

Equality and Diversity Policy

2017-18

ITEM	DESCRIPTION	CONTENT
1	<p>POLICY STATEMENT</p>	<p>The Petty Pool Trust has a commitment to promote inclusion, challenge discrimination and value and celebrate the diversity of its staff, students and visitors. The Trust accepts its legal responsibilities and welcomes people of all ages, gender, races and ethnic origin, sexual orientation, disability, or any other criteria not specifically related to potential, skill or ability.</p> <p>The Trust seeks to provide and promote access to opportunities in a safe and supportive environment in which everyone, both students and staff, can study, work and develop social skills to the best of their ability.</p> <p>The Petty Pool Trust welcomes full and effective consultation with students, tutors, carers and other professionals on matters of equality and diversity. Our aim is to be proactive rather than reactive. Staff and students work to create a climate in which everyone, including visitors, is treated with fairness and respect. We will promote community co-hesion in all of our activities.</p> <p>It is the intention that students and staff be treated with fairness and respect. At the heart of the policy is the belief that the environment we provide will value every member of the community and encourage people to treat each other with dignity.</p> <p>Elements of Equality and Diversity are delivered to students as part of their academic curriculum. Other issues are discussed in group tutorial, or, if more appropriate in a one to one situation. Tutors and non-teaching staff will always take time to discuss with individuals or groups of students appropriate behaviours and to explore attitudes and prejudices in an appropriate way.</p> <p>In relation to staff, the policy and practice of the Trust requires that all the staff are afforded equal opportunities within employment, and that entry into employment with the Trust and the progression within employment will be determined only by personal merit, (and the application of criteria which are related to the duties of each particular post and the relevant salary structure.)</p> <p>In all cases, ability to perform the job is the primary consideration. Subject to statutory provisions, no applicant, member of staff or student will be treated less favorably than another because of any 'Protected Characteristic(s)' applicable specifically to them.</p> <p>The Petty Pool Trust will not tolerate any form of behavior or activity that discriminates on the grounds of gender, marital status, family responsibilities, sexual orientation, colour, race, nationality, religious belief, ethnicity, disability, age and / or unrelated criminal convictions.</p>
2	<p>PURPOSE</p>	<p>This policy sets out our approach to equality and diversity and the avoidance of discrimination. It applies to all aspects of employment, study or visiting our provision.</p>

		<p>The policies aims to ensure that all those who participate in the process of training, education, care and the provision offered at Petty Pool, will be aware that they have a legal and professional duty to provide equality of opportunity.</p> <p>The policy does not form part of any employee’s contract of employment with Petty Pool and we may amend at any time.</p>
3	CONTEXT	<p>This policy makes reference to</p> <ul style="list-style-type: none"> • Equality Act 2010 • Equal Pay Act 1970 • Health and Safety at Work Act 1974 • The Rehabilitation of Offenders Act 1974 • Sex Discrimination Act 1975 • Race Relations Act 1976 (and amendment 2000) • Disability Discrimination Act 1995/2005 • Employment Rights Act 1996 • Protection for Harassment Act 1997 • Human Rights Act 1998 • SEND Act 2001 • Employment Act 2002 • Sexual Orientation (employment regulations) 2003 • Religious Belief (employment regulations) 2003 • Gender recognition Act 2004 • The CHildrens Act 1989/2004 • Age Discrimination (employment regulations 2006) • Gender Equality Duty 2007 • Mental Capacity Act 2005 <p>It should be read with reference to other Internal Policies</p> <ul style="list-style-type: none"> • Complaints Policy and Procedure • Staff Discipline and Grievances Procedures • Safeguarding policy and Procedure • Data Protection Policy • Staff Code of Conduct
4	SCOPE	<p>This policy includes all Petty Pool Trust managed premises, and any other premises to which students have access. The policy relates to all Trustees, staff, students, volunteers and visitors to the site, and prospective learners. The Petty Pool Trust is committed to protecting and developing a culture of tolerance and understanding for the following protected groups.</p> <p>Age</p> <p>The Petty Pool Trusts committed to practice that recognise age and take into account individual circumstances and needs. We are committed to challenging stereotypes based on age and recognise that people of all ages can make a positive contribution based on their experiences and skills.</p> <p>Convictions</p> <p>The Petty Pool trust complies with The Rehabilitation of Offenders Act 1974 in respect of employment and student admissions and seeks to ensure that, where appropriate, unrelated criminal convictions do not interfere with individual’s life at the organisation. However there are circumstances which are exempt and students and staff will be provided appropriate guidance in these instances.</p>

		<p>Disability The Trust is committed to promote access to people with disabilities and to make reasonable adjustments for individuals in order to help them overcome disadvantage resulting from impairment.</p> <p>Gender The Petty Pool Trust is committed to ensuring that both female and male staff and students are given equal access to all aspects of the organisation. Appropriate non sexist language is used and stereotypical views are challenged. We will not enquire about a person’s marital status.</p> <p>Gender Reassignment The Petty Pool Trust will support anyone who intends to, is undergoing or has undergone gender re-assignment and is committed to upholding the equal rights or transgendered people.</p> <p>Marriage And Civil Partnership The Petty Pool Trust recognises and values marriage and civil partnerships.</p> <p>Pregnancy And Maternity The Petty Pool Trust is committed to the principle that women should not be disadvantaged by their pregnancy or maternity. We will ensure the health and safety of new and expectant mums. In the case of a Learner’s pregnancy and or maternity, The Trust will be guided by South Cheshire college as to the entitlements of the individual.</p> <p>Race The Petty Pool Trust values cultural diversity and aims to recognise and counter against racism and cultural stereotyping of all forms. We aim to encourage an ethos and culture of understanding for all cultures.</p> <p>Religion or Belief The Petty Pool Trust respects the rights of individuals to hold their own religious or philosophical beliefs. The expression of intolerant beliefs and opinions which infringe on the rights of others is not acceptable.</p> <p>Sex and Sexual Orientation The Petty Pool Trust welcomes individual staff and students of all sexual orientations. The Trust will be pro-active in promoting a safe environment where lesbian, gay, bisexual and transgendered people feel able to choose whether or not to be open about their sexuality in the knowledge that their choice will be respected.</p> <p>Positive Action The Petty Pool Trust recognizes that the law allows Positive Action as a way of overcoming inequality but these should be temporary measures only and should be kept under review and cannot be used once the under representation no longer exists. The Trust will ensure that when using positive action as a strategy it falls within the law for example</p> <ul style="list-style-type: none"> • Provide facilities and services to meet the special needs from particular groups • Target services at groups which may be underrepresented • Encourage applications from particular groups that are under represented
5	Recruitment and Selection	Recruitment, promotion and other selection exercises such as redundancy selection will be conducted on the basis of merit, against specified criteria that avoid discrimination. Shortlisting will be done by more than one person.

		<p>Vacancies will be advertised widely and will avoid stereotyping or using wording that may discourage particular groups from applying.</p> <p>Applicants will not be asked questions which may suggest an intention to discriminate on the grounds of protected characteristics. However, if the individual is working in “Regulated Activity” reference must also be made to the fact that all applicants will be required to complete an Enhanced DBS disclosure form and bring evidence of identity, Right to Work in the UK and qualifications.</p> <p>Job applicants will not be asked about health or disability before a job offer is made, except in the limited circumstances allowed by law: for example to check for support needs/adjustments at interview or to check that the applicant could perform an intrinsic part of the job (taking into account reasonable adjustments). Where necessary job offers will be made on condition on a satisfactory medical checks. Health or disability questions may be included in equal opportunities monitoring forms which will not be used for selection or decision making purposes.</p>
6	Breaches of Policy	<p>The following forms of discrimination are prohibited under this policy and are unlawful and will be treated as a serious disciplinary offence.</p> <p>Direct Discrimination. Treating someone less favourably because of a protected characteristic. For example, if The Trust rejects an application from an applicant due to age, religious views</p> <p>Indirect Discrimination Indirect discrimination can occur where there is a rule, policy or practice that applies to everyone but which particularly disadvantages people who share a particular protected characteristic.</p> <p>Disability discrimination This includes direct and indirect discrimination any unjustified less favourable treatment because of the effects of a disability, and failure to make reasonable adjustments to alleviate disadvantages caused by a disability.</p> <p>Harassment This includes harassment and other unwanted conduct that has the purpose or effect of violating another individual’s dignity or creates a hostile, degrading, humiliating or offensive environment for that individual. The Trust will take all reasonable steps to prevent a member of staff or student being harassed by others.</p> <p>Victimisation Retaliation against someone who has complained or has supported someone else’s complaint about discrimination or harassment.</p>
7	RESPONSIBILITY	<p>Responsibility for the Equal Opportunities Policy and its related procedures rests with SMT of The Petty Pool Trust who are responsible for</p> <ul style="list-style-type: none"> • Ensuring the organisation complies with Equality legislation and the codes of practice supporting it • Ensuring the E&D policy is followed • Ensuring that equality training is part of the organisational improvement plan • Being aware of the organisations statutory duties in relation to equality legislation as an employer and service provide • Monitoring information on equality targets groups

		<ul style="list-style-type: none"> • Deal with any breaches of policy • Be pro-active in recruiting applicants from under-represented groups <p>The CEO is responsible for</p> <ul style="list-style-type: none"> • Developing a consistent approach on equality issues and promoting equality and diversity • Working with the Trustees and SMT to ensure that the Equality and Diversity Policy and Action Plan are implemented effectively • Ensuring all appropriate action is taken against individuals working on behalf of the charity who do not act in accordance with the policy <p>All staff are responsible for ensuring that</p> <ul style="list-style-type: none"> • They are aware of the organisations statutory duties in relation to equality legislation • Take the lead in creating a positive, inclusive ethos that challenges inappropriate language and behaviour • Schemes of work, lesson content, teaching resources and wider learning activities demonstrate sensitivity to diversity • The Charities publicity materials and social media activities present appropriate and positive messages about minority groups • Student induction programmes and tutorials reflect the organisations commitment to promote equality and diversity
8	<p style="text-align: center;">SITE & ACCOMMODATION ACCESSIBILITY</p>	<p>The Petty Pool Trust is committed to developing on-going structured reviews of any issues which may affect accessibility. We are committed to ensuring that the stringent levels of inspection, reporting, feedback and action associated with those areas of health and safety and fire regulations it is responsible for are applied and linked to the organisation making all reasonable adjustments for staff, students and visitors to access our provision.</p> <p>The Trust reserves the right to instruct an access audit by a specialist access auditor, to ensure complete awareness of all its responsibilities and options under the Act, prior to taking action.</p>
9	<p style="text-align: center;">DIFFERENTIATION FOR LLDD IN PRACTICE</p>	<p>Petty Pool adheres to the Principles of the 0-25 SEND Code of Practice in that</p> <p>We believe all children have a right to an education that enables them to make progress so they:</p> <ul style="list-style-type: none"> • achieve their best • become confident individuals and live fulfilling lives • make a successful transition into becoming an adult – whether that's into further/ higher education, training or work <p>All children with special educational needs (SEN) or disabilities should have their needs met, whether they are in early years settings (like a nursery or a childminder), in school or in college.</p> <p>DIFFERENTIATION IN EDUCATIONAL PRACTICE</p>

		<p>All students will be encouraged and supported as required to explore and achieve to an extent appropriate to their own abilities. Differentiation that occurs naturally is embraced and used as guide in lesson and activity planning, for example:</p> <p><i>During Practical Exercises</i> - The assignment of individual independent tasks during practical exercises as students display varying levels of ability or more simplistic tasks with 1:1 support for those whose progress takes longer.</p> <p><i>Comprehension</i> - When instructions are given and / or during Q&A sessions and discussion, they will be challenged accordingly - depending on their progress and the range of vocabulary they respond to.</p> <p><i>Resources</i> Where necessary, differentiated worksheet resources are provided for students working on the same subject at different levels, students who have a visual impairment and may require coloured paper, magnified text and larger worksheets, and non-writers who require symbols and photographs to enhance understanding. PC accessibility options are used and where appropriate, screen magnifiers, roller-ball mice and keyboard stickers etc. There is also at least one conventional PC is available in every classroom for the production of written coursework evidence, for those who are unable to use a pen.</p> <p><i>Group Work</i> During group work, students may be given varied tasks on a similar theme and divided according to their ability, where in contrast, learners at different levels may be paired together to allow the more able learner to play a supportive role and impart knowledge and the less advanced student to learn from their peer.</p> <p>DIFFERENTATED DOCUMENTS Any document which is intended for student use is presented in a format which will enhance their ability to understand its content. ‘Student Friendly’ Documentation such as this, uses Century Gothic Font (Size 16 Minimum), and symbols and/or photographs where possible.</p> <p>Current Examples include:</p> <ul style="list-style-type: none"> - The Complaints Form - Student Friendly Mission Statement - Student Disciplinary Code - Student Questionnaire - Partnership for Learning Agreement - 2 Week Trial Agreement - Student Data Protection Agreement <p>Any document which is not currently available in student-friendly format will be adapted upon request.</p>
10	<p>PROCEDURE FOR DEALING WITH DISCRIMINATORY ATTITUDES/ BEHAVIOUR AND INCIDENTS</p>	<p>Procedure for Reporting, Recording and Managing an Incident Any incidents occurring, student-student or student – staff, or staff- student, or staff - staff, which could be deemed discriminatory (this <u>does</u> include bullying where the anti bullying policy should be followed) should be reported to the Equal Opportunities Officer: Nicola Colenso – Director of Student Services.</p> <p>All concerned parties will have an individual interview with the EO Officer. All conversations will be recorded on an Incident Report Form. Action points will be</p>

		<p>included on the form if necessary. Action points may involve monitoring an individual, monitoring of the situation, or referring to community health services. A copy of all completed paperwork will be retained in the confidential personal files of staff and students.</p> <p>Prospective students/their advocates who consider that they have been unfairly treated with respect to their application or are dissatisfied with some aspect of their recruitment procedures should write giving details to the Director of Student Services or CEO. All complaints will be investigated and the prospective student informed of any action taken.</p> <p>Applicants for employment who feel that they have been unfairly treated with regard to their application or are dissatisfied with some aspect of the recruitment and selection procedure should write giving details to the CEO. All complaints will be investigated and the applicant informed of any action taken in line with the trusts complaints procedure.</p> <p>When it is deemed necessary, other concerned parties such as Parents & Guardians, SCC, Local Authorities and other relevant professionals will be informed.</p> <p>Persons wishing to make a complaint regarding Equal Opportunities will be referred to the Complaints Policy and associated procedures.</p>
12.	Monitoring and Evaluation	The Petty Pool Trust will monitor and review on an annual basis the progress that has been made in effectively implementing and embedding equality and diversity. This audit and action plan will be shared with staff, students and stakeholders if requested.
Prepared by: L. Chapman N. Colenso		Revised: 01.06.03 (NC / LC) Revised: 16.03.04 (MW / QM) Revised: 21.02.05 (MW / QM) Revised: 31.07.06 (MW / QM) Revised: 30.07.07 (MW / QM) Revised: 31.07.08 (MW / QD) Revised: 02.06.09 (MW / QD) Revised: 08.06.10 (MW / QD) Revised: 11.07.11 (MW / QD)
		Revised: 03.07.12 (MW / QD) Revised: 01.07.13 (MW / QD) Revised: 06.06.14 (MW / QD) Revised: 24.06.15 (MW / QD) Revised: 18.10.16 (JW CEO) Revised: Revised: Revised: Revised:

Equal Opportunities Monitoring Form 2016 - 2017

The Petty Pool Trust has a commitment to equality of opportunity for all, and willingly accepts its legal responsibilities to comply with the Equality Act 2010.

 Please complete the following questions to assist us in monitoring our Equality and Diversity work and help us to develop and improve the quality of service The Trust provides.

 Petty Pool Vocational College adheres to the Data Protection Act 1998 and the obligation to protect your right to privacy as a consumer of our services.

YOUR PERSONAL DETAILS WILL BE KEPT CONFIDENTIAL

This form is completely anonymous and you do NOT have to answer every question.

(Please tick)

Gender:

Male

Female

Age:

16 – 24

25 – 34

35 – 44

45 – 54

55 – 64

65+

Ethnic Origin:

White

Black-Caribbean

Black-African

Black Other *(Please Specify)*

Indian

Pakistani

Bangladeshi

Chinese

Other *(Please Specify)*

Disability:

I have a disability

I do not have a disability

Please use this box to comment on the service we provide, we welcome all suggestions, ideas and feedback