



Single Equalities Policy

This Policy subsumes policy in the following areas: Disability; Race Equality; Equal Opportunities; and Equality and Diversity

Aims

The policy exists in order to ensure that all the provisions of relevant equality laws, and the recommendations of associated codes of practice, are fully observed throughout all areas of Collingham College. Our duties under the Equality Act 2010 include dealing with issues related to students with special educational needs/disabilities, and making reasonable adjustments for these students. This has implications for the College's Admission Policy which should be read in conjunction with this policy. We aim to create and protect a learning environment free from any forms of discrimination, victimisation or harassment. Collingham College celebrates every individual, supporting them to meet their full potential, regardless of age, gender, social or ethnic background, nationality, colour, religious affiliation, physical disability or sexual orientation.

Schedule 10 of the Equality Act 2010

Schedule 10 of the Equality Act 2010 requires the Directors of Collingham College to have an Accessibility Plan, in writing, which is kept over a prescribed period.

- increasing the extent to which disabled students can participate in the college's curriculum,
- improving the physical environment of the college for the purpose of increasing the extent to which disabled students are able to take advantage of education and benefits, facilities or services provided or offered by the college, and
- improving the delivery to disabled students of information which is readily accessible to students who are not disabled. The delivery must be within a reasonable time and in ways which are determined after taking account of the students' disabilities and any preferences expressed by them or their parents.

The Accessibility Plan must be implemented by the Directors, who must have regard to the need to allocate adequate resources for implementing the plan. The plan must be kept under review during the period, and, if necessary, be revised.

Definition of Disability

"A person has a disability if he or she has a physical or mental impairment that has a substantial and long term adverse effect on his or her ability to carry out normal day to day activities."

Special Educational Needs and Disability (SEND) Policy

The Collingham College SEND Policy includes:

- an explanation of how the individual needs of all children will be met (including how children who are disabled or have special educational needs (SEN) will be included, valued and supported, and how reasonable adjustments will be made for them);
- the name of the special educational needs co-ordinator (SENDCo);
- arrangements for reviewing, monitoring and evaluating the effectiveness of inclusive practices that promote and value diversity and difference;
- how inappropriate attitudes and practices are challenged; and
- how the provision encourages children to value and respect others.

Guiding Principles

Collingham College is committed to a policy of equality of opportunity in respect of all its members. To this end, we take steps to ensure that students appreciate racial and cultural diversity, and avoid and resist racism.

Fundamental to its life as a college community is the belief that all individuals, regardless of age, gender, social or ethnic background, nationality, colour, religious affiliation, physical disability or sexual orientation are of equal value. In order to ensure that our college community is one in which these values flourish, Collingham College is

guided by the following principles in relation to Equality. Personal, Social, Health, Economic Education (PSHE), including Social, Moral, Spiritual, Cultural (SMSC) Education, instructs all aspects of college life.

Principle 1

All learners are valued, and their contributions recognised.

Learners are supported and encouraged to maximise their potential and to contribute fully in all areas of college life. Contributions are regularly recognised: on a small scale, through regular verbal and written feedback by teaching staff; on a larger scale, through end-of-year prizes which include academic achievement as well as contribution to the life of the college and good role-modelling.

We aim to give every student a sense of achievement and fulfilment regardless of disability, ethnicity, culture, national origin, national status, sex, gender, religious or non-religious affiliation, sexual orientation or gender identity.

Mindful of our tradition within the Christian community of the British Isles, we are also fully committed to the fundamental ethical principles of:

- Consideration for others
- Awareness of the importance and celebration of each and every individual within the College community
- The need to respond generously to the needs of those less economically fortunate than ourselves.

Topics addressed by the PSHE and General Studies programme and within seminar discussions in the classrooms cover focus on shared concerns and are not biased in respect of any religion, denomination or gender. Just as cultural and religious diversity within the College community is to be valued, so it is important that the life and direction of individual religious groups should be supported within the context of Collingham College.

Principle 2

Diversity is recognised and respected.

Treating people with respect and consideration, in accordance with Principle 1, does not necessarily mean that everyone should be treated identically. We aim to treat members of our College community with the utmost consideration and respect, and in doing so will approach their life situations, experiences and problems with a personalised and differentiated response in accordance with their particular needs. We will also recognise and respond to problems that people may face, and will recognise and work to eliminate discrimination, in relation to:

- Disability
- Ethnicity
- Sex
- Gender
- Religion, belief or faith background
- Sexual Orientation
- Gender identity

And as relevant:

- Pregnancy/maternity

And in relation to employment:

- Age
- Marriage/civil partnership

The Directors will avoid unlawful discrimination in all aspects of employment including recruitment, promotion, opportunities for training, pay and benefits, discipline and selection for redundancy. Person and job specifications will be limited to those requirements that are necessary for the effective performance of the job. Candidates for employment or promotion will be assessed objectively against the requirements for the job, taking account of any reasonable adjustments that may be required for candidates with a disability. Disability and personal or home commitments will not form the basis of employment decisions except where necessary.

Collingham College fully acknowledges its moral duty (as related to the United Kingdom's Race Relations Act, 1976, Section 1) to promote equality of opportunity and good relations between members of different racial groups and it positively welcomes any communal or educational opportunities afforded by the College's cultural and religious diversity. All members of the College (whether of the student body, teaching or support staff) deserve to

be treated with dignity and respect and with a sensitive understanding of their religious, cultural and racial differences and of the consequences thereof. Racially abusive language by children and young people or staff will not be tolerated. If racial, religious or cultural elements are discovered to be present in incidents of bullying, these must be acknowledged and challenged. Racially abusive language by staff or children and young people will be a matter for disciplinary action.

Special leave for religious reasons will not be unreasonably refused by the College. Applications for such leave should be made in writing to the Principal, giving at least a month's notice. Any special leave granted will be treated as unpaid leave; part-time employees may be given the option of making up lost time if this would benefit the College.

College lists are organised chronologically or alphabetically, rather than by gender (unless this is required by an outside agency for a particular purpose). Equal opportunities will be considered when grouping students for activities. This may involve specific grouping to ensure that every student participates fully (e.g. by attainment). Each student will be given opportunities to exercise responsibility within the classroom or the college, with care taken regarding stereotyping of roles. We see boys and girls as both carers and leaders.

Principle 3

Everyone is welcomed and made to feel comfortable within our college community

Our policies and practices should work to ensure that relations between different individuals and identity groups within college are positive, cordial and tolerant.

This includes the promotion of:

- Positive attitudes, knowledge and understanding towards disability.
- Positive attitudes, knowledge and understanding of different ethnicities, cultures, religions, races and nationalities.
- Positive attitudes and mutual respect between boys and girls; women and men; and an intolerance of any sexual, homophobic or gender-based prejudice.

We welcome all applicants to join the college, whatever the background or physical disability of a child. We also seek to ensure that people with disabilities are not discriminated against when applying for jobs at our college. We take all reasonable steps to ensure that the college environment gives access to people with disabilities. So, for example, all students have access to the full range of the curriculum, and requirements in relation to suitable college attire will be applied equally to boys and girls. If a student's religion requires a particular form of dress, the college will deal with each case sensitively and with respect for the student's cultural traditions.

We celebrate the cultural diversity of our community and show respect for all minority groups. We are aware that prejudice and stereotyping is caused by low self-image and ignorance. Through positive educational experiences and support for each individual's point of view, we aim to promote positive social attitudes and respect for all.

Principle 4

Collingham College follows best practice in staff recruitment, retention, Continuing Professional Development (CPD), and cessation of employment.

All policies and practices adopted by Collingham College should be of benefit to employees and potential employees, in all areas of recruitment, promotion, retention, CPD, discipline, dismissal and redundancy. Employees and potential employees should receive equal opportunities in these areas, regardless of age, gender, social or ethnic background, nationality, colour, religious affiliation, physical disability or sexual orientation. As relevant, employees and potential employees should be given equal opportunities regardless of pregnancy, maternity, marriage/civil partnerships.

Being a committed equal opportunities employer, the College will take every possible step to ensure that employees are treated equally and fairly in respect of these matters, be they staff or student, and the College challenges stereotyping and prejudice whenever it occurs.

All students have equal access to the full range of educational opportunities provided by the College, and we are always striving to remove all forms of indirect discrimination that may form barriers to learning. All policies and practices will conform to the principle of equal opportunities in terms of recruitment, selection, training, promotion, career development, discipline and dismissal, and redundancy.

Principle 5

We will recognise and address inequalities and barriers that already exist.

Collingham College aims to foster an environment in which inequalities in any form are not manifest in our community. We will, however, commit to recognising any forms of inequality that do arise, and will work to combat these in the most effective manner possible.

Anti-Racism: It is the right of all students to receive the best education the college can provide, with access to all educational activities organised by the college. We do not tolerate any forms of racism or racist behaviour. Should a racist incident occur, we will act immediately to prevent any repetition of the incident. We endeavour to make our college welcoming to all minority groups.

Our curriculum reflects the attitudes, values and respect that we have for minority ethnic groups. Should anyone at our college be a victim of racism, we will do all we can to support that person in overcoming any difficulties they may have.

The following are some ideas on how racism can be combatted:

- Students' names should be pronounced correctly and nicknames should be the prerogative of the nicknamed.
- Attention should be paid to spelling names correctly at all times.
- Literature in college should include names from a wide variety of cultures.
- Racist language must be categorically rejected.
- Racial stereotypes should never be used or allowed. Those in classical literature must be made explicit to students and contextualised.
- Bi-lingual students and parents must be allowed to nominate an interpreter when necessary.
- Lack of fluency in the English language should not be used as an indication of academic potential.

Sex:

- No student should be excluded from receiving the curriculum on the basis of their sex.
- No privileges must be reserved for students on the basis of their sex.

Class:

- Assumptions should not be made about students' home circumstances or potential based on social class.
- Students must be allowed to talk in their natural dialect as and when they need to.

Principle 6

The wider community and society should benefit from our policies and practices.

We intend that our policies and practices contribute to the creation and maintenance of a diverse, tolerant and socially cohesive community. We view Collingham College as playing a part in the creation of such communities at a college, local, regional and national level. We aim to encourage the active participation of all individuals and groups in society and in public life, regardless of age, gender, social or ethnic background, nationality, colour, religious affiliation, physical disability or sexual orientation. We intend to promote a society in which discrimination, victimisation and harassment on the basis of any perceived 'difference' is not tolerated.

Principle 7

On-going review and appraisal

Collingham College is committed to regular review of its equalities policy, which will be evaluated and edited in the light of public research; individual comments and/or complaints; quantitative and qualitative information gathered by the college. Collingham College is open to feedback and response on all matters related to its equalities policy from all stakeholders, including students, staff, parents, and Directors.

Procedures for addressing discriminatory behaviour

Definitions

Discrimination: treating one person less favourably than another on the grounds of age, gender, social or ethnic background, nationality, colour, religious affiliation, physical disability, marital status or sexual orientation.

Harassment: any unwanted conduct which has the purpose or effect of violating an individual's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment. It can be persistent or isolated and includes behaviour which induces anger, stress, anxiety, fear or sickness on the part of the person being harassed. It

can be physical, verbal, direct or indirect and can include gestures, intimidation, unwelcome remarks, suggestions, propositions, malicious gossip, jokes and 'banter'. In addition, non-verbal harassment can include offensive literature, pictures, graffiti, isolation, non-co-operation or unwelcome physical conduct. The College will not tolerate any form of harassment or bullying: such behaviour is totally unacceptable and the College looks to support any employee who is suffering from harassment. The College strives to provide a neutral working environment in which no-one feels threatened or intimidated.

Victimisation: treating one person less favourably than another on the grounds that that he or she has brought discrimination proceedings, given evidence or information regarding discrimination proceedings or alleged discrimination or because he or she intends to do any of these acts.

Unwanted Behaviour: If you feel that you have been discriminated against, harassed or victimised in breach of the principle of equal opportunities set out above, you are entitled to complain using the procedures set out below.

Informal Resolution

Stage 1: You should speak or write to the individual concerned informing him or her that their behaviour is unwelcome.

Stage 2: If the unwanted behaviour continues, you should ask the Principal to speak to the person concerned. If the person concerned is the Principal, you should ask the Directors to speak to the Principal.

Stage 3: If the unwanted behaviour continues, you should keep a record of any relevant incidents and consider taking formal action as set out below.

Formal Procedure

Formal notification: If you feel that the informal procedure has not stopped the unwanted behaviour or that the behaviour is too serious to be resolved by using that procedure, you should follow the formal parts of the College's Grievance Procedure. You will be entitled to an appeal against any decision in accordance with the Grievance Procedure. Under the Grievance Procedure, any grievance will be investigated thoroughly by an impartial member of management. Where possible, the member of staff complaining of harassment or discrimination will be kept anonymous. Any mischievous, vexatious or malicious claims of harassment of any nature will be regarded as gross misconduct.

Roles and Responsibilities

All staff and stakeholders should recognise that they have a specific role and responsibility in their day-to-day work to:

- promote equality, inclusion and good community relations;
- challenge inappropriate language and behaviour;
- tackle bias and stereotyping;
- respond appropriately to incidents of discrimination and harassment and report these;
- highlight to the senior leadership team any staff training or development that they require to carry out the above role and responsibilities;
- promote equality, inclusion and good community relations;
- challenge inappropriate language and behaviour;
- tackle bias and stereotyping;
- work to promote anti-bullying strategies;
- respond appropriately to incidents of discrimination and harassment and understand the action needed to report these.

Your Responsibilities

- Every employee is required to assist the Directors and the whole college to meet its commitment to provide equal opportunities in employment and avoid unlawful discrimination.
- Employees should be aware that they can be held personally liable as well as, or instead of, the Directors for any act of unlawful discrimination. Employees who commit serious acts of harassment may also be guilty of a criminal offence.
- Acts of discrimination, harassment, bullying or victimisation against employees or parents and their families are disciplinary offences and will be dealt with under the college's disciplinary procedure. Discrimination, harassment, bullying or victimisation may constitute gross misconduct and could lead to dismissal without notice.

The Role of the Principal

- It is the Principal's role to implement the college's equal opportunities and anti-racist policy.
- It is the Principal's role to ensure that all staff are aware of the college policy on equal opportunities, and that teachers apply these guidelines fairly in all situations.
- The Principal ensures that all recruitment and selection processes give due regard to this policy, so that no-one is discriminated against when it comes to employment or training opportunities.
- The Principal promotes the principle of equal opportunity when developing the curriculum, and promotes respect for other people in all aspects of college life, for example, in the assembly, where respect for other people is a regular theme, and in displays shown around the college.
- The Principal treats all incidents of unfair treatment and any racist incidents with due seriousness.

The Role of the Class Teacher

The class teacher ensures that all students are treated fairly, equally and with respect. We do not discriminate against any child. When selecting classroom material, the class teacher should pay due regard to the sensitivities of all members of the class and not provide material that is racist or sexist in nature. Teachers strive to provide material that gives positive images of ethnic minorities and that challenges stereotypical images of minority groups.

When designing schemes of work, we use this policy to guide us, both in our choice of topics to study, and in how to approach sensitive issues. So, for example, History topics in our college include examples of the significant contributions women have made to developments in this country's history. In Geography topics the teacher attempts to counter stereotypical images of Africa and Asia and to show the true diversity of development in different parts of the world.

All our teachers challenge any incidents of prejudice or racism. We record any serious incidents on the college Incident Record, and draw them to the attention of the Principal.

Employee Training and Development

Collingham College is committed to equality of opportunity in terms of access to CPD and training to increase employees' knowledge, skills and professional awareness in order that they are more readily able to fulfil their full professional potential.

Grievances Following Termination of Your Employment

Procedure: If you wish to raise a grievance in writing following the termination of your employment, you should follow the relevant provisions of the College's Grievance Procedure.

Legal Status:

- Prepared with regard to the Equality Act 2010 (inclusive of Schedule 10), the Public Sector Equality Duty 2011;
- Race Relations Act 1976, Race Relations Amendment Act 2000;
- Sex Discrimination Act 1986, Children's Act 1989;
- The Special Educational Needs and Disability Act 2001 and the Education (Independent School Standards) (England) (Amendment) Regulations.

Applies to:

- The whole College along with the out of college care including extra curricula activities and all other activities provided by the college, inclusive of those outside of the normal college hours.
- All staff (teaching and support staff), students, visitors within the college, teaching and non-teaching staff, volunteers, executive and non-executive directors of Collingham Ltd, External contractors and providers hired by the college (e.g. college excursion providers).

Related Documents:

- Accessibility Plan
- Admissions Policy
- Anti-Bullying Policy and Behaviour and Discipline Policy
- Curriculum: Teaching and Learning Policy
- Health, Safety and Welfare Policy
- Special Education Needs and Disabilities (SEND) and Inclusion Policy

Collingham College is committed to safeguarding and promoting the welfare of our children and young people and expects all staff and volunteers to share this commitment. It is our aim that all children and young people fulfil their potential.

- Personal, Social, Health, Economic Education (PSHE) Spiritual, Moral, Social and Cultural (SMSC) Development
- Safeguarding and Child Protection Policy
- Disability Accessibility Plan

Availability

This policy is made available to parents and staff in the following ways: via the College website, on the Staff shared drive, in the college reception area, and on request a copy may be obtained from the College Office.

Monitoring and Review:

- This policy will be subject to continuous monitoring, refinement and audit by the Principal to judge its effectiveness and will be updated in accordance with changes in the law. A particular focus will be given during the monitoring of the ethnic and gender composition of the existing workforce and of applicants for jobs (including promotion) and the number of people with disabilities within these groups, and the policy will be reviewed in accordance with the results shown by the monitoring.
- The Directors will undertake a formal annual review of this policy for the purpose of monitoring and of the efficiency with which the related duties have been discharged, by no later than one year from the date shown below, or earlier if significant changes to the systems and arrangements take place, or if legislation, regulatory requirements or best practice guidelines so require. If changes are required, the college will implement them. Information provided by job applicants and employees for monitoring purposes will be used only for these purposes and will be dealt with in accordance with *The Data Protection Act 1998*.

Signed:

Date: November 2016

Dr Sally Powell
Principal

Edward Browne and Robert Marsden
Board of Directors