

# SINGLE EQUALITY SCHEME 2014 – 2017

## 1. Introduction

- 1.1. Barnet and Southgate College is passionate about equality and diversity and strives not only to meet its statutory requirements but to embed equality and diversity into all that it does. This Single Equality Scheme brings together our commitments to equality and diversity and our equality ambitions across the organisation. It embraces all members of our College community and its objectives demonstrate our wholehearted commitment to continued action in tackling inequality and promoting diversity.
- 1.2. The College's vision is: 'to be the most innovative, inspirational and employment focused learning organisation in the education sector'. The mission is to: 'Provide outstanding learning and employment related opportunities within every market we operate and to offer the highest of expertise and knowledge which will enrich the personal and professional lives of our customers.'
- 1.3. The College's vision and mission are backed up with a set of guiding values designed to drive the College to new levels of performance over the coming years:
  - Putting the Learner first
  - Professionalism
  - Continuous improvement
  - Teamwork
  - Challenging the norm
  - Equality and Inclusiveness
- 1.4. The College's equality and diversity policy statement is; 'Barnet and Southgate College is committed to equality and diversity for all its learners, staff and the broader community which it serves. We welcome, celebrate and value the diversity of our learning community and seek to promote an inclusive learning and working environment where everyone can achieve to their full potential. We have a zero tolerance of discrimination, harassment or bullying of any kind'.
- 1.5. Barnet and Southgate College is committed to the promotion of equality and diversity in all its activities; as a provider of learning and training, as an employer of staff and as a partner with a range of organisations within our community.
- 1.6. We are proud of the diversity of our College and value, celebrate and respect the many different backgrounds, experiences and talents that our learners and staff.
- 1.7. We will work with and support our learners, staff and partners to embed equality and diversity into everything that we do and maximise the opportunities to promote equality

and celebrate diversity as part of our responsibility as a public funded organisation.

- 1.8. We will treat all learners, employees and our partners in the community with respect and dignity and provide a positive learning and working environment which is a safe and welcoming place in which to study, work or visit. We will ensure that the Equality and Diversity policy influences and informs the culture of the College.
- 1.9. The College will not tolerate any form of direct or indirect discrimination, harassment or victimisation and will ensure that any behaviour by staff, learners or visitors which violate this policy is dealt with robustly.

## **2. The Legislative Framework**

- 2.1. Barnet and Southgate College recognises its legal duties under the general equality duty within the Equality Act 2010 to:
  - Eliminate unlawful discrimination, harassment, victimisation and any other conduct prohibited by the Act
  - Advance equality of opportunity between people who share a protected characteristic and people who don't share it
  - Foster good relations between people who share a protected characteristic and those who do not share it.
- 2.2. The nine protected characteristics referred to within the Equality Act are: age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, sex, sexual orientation and marriage or civil partnerships. However, we recognise that there are also some disadvantaged groups within the College who are not covered by the legislation, for example, learners in poverty or from socially disadvantaged backgrounds who need similar protection and support in order to access the same opportunities as others.
- 2.3. The College also meets the specific duties within the Public Sector Equality Duty to:
  - Publish relevant proportionate information demonstrating our compliance with the Equality Duty through the publication of the Annual Report on Equality and Diversity
  - Set specific, measurable equality objectives.

## **3. Our vision**

- 3.1. We want to build a College Community that through its leadership, recruitment, teaching and learning is free from discrimination and secure and confident in its diversity. The College is committed to ensuring that every individual learner and employee is valued, supported and respected. We welcome and celebrate the unique talent and experience of each individual learner and employee.
- 3.2. Effective teaching and learning require a safe environment, free from prejudice and discrimination, where the values and ethos of equality and diversity inform all College activity. Barnet and Southgate College therefore has zero tolerance of discrimination or harassment of any kind. These values apply equally to staff and governors, as well as

learners, volunteers and those with whom we do business.

3.3. Our Single Equality Scheme outlines how we seek to ensure that the College is free from unlawful discrimination and strives constantly to move beyond legal compliance towards excellence and best practice in promoting and celebrating equality and diversity.

3.4. Through creative and responsive teaching and learning, and a broad spectrum of extra curricula activities, our learners will understand better the world within which they live and the impact of their own actions on community cohesion and wellbeing.

#### **4. Our Commitment**

4.1. The scheme aims to demonstrate our commitment to go beyond compliance with legislation towards mainstreaming equality and diversity. The impact of our Single Equality Scheme will be assessed through our quality systems including observations of teaching and learning, self-assessment and analysis of data. This will include feedback from our learners, staff and partners and will be celebrated in our Annual Report on Equality and Diversity.

4.2. The College is committed to achieving the Investors in Diversity standard by 2015.

4.3. The Scheme will be published on the College website and intranet.

4.4. The Scheme relates to all members of the College community including employees, learners, contractors and visitors as appropriate.

## 5. Our Equality Objectives

5.1. The College has set the following Equality Objectives for the period 2014-17:

Strategic Objective	Actions	Measures	Lead
Ensure that the College promotes and fosters equality and diversity for all learners through the delivery of teaching and learning, enrichment and tutorial activities and learner voice activities.	<ul style="list-style-type: none"> <li>Continue to provide training for staff on the embedding of equality and diversity in teaching and learning</li> <li>Develop a range of learning resources to support the delivery of equality and diversity and make these available to teachers on iLearn</li> <li>Continue to measure the extent to which equality and diversity is embedded through the lesson observation scheme</li> <li>Ensure equality and diversity is included in the induction programme for all learners</li> <li>Promote equality and diversity through a programme of college campaigns and enrichment activities</li> <li>Encourage feedback from learners on equality and diversity through student surveys, open forums and student representative meetings</li> </ul>	<ul style="list-style-type: none"> <li>85% of lessons observed demonstrate the embedding of equality and diversity</li> <li>A programme of equality and diversity campaigns and enrichment is in place and being delivered</li> <li>95% of learners agree that they have been treated fairly (Learner Survey)</li> </ul>	Director of Quality and Learner Experience
Improve the collection of equality and diversity data for learners and staff against the protected characteristics within the Equality act 2010 and ensure that this data is used to improve outcomes for all our College community	<ul style="list-style-type: none"> <li>Provide information to learners on why equality and diversity is collected and how it is used</li> <li>Ensure staff involved in admissions and enrolment are actively encouraging learners to provide their personal information, whilst recognising their right to withhold this information should they so wish</li> <li>Encourage staff to provide their personal information through the staff portal</li> <li>Publish staff and learner data on at least an annual basis and show how data has been used</li> </ul>	<ul style="list-style-type: none"> <li>The proportion of 'Unknown' equality indicators is reduced to no more than 2% for both staff and learner data</li> <li>An annual report providing information on the equality and diversity data for learners and staff and how it is used.</li> </ul>	Director of Quality and Learner Experience Head of Human Resources
Ensure that there are no achievement gaps by race, gender, age and disability within any curriculum areas	<ul style="list-style-type: none"> <li>Monitor success rates to identify any achievement gaps, analyse the reasons and put appropriate actions into place</li> </ul>	<ul style="list-style-type: none"> <li>There is no more than a 4% variance in success against the average for any equality grouping</li> </ul>	Director of Quality and Learner Experience

Strategic Objective	Actions	Measures	Lead
	<ul style="list-style-type: none"> <li>• Monitor attendance and retention by equality indicators and make appropriate interventions if particular groups are performing less well</li> <li>• Identify 'At Risk' learners early in their programme and provide support to overcome any barriers to achievement</li> </ul>	within curriculum areas	
Staff will be supported in meeting their responsibilities for equality and diversity through sharing best practice within the College and providing a programme of staff training on Equality and Diversity	<ul style="list-style-type: none"> <li>• Develop a team of college trainers to deliver equality and diversity training</li> <li>• Put in place an annual programme of equality and diversity staff training</li> <li>• Develop the equality and diversity area of The Hub to provide information and news on equality and diversity matters</li> <li>• Collate and share good practice on equality and diversity across the College</li> </ul>	<ul style="list-style-type: none"> <li>• All staff attend at least one equality and diversity training session per year</li> <li>• A termly report on the sharing of best practice in equality and diversity</li> </ul>	Head of HR Director of Quality and Learner Experience

## 6. Our Community

6.1. Barnet and Southgate College is located within the London Boroughs of Barnet and Enfield.

6.2. Barnet is a diverse borough with 59% of the 356,000 population being from a Black or Minority Ethnic group. 51.5% of the population are female. Barnet has the largest Jewish and Chinese communities in England. 146 different languages are spoken by Barnet residents.

6.3. 50,000 local residents have a long-term illness, health problem or disability which affects their daily activities. Nearly 6,000 people in Barnet are visually impaired and 7,000 are hard of hearing.

6.4. 80,000 local residents are aged less than 19 years and this number is expected to rise by 4.5% by 2016.

6.5. The area is also one of contrast with areas of prosperity sitting alongside pockets of deprivation clustered along the A5 corridor. Residents living in these areas suffer more from higher crime, lower educational attainment, higher unemployment and poorer health. In some areas life expectancy can vary by as much as 6 years between the most affluent and most deprived areas.

6.6. Enfield is also a very diverse borough with 59% of the 294,400 people being from a Black or Minority Ethnic group. Enfield has a large community of Cypriots (both

Greek and Turkish), and a growing Somali community. The number of Polish migrant workers has also increased over recent years. 166 different languages are spoken in Enfield with Turkish being the most spoken language after English. 53.5% of the population are female. The percentage of Christians within the borough is 63.2% with Islam being the second most practiced religion. 15.5% of residents report they have no faith or religious beliefs.

6.7. 49,960 of residents (15.6%) have a long-term illness, health problem or disability which affects their daily activities.

6.8. 12.4% of the population is aged over 65 and it is anticipated that this figure will accelerate in coming years. 27.5% of the population are under 19.

6.9. Like Barnet, Enfield is an area of contrast with areas of suburban affluence alongside some significant areas of deprivation. Enfield is ranked 64<sup>th</sup> out of 326 boroughs in terms of social deprivation.

## **7. Our Staff**

7.1. 39.1% of our staff are from a Black or Minority Ethnic group with 68.4% of the workforce being female.

7.2. The data for disabled staff is not comprehensive with only 2.7% of staff disclosing that they have a disability or long term health problem. However only 52% of staff have provided this information.

7.3. With a relatively low staff turn-over, the staff population is an aging one with the largest proportion of staff (35.7%) being aged between 46-55 years old and the next largest group (22.1%) being 36 – 45 years old.

## **8. Our Learners**

8.1. 69.0% of our learners are from a Black or Minority Ethnic Group with 51.1% of the learners being female.

8.2. 8% of learners disclosed that they had a difficulty, disability or health problem.

8.3. 19% of our learners are aged between 16-18, 16% of the over 18 year olds are under 25. 2.5% of learners are over 60.

## **9. Race**

9.1. Barnet and Southgate College recognises that people are often treated unfairly in terms of education, training and employment because of their race.

9.2. Within three years, we want to have moved substantially towards ensuring that staff and learners from all races are conferred equal status, education and employment entitlement. We want to eliminate racism or unfavourable treatment in any form, we:

- are committed to taking action to identify and remove racism from staff and learners' College life
- are committed to training and empowering staff and learners to be proactive in identifying and removing racism from staff and learners' College life
- we will ensure that the College position on Race Equality is made explicit to new learners and staff. Any breach of policy will be actively challenged through the College's disciplinary procedures
- we will monitor the participation, performance and progress of learners from all ethnic backgrounds and act to address any inequalities found
- we will ensure employment practices and procedures, especially recruitment, will be without bias, intentional or unintentional, to ensure that our staff profile moves towards matching our learner profile
- we will ensure that staff and learners from a representative range of ethnic backgrounds have full opportunity to impact on College policy and procedure
- will ensure that employment policies and procedures will reflect this position statement

## **10. Gender**

10.1. Barnet and Southgate College recognises that people are often treated unfairly in terms of education training and employment because of their gender.

10.2. Within three years, we want to have made substantial steps towards ensure that women and men are conferred equal status, education, and employment entitlement. Barnet and Southgate College will not allow sexual harassment or unfavourable treatment in any form, we:

- are committed to taking action to identify and remove sexism in College life
- will monitor the participation and performance and progress of female and male learners and act to address any inequalities found
- will take action to encourage female and male learners into non-traditional areas of study so that gender stereotyping in areas of study becomes the exception
- will ensure that its position on sexual harassment will be made explicit to new learners and staff. Any breach of policy will be actively challenged through the College's disciplinary procedures
- in relation to timetabling, recognition will be made of learners' childcare and family commitments
- will ensure that employment practices and procedures are family friendly and opportunities for professional development are organised to ensure that those with external care commitments have opportunities to participate
- will ensure that female and male staff and learners have full opportunity to impact on College policy and procedure
- will ensure that employment policies and procedures will reflect this position statement.

## **11. Disability**

11.1. Barnet and Southgate College recognises that people with disabilities, learning difficulties and mental health needs experience discrimination within society.

11.2. Within three years, we want to take substantial and concrete steps to challenge this and to help ensure fairness and equality of access to all aspects of College life.

We:

- will actively oppose stereotyped responses to disabled people and work to promote a positive and inclusive environment in relation to education, training and employment in every area of College life
- will ensure that learners with learning difficulties and disabilities are an integral part of the College community and share fully in a positive ethos and culture of celebrating success
- will ensure that there is access to all learning and wider College facilities within the framework of the relevant legislation
- will ensure that harassment or bullying of learners with learning difficulties or disabilities is not tolerated in any area of College life. Any such behaviour will be challenged through College disciplinary procedures
- will make reasonable adjustments to enable to employment of staff with disabilities on equal terms and conditions with all other staff
- will ensure that staff and learners from a representative range of learning difficulties and disabilities have full opportunity to impact on College policy and procedure
- will ensure that employment policies and procedures will reflect this position statement.

## **12. Sexual Orientation**

12.1. Barnet and Southgate College recognises that people are often treated unfairly in terms of education, training and employment because of their sexual orientation. The College aims to eradicate discrimination on the grounds of sexual orientation and promote equality for all.

12.2. Within three years, Barnet and Southgate College will create a supportive and inclusive environment for all women and men in work, training and learning and will actively combat discrimination on the grounds of sexual orientation. We:

- will strongly oppose discrimination on the grounds of sexual orientation and are committed to taking positive action to identify and eliminate such discrimination from College life
- will encourage positive acceptance of the range of sexual orientations
- will make College commitments explicit to new learners and staff and ensure that any sexual harassment and discrimination will be actively challenged through College disciplinary procedures
- will ensure that lesbian, gay and bi-sexual staff and learners have full opportunity to impact on college policy and procedure

- will ensure that employment policies and procedures will reflect this position statement.

### **13. Religion and Belief**

13.1. Barnet and Southgate College recognises that people are often treated unfairly in terms of education, training and employment because of the religion or beliefs. The College aims to eradicate discrimination on the grounds of religion or beliefs and promote equality for all.

13.2. Within three years we aim to work actively to create a supportive and inclusive environment for people of all faiths and none in work, training and learning and will actively combat discrimination on the grounds of religion or belief. We:

- strongly oppose discrimination on the grounds of religion or belief and are committed to taking positive action to remove such discrimination from College life
- will encourage positive acceptance of the range of religions and beliefs
- will ensure that harassment on the grounds of religion or beliefs will not be tolerated in any area of College life. College commitments will be made explicit to new learners and staff and such discrimination will be actively challenged through College disciplinary procedures
- will ensure that staff and learners from a representative range of faiths and beliefs have full opportunity to impact on College policy and procedure
- will ensure that employment policies and procedures will reflect this position statement
- will provide a Multi-Faith room on each campus to provide space for religious and spiritual observance.

### **14. Age**

14.1. Barnet and Southgate College recognises that people are often discriminated against and stereotyped because of their age. This is evident in a range of beliefs, assumptions and attitudes which underpin judgements about an individual's potential behaviour and preferences. It is also reflected in the stereotyping which categorises people by generation or life phases rather than through recognition of their talent, competence and capability.

14.2. Barnet and Southgate College recognises that people can develop throughout their life and that an individual's life experience can add value to their role as a member of the College community and their personal learning experience. Within three years, we:

- will support and promote education achievement for people of all ages
- will remove arbitrary age barriers to educational access and realisation of individual potential and success
- will provide flexible and differentiated learning experiences which meet the needs of particular age cohorts

- will promote up-skilling and retraining programmes for those in paid employment or those who wish to re-enter employment
- will develop training learning and support strategies to meet the particular needs of learners from different age groups
- will promote positive images of achievement by people of all ages which recognise and celebrate the knowledge and experience which people bring to their learning throughout life
- will welcome job applications from all age groups and select on the basis of specified skills and abilities
- will ensure that staff and learners from a representative range of age groups have full opportunity to impact on College policy and procedure
- will ensure that employment policies and procedures will reflect this position statement.

## **15. Gender Reassignment**

15.1. Barnet and Southgate College recognises both staff and learners make life choices that impact on their gender. The College also recognises that people are often discriminated against and stereotyped because of these life choices. The College aims to eradicate discrimination on the grounds of transgender/gender reassignment and promote equality for all.

15.2. Within three years we aim to work actively to create a supportive and inclusive environment for women and men in work, training and learning and will actively combat discrimination on the ground of transgender/gender reassignment. We:

- will acknowledge learners and staff life choices that include being Trans (or Transgender), this is an umbrella term used by people whose gender identity and/or gender expression differs from their birth sex. The term includes, but is not limited to, transsexual people and others who define as gender-variant
- will acknowledge and support learners and staff who may or may not choose to alter their bodies hormonally and/or surgically. Known as gender reassignment or transition this is usually a complex process that takes place over a long period of time
- will ensure that we do not discriminate on gender reassignment grounds in terms of enrolling learners or recruiting and employing staff
- will support learners and staff who decide to change their name at any time without special permission or process. This applies to everyone, including people who change their gender
- will ensure that employment policies and procedures will reflect this position statement.

## **16. Pregnancy and Maternity**

- 16.1. Barnet and Southgate College recognises that people can or have the potential to be treated unfairly or differently in terms of education training and employment because of pregnancy and maternity (including paternity).
- 16.2. Within three years, we want to have made substantial steps towards ensuring that women who are pregnant and women and men who are on either maternity/paternity leave are conferred equal status, education and employment entitlement. Barnet and Southgate College will not allow any forms of harassment or unfavourable treatment in any form, we:
- are committed to taking action to identify any remove any forms of discrimination/harassment related to pregnancy or maternity/paternity in College life
  - will monitor the participation performance and progress of female learners who are pregnant and female and male learners who have childcare commitments and act to address any inequalities found
  - will ensure that its position on maternity/paternity related harassment will be made explicit to new learners and staff. Any breach of policy will actively challenged through the College's disciplinary procedures
  - in relation to timetabling, recognition will be made of learners' childcare and family commitments
  - will ensure that employment policies and procedures will reflect this position statement.

## **17. Marriage or Civil Partnership**

- 17.1. Barnet and Southgate College recognises that people can be treated unfairly or discriminated against in terms of education, training and employment because of their marital/partnership status. The College aims to eradicate discrimination on the ground of marriage or civil partnership and promote equality for all.
- 17.2. Within three years, Barnet and Southgate College will create a supportive and inclusive environment for all people of any marital status and will actively combat discrimination on the grounds marriage or civil partnerships. We:
- strongly oppose discrimination on the grounds of marital or civil partnership status and are committed to taking positive action to identify and remove such discrimination from College life
  - we will ensure that harassment on the grounds of marital or civil partnership status will not be tolerated in any are of College life. College commitments will be made explicit to new learners and staff and any such discrimination will be actively challenged through College disciplinary procedures
  - will ensure that employment policies and procedures will reflect this position statement.

## **18. Equality Analysis**

18.1. The College is committed to undertaking effective and transparent Equality Analysis (EA) on College policies and procedures. It will ensure that specific Managers and staff who have responsibilities in this area are trained and confident in applying College policy on EA. The Executive Leadership Group and the Governors will receive regular updates on the numbers and details of EAs when they are undertaken and reviewed.

## **19. Management**

19.1. Everyone who works, learns or visits the College has a responsibility for Equality and Diversity. The following people have specific responsibilities:

- The strategy for Equality and Diversity for learners is led by the Director of Quality and Learner Experience
- The strategy for Equality and Diversity for staff is led by the Head of Human Resources and Organisational Development
- Governors have a responsibility to ensure that the College meets its legislative responsibilities for Equality and Diversity
- Managers have a responsibility for ensuring key messages concerning Equality and Diversity are cascaded to their staff and that Equality and Diversity is discussed regularly at team meetings
- Deputy Directors and Curriculum Managers have a specific responsibility to ensure Equality and Diversity is promoted to learners and embedded in the curriculum
- The Equality and Diversity Strategy Group is responsible for setting the broad strategic direction and policy, procedures and guidelines relating to Equality and Diversity
- The Equality and Diversity Committee has representation from all areas of the College and is a forum for consulting on Equality and Diversity issues and sharing best practice.