



KITE COLLEGE

Kent Inclusive Technical Education

Equality and Diversity Policy

<i>Version 2</i>		Signature
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Approved Chair of Trustees:		
Learning & Inclusion Committee		
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Aims:

This policy is drawn up in consideration of the Equality Act 2010 which protects individuals from discrimination and harassment based upon 'protected characteristics' the protected characteristics in respect of the learners are:

- Disability
- Gender reassignment or identification
- Pregnancy and maternity
- Race
- Religion or belief
- Sex
- Sexual orientation

Equality of opportunity at KITE College means providing equality and excellence for all in order to promote the highest possible standards. Equality of opportunity applies to all members of the community, learners, staff, trustees, parents and carers and community members.

The core values and ethos of the Equality and Diversity Policy are:

- To prepare learners for life in a diverse society and world
- To meet the diverse needs of the learners
- To ensure that an inclusive ethos is established and maintained
- To make KITE College a place where everyone, irrespective of their race, colour, ethnic or national origin or citizenship, feels welcomed and valued
- To respect and value linguistic, cultural and religious diversity in the community
- To develop each learner's sense of personal and cultural identity and to encourage learners to be confident, open to change, receptive and respectful towards other identities
- To acknowledge the existence of prejudice and be proactive in tackling and eliminating discrimination
- To ensure that issues related to equality and prejudice are recognised across all areas of college activity
- To ensure that equality is an integral part of all planning and decision making within KITE College

Leadership and Management

- All policies reflect a commitment to equal opportunities
- The Trustees and Senior Leadership Team set a clear ethos, which reflects the commitment to equality for all members of KITE College's community
- KITE College promotes positive and proactive approaches to valuing and respecting diversity
- The Senior Leadership Team work in partnership with others to promote equality of opportunity, oppose all forms of oppressive behaviour, prejudice and discrimination
- Teaching and curriculum development are monitored to ensure high expectations of learners and appropriate breadth of content in relation to the college and the wider community
- The Trustees and Principal will:

- Ensure the aims of KITE College indicate a commitment to providing equality of opportunity
- Strive to ensure that its own membership reflects the communities, which the college serves, in terms of ethnicity, gender and class
- Ensure they receive up to date training and instruction in fair employment practices and procedures
- Ensure fairness when issuing funds
- Liaise with the Senior Leadership Team regarding the way in which the college addresses equality issues and make recommendations and decisions as appropriate

Staffing: Safer Recruitment and Professional Development:

The Trustees and the Principal:

- Are committed to equality for all in the appointment, development, training and promotion of staff, and in all dealings with learners and parents and carers of KITE College
- Recognise the value of a diverse and inclusive workforce
- Together with the Senior Leadership Team will operate at all times within the requirements of anti-discrimination legislation and will promote equality positively in its staffing decisions
- All decisions, including advertising of vacancies, shortlisting, selection, induction, appraisal, training, development, promotion, terms and conditions of employment, dismissal and pay will be based on an objective and fair assessment of college requirements
- The only personal characteristics, which will be taken into account, will be those, which are necessary for the requirements and proper performance of the work involved. There will be no generalised concepts or assumptions about the characteristics of groups. All staff have the right, through the agreed procedures, to challenge any decision or action taken which they believe to be in breach of these principles. Any member of staff who deliberately and knowingly contravenes this policy will be liable to formal disciplinary action

Statutory Requirements:

The Trustees and the Senior Leadership Team is bound by law not to discriminate against certain groups. The Equality Act 2010 has brought together all the current discrimination laws into one and sets out the 'protected characteristics' that qualify for protection from discrimination as:

- Age
- Disability
- Gender reassignment or identification
- Marriage and civil partnership
- Pregnancy and maternity
- Race
- Religion or belief
- Sex and Sexual orientation

The Trustees and the Senior Leadership Team will:

- Give sympathetic consideration for requests for time off or for religious observance from staff who are active members of religions or beliefs, although such time off will be unpaid and will be considered only subject to the operational requirements of the college
- Wherever possible, make reasonable adjustments to recruitment processes, working conditions or the working environment, including terms and conditions of employment, to help overcome practical difficulties created by applicants and members of staff who have a disability
- Acknowledges these areas of regulation and confirms its commitment to enforce these statutory requirements in the college

Advertising of vacancies:

Vacancies will be advertised openly and will normally be available for members of staff in KITE College to apply.

Selection for appointment or promotion:

All decisions relating to appointments or promotions will be conducted in accordance with the following principles:

- A detailed job profile will be drawn up which accurately describes the duties of the post
- An objective and sufficiently detailed person specification will be defined from the job profile
- Job profiles, person specification and the selection criteria will be available to all candidates
- Shortlisting will be carried out against the selection criteria and a written record retained of the assessment of each candidate
- Selection decisions will be made against the agreed criteria and no other criteria will be used
- A written record of the selection decision relating to the agreed criteria will be retained
- Reasonable adjustments will be made to the recruitment and selection process where necessary to ensure that people with disabilities are enabled to compete for appointments at KITE College

Specific Issues:

1. Age:

The Trustees and the Senior Leadership Team are opposed to any direct or indirect discrimination based on age.

2. Disability:

The Trustees and the Senior Leadership Team are opposed to any discrimination against people with disabilities based on assumptions of their ability or otherwise to carry out the duties of a post in the college. Where a candidate who has a disability is appointed to the post in the college, reasonable provision will be made for adjustments to the working conditions or environment where this is practicable.

3. Gender reassignment or identification:

The Trustees and the Senior Leadership Team are opposed to any discrimination as a result of a person proposing to undergo, undergoing or having undergone a process (or part of a process) for the purpose of reassigning the person's gender. This equally applies to discrimination as a result of any form of identification of gender.

4. Marital status or civil partnership:

The Trustees and the Senior Leadership Team are opposed to any discrimination against employees who are married or in a civil partnership.

5. Pregnancy and maternity:

The Trustees and the Senior Leadership Team are opposed to any discrimination against a pregnant person due to reasons of pregnancy and/or maternity leave.

6. Race:

The Trustees and the Senior Leadership Team are opposed to any direct or indirect discrimination based on race, colour, ethnic or national origin. There may be situations in the college which require special consideration and when an occupational requirement may apply to justify the employment of someone of one particular race or ethnic origin. However, these situations will be unusual and exceptional and will be discussed with staff in advance.

7. Religion or Belief:

The Trustees and the Senior Leadership Team are opposed to any direct or indirect discrimination based upon religion or belief.

8. Sex

The Trustees and the Senior Leadership Team are opposed to any direct or indirect discrimination based on gender. There may be situations in the college, which require special consideration and where a genuine and determining occupational requirement may apply to justify the employment of someone of a particular sex. However, these situations will be unusual and exceptional and will be discussed with the staff in advance.

9. Sexual orientation:

The Trustees and the Senior Leadership Team are opposed to any direct or indirect discrimination based on perceived or actual sexual orientation.

10. Harassment or bullying:

The Trustees and the Senior Leadership Team are opposed to any unwanted conduct relating to a protected characteristic that has the purpose or effect of violating a person's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment. The Trustees and the Senior Leadership Team are further opposed to any act of victimisation, harassment or bullying against any member of staff either by an employee or third party based on assumptions about their status in the above categories or any other grounds. Such action will be investigated in accordance with KITE College's procedure and may lead to formal disciplinary action.

11. Non-statutory aspects:

Although there is no statutory requirement not to discriminate against any other groups, or characteristics of staff, the Trustees and the Senior Leadership Team wish to state that it will not in any way discriminate against members of staff or applicants for posts on the grounds of their political affiliation.

Positive Action:

The Trustees and the Senior Leadership Team recognise that the avoidance of discrimination is not sufficient to ensure that equality exists in the college. The Trustees and the Senior Leadership Team will therefore give full consideration to measures of positive action which may assist in achieving the aims of this policy. This action is designed to encourage or facilitate the employment or training of minority or disadvantaged groups.

The Trustees and the Senior Leadership Team will not discriminate in favour of individuals from specific groups (positive discrimination), but it will take positive action which enables members of those groups to compete on an equal basis. Positive action measures may include:

- Encouraging applicants from specific groups which are underrepresented in the college
- Encouraging people with disabilities to apply for posts
- Advertisements which encourage applicants from individuals of a particular sexual orientation, religion or belief, but make it clear that selection will be on merit
- Flexible working - promoting the use of job shares and flexible working where operational factors make it possible
- Language / literacy training
- Supportive training measures for underrepresented groups
- Assistance with applications for candidates with language problems
- Commitments to interviewing disabled people who meet the basic criteria for the post
- Encouraging staff to become representatives of trade unions / associations

Harassment and Grievance Procedures:

Harassment has the effect of destroying dignity and undermining the confidence of employees. It can take many forms, including physical contact, bullying, threatening or ignoring someone. It can be a series of offensive remarks or a single incident. It can be behaviour that staff find offensive even if not directed towards them or harassment because of perception or association.

The Trustees and the Senior Leadership Team are committed to the principles of dignity at work for its entire staff in the college. This includes the right to be treated with respect by all managers and colleagues.

The Trustees and the Senior Leadership Team will consider any acts of harassment including those on the grounds of age, disability, gender reassignment, marital status and civil partnership, pregnancy and maternity, race, religion or belief, sex or sexual orientation, as totally unacceptable and outside the ethos and culture of the college. Any such act by a member of staff against any adult or child will be treated as a disciplinary offence, and action taken accordingly.

KITE College has procedures to resolve grievances and for the handling of complaints of harassment and bullying at work. The Trustees and the Senior Leadership Team are committed to investigate any such complaint. These procedures will be followed carefully and promptly in response to any such complaint. The first point of contact for any such complaint should be Sarah Miller, Principal or in the case of a grievance against the Principal, Bob Law, Chair of Trustees. In addition, staff have the right to approach their profession association or trade union representative for support.

Monitoring:

KITE College will keep records of existing staff and new applicants which can be analysed to provide data to assess whether equality is being demonstrated.

The Trustees and the Senior Leadership Team will regularly monitor the effectiveness of its policy by the following methods:

- All applicants for posts will be invited to indicate whether they have any special requirements or require reasonable adjustments to enable them to submit an application, attend an interview or carry out duties of that post. Responses to this question and appropriate actions taken by the college to accommodate people with disabilities will also be monitored as part of this process
- Trustees, Senior Leadership Team and staff will be invited to give feedback from time to time, and to make suggestions for improvements
- The incidence of complaints under the above procedures and any other aspects of this policy will be monitored and reported to the Trustees and the Senior Leadership Team
- The Trustees and the Senior Leadership Team will ensure that the information is stored in an appropriate and confidential format in accordance with the Data Protection Act 1998

Training:

The principles outlined above in relation to fair and equal treatment will also apply to selection for training. Requests for training will be considered in accordance with the college's operational priorities, based on KITE College's overall development plan and budget allocations.

Similarly, the training of college Trustees and the Senior Leadership Team in issues of equality and discrimination is an essential part of our Equality and Diversity Policy.

Where training is scheduled to take place on site, the College will, where possible, adapt the methods of training delivery if current arrangements disadvantage particular individuals or groups of staff.

Curriculum:

The curriculum builds on learner's starting points and gaps in knowledge; this is differentiated appropriately to ensure the inclusion of:

- Males and females, as well as young people identifying in varying ways
- Learners learning English as an additional language
- Learners from ethnic minority groups
- Learners who are looked after by the Local Authority
- Learners who are at risk of disaffection and exclusion

Wherever possible, the curriculum is planned to incorporate the principles of equality and to promote positive attitudes to diversity. All subjects contribute to the spiritual, moral, social and cultural development of all learners.

The content of the curriculum reflects and values diversity. It encourages learners to explore bias and to challenge prejudice and stereotypes.

Enrichment activities and special events cater for the interests and capabilities of all learners and take account of parental/carer concerns related to religion and culture.

Teaching and Learning:

- Teachers ensure that the classroom is an inclusive environment in which learners feel all their contributions are valued
- All learners have access to a curriculum that attempts to best meet individual needs subject to normal timetabling and resource restrictions
- Teaching is responsive to learners' different learning styles and takes into account of learners' cultural backgrounds and linguistic needs
- Teachers take positive steps to include all groups or individuals

- Learner grouping in the classroom is planned and varied. Allocations to teaching groups are kept under regular review
- Teachers recognise the importance of displays and resources as a way of communicating with all college users and ensure they represent, promote, inform, support and celebrate all sections of the college and wider community without bias, discrimination or stereotyping

Assessment, Student Achievement and Progress:

- All learners have the opportunity to achieve to their highest standards. KITE College ensures that assessment is free of gender, cultural and social bias, and that assessment methods are valid
- The monitoring and analysing of learner performance by gender, ethnicity and background enables the identification of groups of learners where there are patterns of underachievement. KITE College ensures that action is taken to counter this
- Staff have very high expectations of all learners and they continually challenge them to extend their learning and achieve higher standards. KITE College recognises all forms of achievement however small
- All learners have full opportunities to demonstrate what they know, understand and can do and therefore, to benefit from assessment which summarises what they have learnt. Information from assessment is used to inform future planning
- Staff use a range of methods and strategies to assess learner's progress

Behaviour, Positive Support and Exclusions:

- KITE College expects high standards of behaviour from all learners
- There are strategies to reintegrate long-term absentees should this arise
- KITE College actively avoids excluding learners unless an exceptional circumstance arises
- The College's procedures for supporting learners and managing behaviour are fair and applied equally to all
- It is recognised that cultural background may affect behaviour. KITE College takes this into account when dealing with incidents of non-complaint or unacceptable behaviour
- All staff operate consistent systems of rewards, include the positive use of praise
- Learners, staff, parents and carers are aware of the procedures for dealing with harassment. They know that any language which is potentially damaging to any minority group is always unacceptable
- Behaviour which does not reflect equal opportunities is unacceptable at all times and will be dealt with accordingly

Personal Development and Pastoral Care:

- Pastoral support takes account of religious and ethnic differences and the experiences and needs of refugee and asylum seeker children
- KITE College provides appropriate support for learners learning English as an additional language and encourages them to use their home and community language
- KITE College takes account of and meets the needs of traveller learners

- All learners are provided with appropriate careers information, advice and guidance which encourages them to consider the full range of options for their next steps
- Appropriate support is given to victims of harassment and intolerant behaviour, using the support of external agencies where appropriate
- The curriculum and pastoral systems promote and reinforce equal opportunities.

Admissions and Attendance:

- The referral process is centralised through the KITE College processes and is monitored to ensure that it is administered fairly and consistently to all learners. Please refer to the Referral Criteria
- Information about learners' ethnicity, first language, religion, physical needs, medical needs etc. is included on all the admission forms
- KITE College and parents / carers are aware of their rights and responsibilities in relation to learner's attendance and absence is always followed up by appropriate staff
- Responsible provision is made for leave of absence for religious observance which includes staff as well as learners
- Provision is made for learners on extended leave so as they are able to continue with their learning

Partnerships with Parents and Carers and The Community:

- Progress reviews to parents and carers are accessible and appropriate in order to ensure that all parents and carers have the opportunity to participate in the dialogue. Parents and carers are encouraged to telephone the college for an appointment at any time if they have concerns
- All parents and carers are encouraged to participate at all levels in the full life of the college. For example, through parents' evenings etc
- KITE College works in partnership with parents, carers and the community to develop positive attitudes to diversity and to address any specific incidents
- KITE College takes steps to encourage the involvement and participation of underrepresented groups of parents / carers and sections of the community

Responsibilities:

- The Trustees and the Principal will ensure that KITE College complies with all relevant equality's legislation
- The Trustees and the Principal will ensure that the policy and relevant procedures and strategies are implemented
- The Principal will ensure that all staff are aware of their responsibilities under the policy

Monitor and Review:

This policy will be regularly monitored and reviewed to ensure that it does not disadvantage particular sections of the community. This policy will be given to all staff through normal management meeting mechanisms and The Senior Leadership Team will ensure that it is known and understood by staff. This policy will also be made available to potential applicants for vacant positions in the service.

This policy is to be read in conjunction with the following documents:

- Anti-Bullying Policy
- Behaviour Policy
- Child Protection & Safeguarding Policy
- Adult Protection Policy
- Complaints Policy
- Flexible Working Policy
- Safer Recruitment Policy
- Sexual Harassment Policy
- Staff Code of Behaviour Policy
- Whistleblowing Policy & Procedure