actions identified for 2007-08 are designed to build on the good practice to date and enhance the experience for students. In addition the legislative requirements on the college as a provider of education and training and as an employer have been included.

### Aims:-

1. To ensure the college is responsive and inclusive in meeting the individual needs of students.
2. To ensure all students achieve their potential.
3. To ensure staff are recruited and developed with the necessary skills and knowledge to meet the needs of the students and to fulfil legal requirements.
4. To ensure the college systems, procedures and MIS capture and analyse relevant data to support student and staff improvements.
5. To develop the college as an inclusive employer.
6. To ensure that the college challenges all discrimination and actively promotes equality and diversity through all its activities.

Action	Outcome	Lead person	Action by	Start date	Review dates	Target completion date	Support Requirements/Update
<p>1. Support staff from across all areas of the college to gain qualifications and/or undertake the "Skills for Life" CPD programme</p> <p>Cross reference to SfL Strategy</p>	<ul style="list-style-type: none"> <li>• Audit of staff quals to be completed</li> <li>• Increased expertise and improvements in teaching Basic and Key Skills</li> <li>• Enhanced skills for all staff</li> </ul>	Fiona Chapman Lynda Bourne Sue Clyne	T&L Group HR	Jan 08	EF meeting dates	July 2010	<p>This will be done this year.</p> <p>Staff doing literacy and numeracy, workshops are available through Sue Sharkey.</p> <p>Postponed due to restructure and HR staff shortage</p>
<p>2. Disseminate information on EO&amp;D legislation (to include race, disability, gender and age) and the extent to which it places responsibility on ALL staff, through multiple sources</p>	<ul style="list-style-type: none"> <li>• Staff awareness of their responsibilities</li> <li>• Staff act and respond to meet the needs of students and legislation</li> </ul>	Gemma Genco	Q&D SMT members	Sept 07	EF meeting dates	Ongoing staff development programme	<p>Most staff have now had this training.</p> <p>E&amp;D Training will go onto central spreadsheet.</p> <p>Protocol staff can attend any college training that is not costed in their own time.</p>

3. Impact assess all policies in compliance with legislative requirements to include the six equality strands	<ul style="list-style-type: none"> <li>• Policies and procedures are inclusive, compliant, and meet needs of all stakeholders</li> </ul>	Gemma Genco	Equality Forum Policy Writers	Sept 07	EF meeting dates	Stage 2 in line with DES	<p>On going all year, all polices have been impact assessed. HR policies still to do.</p> <p>Second stage impact assessment to be completed by September 2008</p>
4. Involve staff, students and community members in developing a Single Equality Scheme and appropriate action plans	<ul style="list-style-type: none"> <li>• College SES and action plan is responsive to needs of all people and meets our legislative obligations</li> </ul>	Gemma Genco	ODG	Sept 07	EF meeting dates	To be published in Sept 2008	Both are on website, these will need to be updated soon and focus groups will need to be arranged.
5. Ensure that the college provides 1) appropriate physical access to premises used by the college and 2) a student access guide and accessibility statement 3) an appropriate system for safe evacuation of disabled people in an emergency is in place	<ul style="list-style-type: none"> <li>• Ongoing reviewing accessibility and making reasonable adjustments where they can be made</li> <li>• Curriculum managers will review the location of provision to meet the needs of individual students</li> <li>• A personal emergency evacuation plan (PEEP) is developed for any person who has difficulty in leaving the building in an emergency</li> </ul>	<p>Colin Wills Rex Vale, Alan Hall</p> <p>AD's</p> <p>Rex Vale</p>	<p>SMT</p> <p>SMT</p>	<p>Sept 07</p> <p>Sept 06</p>	<p>EF meeting dates</p> <p>EF meeting dates</p>	<p>Physical adjustments in line with building plans Disability statement Dec 06</p> <p>On going</p>	<p>Access lift upgrade completed, over 100 staff trained in use of evacu safe chairs. Paths resurfaced at Lansdowne site.</p> <p>Line managers are responsible for PEEPS.</p>
6. Continue to ensure all marketing material reflects the student demographic, and	<ul style="list-style-type: none"> <li>• Marketing and promoting activities and information are accessible and comply</li> </ul>	Gemma Genco Julie-Anne Houldey	Q&D Marketing Dept	Sept 07	EF meeting dates	Ongoing review programme	No update.

meets legislative requirements including positive promotion and accessibility	with best practice and legal obligations						
7. Ensure that the support needs of students are identified and being met	<ul style="list-style-type: none"> <li>Multiple opportunities for students to declare support needs so that needs and aspirations are assessed and support is put in place asap (inc. special equipment and LSAs)</li> <li>BSA administered and analysed, group profile used by teaching team</li> <li>Personal tutors informed by enrolment forms; interviews; one to one tutorials</li> <li>Personalisation of learning programme to meet individual needs</li> </ul>	Gemma Genco Helen Crawford Alan Hall Andrea Etherington HoTs	Learner Support Student Support Academy Directors Personal tutors Lead tutors	Sept 07	EF meeting dates	Ongoing review programme	All ok and up to date.  College nurse's primary role is student welfare. Under restructuring will now sit in Health & Safety team in HR.
8. Collect and act on students and customer views	<ul style="list-style-type: none"> <li>College is responsive to stakeholder feedback</li> </ul>	Lynda Bourne	Q&D SMT Course teams	Sept 07	EF meeting dates	Ongoing review programme	SPOC 1 & 2 completed. Reports given to academies and available on intranet.
9. Develop positive action strategies to attract Y11 leavers from schools with high NEET rates. Further development of KS4 provision	<ul style="list-style-type: none"> <li>Audit &amp; report current rates of enrolment, retention &amp; success from these areas</li> <li>Separate KS4 survey to inform planning and delivery</li> </ul>	Fiona Chapman Supported by: Andrea Etherington Helen Crawford Lyn Rowlands	FS&SfL	Sept 07	EF meeting dates	Ongoing review programme	FC lead person supported by others.

10. Review college responsibilities to all E&D legislation (including Child Protection legislation) Links with all E&D legislation including DDA/RRA/Equality Act	<ul style="list-style-type: none"> <li>E&amp;D embedded in college curriculum, policies and procedures and culture</li> </ul>	Gemma Genco	Q&D Equality Forum SMT	Sept 07	EF meeting dates	Ongoing review programme	Legislation changing all the time, always under review.
11. Ensure all business and information systems gather appropriate data to ensure monitoring and evaluation of EO&D performance	<ul style="list-style-type: none"> <li>Increased declaration of ethnic backgrounds and disability needs to identify support needs prior to start of programme</li> <li>Target to maintain less than 1% non declaration</li> </ul>	Gemma Genco Helen Crawford Alan Hall	Enrolment Group SMT	Sept 07	EF meeting dates	Ongoing review programme	Capturing enrolment. Less than 1% now non declared which is considerable progress from 7% last year, on short courses mainly. Detailed analysis for 06-07 to be completed.
12. Work to be continued with all key equality local organisations e.g. LSC, Public Sector bodies; Dorset Race Equality Council, Poole & Bournemouth Without Prejudice	<ul style="list-style-type: none"> <li>Equality of opportunity built into all policies, programmes and actions</li> </ul>	Gemma Genco	Q&D	Sept 07	EF meeting dates	Ongoing review programme	External meetings attended. Data being gathered when needed, also have a link with the police and other services.
13. All academies and course teams to set improvement targets for the retention and achievement of minority groups	<ul style="list-style-type: none"> <li>Improvement in retention and achievement of minority groups is achieved</li> </ul>	Academy Directors Lynda Bourne Gemma Genco	Course teams	Sept 07	EF meeting dates	July 08	Needs advancing. Lots of audits taking place and achievement still going onto the system. Awaiting data analysis.
14. Improve success rates for minority groups where these fall below LSC benchmark	<ul style="list-style-type: none"> <li>Improvement in success rates of minority groups is achieved</li> </ul>	Academy Directors Lynda Bourne Gemma Genco	Course teams	Sept 07	EF meeting dates	July 08	Calculation on retention and achievement. Awaiting data analysis.

<p>15. Ensure all staff recruitment; appointment; promotion and development arrangements meet E&amp;D requirements. Undertake appropriate positive action as required including target setting for recruitment and representation</p>	<ul style="list-style-type: none"> <li>• The college staff demographic is representative of BDP demographic</li> <li>• The management levels within the college reflect the BDP demographic</li> <li>• The Board of the Corporation membership aims to reflect the student demographic</li> <li>• Meet requirements of REES</li> </ul>	<p>Sue Clyne  Sue Ratcliffe</p>	<p>HR  Exec</p>	<p>Sept 07</p>	<p>EF meeting dates</p>	<p>Ongoing</p>	<p>SW working on overall spreadsheet that has all staff information on, including CRB checks and quals. SW to meet with Equal Opp's person when they start. Meeting arranged.</p>
<p>16. Explore the benefit of/develop equality staff networks</p>	<ul style="list-style-type: none"> <li>• Provision of safe environment for staff to share experiences, seek support and advice whilst breaking down isolation and other barriers</li> <li>• Greater ability for staff to contribute and influence policy development and practice from relevant equality perspective.</li> </ul>	<p>Gemma Genco</p>	<p>Q&amp;D, HR</p>	<p>Sept 2008</p>	<p>EF Meeting dates</p>	<p>Ongoing</p>	<p>Research to be carried out and fed back at future ODG meeting for discussion on further action.</p>
<p>17. Academic and Support SARs to address issues within area of responsibility</p>	<ul style="list-style-type: none"> <li>• Areas for improvement discussed, identified and action plan agreed with Academic Directors and Heads of Area</li> </ul>	<p>Lynda Bourne</p>	<p>Academy Directors course teams  SMT</p>	<p>Sept 07</p>	<p>EF meeting dates</p>	<p>Nov 08</p>	<p>Academies more aware and happy with this.  Ensure it is highlighted in SAR 07-08 guidelines.</p>
<p>18. Continue to develop curricula to attract under represented students as defined</p>	<ul style="list-style-type: none"> <li>• Increased numbers of under represented students attracted to college</li> </ul>	<p>Academy Directors and Teaching and Learning</p>	<p>SMT and course teams</p>	<p>Sept 07</p>	<p>EF meeting dates</p>	<p>July 08</p>	<p>AD's to identify problems at 1:1 meetings with Gemma Genco.</p>

by Academy Directors; TLG; Equality Forum and BDP LSC		Group Andrew Thomas and CAT Staff					
<p>19. Continue to ensure that hardware and software resources are available to Staff and Students who require accessibility resources.</p> <p>To continue to include the demonstration of devices and software available to all staff as part of the Equality &amp; Diversity Training (within staffing constraints).</p>	<ul style="list-style-type: none"> <li>Increased availability of suitable hardware and software.</li> <li>the provision of software solutions to all Staff and Students.</li> <li>Enhanced response by College staff to students who require Accessibility resources.</li> <li>Annual review of hardware and software available</li> </ul>	Mark Davis Keith Ball	Representatives of LRS / LS Sections	Jan 08	Termly meeting dates between LRS and LS staff	July 2010	
<p>20. Actively challenge discrimination through robust reporting and monitoring of adverse incidents, ensuring that staff and students know how to do this whilst ensuring adequate support in place for those reporting.</p>	<ul style="list-style-type: none"> <li>A continuous reduction in adverse incidents</li> <li>Improved knowledge of staff and student perceptions/ experiences of the college</li> <li>Greater awareness of the equalities agenda</li> </ul>	Gemma Genco	Q&D, HR, Student Services & Occupational Health	Sept 2008	Termly Q&D reports	Explore current reporting procedures already in place and have reporting process in place by Dec 2008, roll out appropriate training Jan 2009	In line with Bournemouth & Poole without Prejudice scheme

Operational Diversity Group	25 September 2007	15 January 2008	22 April 2008	17 June 2008
Equality Forum Meeting dates:	2 October 2007	29 January 2008	29 April 2008	24 June 2008