PAIGNTON SEC

EQUALITY AND DIVERSITY POLICY

1. INTRODUCTION

This policy applies to all staff and students.

Paignton Sec will promote equality of opportunity in all its practices, procedures and services and actively encourage individuals from under represented groups to participate in learning. These groups include the following as well as other under represented groups which exist or are emerging:

- students in low-income groups
- students who wish to train for jobs not usually associated with their gender
- some ethnic minority communities
- individuals with learning difficulties and/or disabilities
- individuals without formal qualifications
- students aged 50+
- young people with emotional and behavioural difficulties
- individuals with literacy and/or numeracy needs
- ex-offenders
- travellers
- part-time and temporary workers
- unskilled manual workers
- other under-represented groups

The policy is designed to meet the requirements of the Learning and Skills Act 2000. The Special Education Needs and Disability Act 2001, and the Race Relations Amendment Act 2000, which requires that no member of Paignton Sec is put at a disadvantage through any form of unfair discrimination.

2. This policy underpins PAIGNTON SEC'S MISSION STATEMENT

To provide the best possible training, advice and guidance to enable all trainees to improve their personal skills and knowledge, and gain the most appropriate qualifications in order to improve their opportunities of succeeding in the employment market.

3. Paignton Sec states that; No-one will be treated less favourably than others on grounds of race, colour, ethnic origin, nationality, gender, belief, marital status, age, mental or physical disability or sexual orientation. Paignton Sec will actively counteract prejudice and will, where appropriate, challenge imbalance.

4. It is the responsibility of all staff and students to create an environment where all can fulfil their potential in a way that equality of opportunity is actively promoted.

- This policy covers the following areas.
- course provision and marketing
- advice, admissions and induction
- curriculum content
- access to courses and rooms
- staff development
- appointment and induction of staff
- partnerships and contracts

3. IMPLEMENTATION AND RESPONSIBILITY

	Implementation	Responsibility
3.1	**Course provision and Marketing**	
3.1.1	Paignton Sec will actively promote inclusion by careful selection, design and monitoring of materials	PJG
3.1.2.	Paignton Sec will be responsive to the needs of the local community by consultation with organisations and employers, eg Chamber of Commerce, Learning Partnership, LSC etc	PJG
3.1.3.	Courses will be designed to enable access by all. This will include developing flexible', 'open', or 'distance learning' opportunities for those who cannot or do not wish to attend Paignton Sec	All trainers & assessors
3.1.4.	Courses should be marketed effectively to encourage applications from underrepresented groups to enter traditionally imbalanced areas. The prospectus will include positive statements concerning mental health both in terms of institutional commitment to a non-stigmatising community.	PJG & JPF
3.1.5.	Data will be used to plan learning which meets identified needs and to set participation targets	PJG & JPF
3.2	**Advice, admissions & induction of students**	
3.2.1.	Students will receive impartial advice and guidance before and on entry to college to enable them to choose qualifications that are right for them. Students will be referred to alternative qualifications or institutions if more appropriate to their needs	JR PJG & all assessors
3.2.2	Admission criteria will be explicit, non-discriminatory and fair to all applicants monitoring parity across qualifications. Entry requirements will include equivalent qualifications and experience.	Julie Flood & Candice Barratt
3.2.4	Marketing materials should use a format and language appropriate to the needs of the prospective student.	PJG
3.2.5	The students' admissions process should be non-discriminatory. No student will be refused entry onto a course solely on the grounds of disability, without a full exploration of the needs and how these can or be met with reasonable adjustments.	PJG
3.2.6	Once accepted onto a course Paignton Sec will continue to provide effective support.	JC
3.2.7	Effective procedures will be devised to identify all students' support needs and to collect information on the application form, interview record sheet, and individual learning plans.	Julie F, CB & PJG
3.2.8	Enrolment procedures are transparent, welcoming, flexible and easily understood by students. Opportunities to disclose their needs and to make them aware of the support on offer will be varied and frequent	All staff
3.2.9	Induction programmes should be available to all students and appropriate to their needs, ensuring that they understand their rights and responsibilities towards other members of Paignton Sec. Induction procedures will be sensitive to the needs of students with mental health issues. Through the Induction process, students are informed about Paignton Sec's Equality and Diversity Policy, the student charter, health and safety issues, student disciplinary (sensitive to the needs of students with mental health issues), complaints & grievances.	All staff
3.2.10	Assessment and evaluation of equality will be undertaken 'locally' at course level and 'globally' at strategic level through Paignton Secs course review and strategic performance indicator level.	All staff
3.3	**1.1 Curriculum Content and Delivery**	
3.3.1	Curriculum content and delivery will be planned and developed to take into account students' different characteristics and learning	All teaching staff and assessors

	needs through identifying individual preferred learning styles.	
3.3.2	Learning materials are available in clear, accessible language and format in liaison with the Additional Support teams e.g. large print etc.	All teaching staff
3.3.3	Teaching is planned to develop confidence and build on students, prior experience, free of bias in course content and resources, teaching style and modes of assessment	Teaching Staff,
3.3.4	Tutors will ensure that their teaching reflects an awareness of equal opportunities' issues by using non-discriminatory language, exploring cultural, moral and social issues. Exploring and challenging stereotypes or discriminatory behaviour thus ensuring the learning environment is free from prejudice and harassment	Teaching Staff PJG
3.3.5	Paignton Sec will ensure that assessment methods are fair and constructive providing a written commentary with suggestions for improvement. A variety of assessment methods used to do justice to the range of different needs, aptitudes and prior learning experiences. Also to ensure that students are aware of appeals procedures	Teaching Staff Julie F, CB
3.3.6	Paignton Sec will set and monitor suitable targets for the performance, retention and achievement of individuals and groups in particular under-represented groups. Reasons for significant deviations from the norm will be investigated, action plans drawn up to remedy the disparity.	Teaching Staff
3.3.7	Skills developed outside college will be assessed and accredited through APEL. Non-academic achievements will be recognised and valued.	Teachers & assessors
3.3.8	The curriculum will provide continuity and progression for students. Qualifications will be monitored so there is a clear progression route either in college or at another institution.	All teachers and assessors
3.4	**Access to courses and rooms**	
3.4.1	Paignton Sec will seek funding to maximise physical access to all students.	PJG & JPF
3.4.2	Clear signage and display of information to make all feel welcome	PJG & JPF
3.4.3	Care will be taken to provide access to and within Paignton Sec. In particular, car parking, suitable toilet provision, teaching rooms, refectories and recreational areas and the facilities within them (table heights, manoeuvring space etc)	PJG & JPF
3.4.4	College services should be flexible to accommodate students with disabilities and those with work, domestic or religious obligations, offering alternatives as necessary, wherever reasonably possible, including: Learning resources, guidance, learning programmes.	PJG & JPF
3.4.7	Notice boards will be managed and any offensive or discriminatory materials removed. Likewise, ensuring that material such as calendars, screen savers etc are not offensive. Reflecting that everyone is welcome and displays not degrading to any group or individual. Offensive graffiti will be removed.	JPF
3.4.8	Consultation about the resources students will need to successfully achieve qualifications.	PJG & JPF
3.5	**Staff Development**	
3.5.1	College staff will receive training to enable them to implement the Equality and Diversity Policy. To recognise students' needs, to refer to appropriate support, devise strategies to support students, to advise and support victims of harassment, to challenge inappropriate behaviour and language and to promote a variety of learning methods.	Centre C0-ordinator and Apprenticeship Manager
3.5.2	CPD will be available for staff development to explore strategies to engender equal opportunities.	PJG

3.5.3	For the policy to be fully effective, staff development will be equally accessible to all members of Paignton Sec staff.	PJG
3.5.4	Professional development opportunities will form a part of the staff development schedule, to ensure staff and managers are confident and competent to performance manage equality and diversity in their own business planning areas.	PJG
3.6	**Appointment & Induction of staff**	
3.6.1	The Equality and Diversity Policy will be reflected in the staff appointment and induction process.	PJG
3.6.2	An equal opportunities statement should be appended to all advertisements for teaching and non-teaching posts.	PJG
3.6.3	Short-listings for posts should be carried out by more than one person.	PJG
3.6.4	Interviewers should not discriminate directly or indirectly by asking questions about personal circumstances unrelated to the job requirements, applying the equal opportunities policy at all stages of the selection process.	PJG
3.6.5	All candidates should be offered a de-briefing session after an interview	PJG
3.6.6	Staff induction should highlight an awareness of equal opportunities within Paignton Sec.	PJG
3.7	**Contracts and Partnerships**	
3.7.1	Paignton Sec will ensure that partner institutions have their own policy and / or provide guidance.	PJG
3.7.2	All students need to be made aware of equality issues through the tutorial curriculum and associated events / sessions. Paignton Sec will communicate key messages through poster displays.	Assessors and PJG

Related Documentation
Every Child Matters
College Publicity Materials
External Examiners/Moderators'/Verifiers' Report
Disability Policy

Policy Reviews
The Equality and Diversity Policy is monitored by the Directors of Paignton Sec. The Policy was reviewed and revised in February 2010. Please contact Pippa Garrigan if you have any queries about its implementation or suggestions for improvement.

Signed . . . . . Date . . . . . .
P J Garrigan, Principal

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J P Flood, Vice Principal Reviewed February 2010