

Policy/procedure title	Equality, Diversity and Inclusion (EDI) Policy & Single Equality Scheme 2024-27		
Review Cycle *Please specify	3 years	Responsible Department	All
Procedure Owner *overall responsibility	Head of Learner Experience		
Responsible Person (if different to above) *responsibility for communicating changes and staff training where appropriate	All Heads of Department		
Types of provision this procedure applies to: (delete as appropriate)	14-16 19+ Apprenticeships Higher Education Study Programmes		
Revision Record			
Rev. No.	Date of Issue	Details and purpose of Revision:	
1	April 2024	Three-year review	

Equality Impact Assessment

Whenever a policy is reviewed or changed, it's impact assessment also must be updated. The Equality Act 2010 seeks to simplify discrimination law and introduced statutory duties to promote equality whereby The College of West Anglia must, in the exercise of its functions, pay due regard to the need to promote equality in relation to the protected characteristics.

Could any staff or students be adversely impacted by this policy/process? If yes give details and how this will be mitigated:

This policy sets out how we will avoid adversely affecting students and ensure equity of access and experience for all.

Date	Action and Monitoring:
April 2024	No Actions Required HP

E, D & I Statement

This procedure has been reviewed in line with the Equality Act 2010 which recognises the following categories of individual as Protected Characteristics: Age, Gender Reassignment., Marriage and Civil Partnership, Pregnancy and Maternity, Race, Religion and Belief, Sex (gender), Sexual Orientation and Disability. We will continue to monitor this procedure to ensure that it allows equal access and does not discriminate against any individual or group of people.

Contents

1 Equality, Diversity and Inclusion (EDI) Policy	4
1.1 Duties	5
1.2 Responsibilities	5
2 Equality Impact Assessments	7
3 Complaints	7
4 Single Equality Scheme.....	8
4.1 Our Commitments.....	9
4.2 Commitments to our staff	10
4.3 Commitments to our students	10
5 Responsibility for the Single Equality Scheme	11
5.1 Governors and Senior Management Team (SMT)	11
5.2 Equality, Diversity and Inclusion Committee (EDI).....	12
5.3 Managers and Supervisors	13
5.4 Lecturing and Learning Support Staff:.....	13
5.5 Support Staff	14
5.6 Students.....	14
6 Core Priorities for 2024-2027.....	14

1 Equality, Diversity and Inclusion (EDI) Policy

The College of West Anglia (CWA) is committed to ensuring equality of opportunity to all. No applicant, employee, student or client will receive less favourable treatment on the grounds of ethnicity, gender, race, religion or belief, nationality, disability, marital status, pregnancy or maternity status, sexual orientation, age, or trade union activity.

CWA is a forward-thinking organisation that puts our people at the heart of everything we do. In all our activities we are mindful of the diverse needs of those we work with. We will work proactively to eliminate all forms of discrimination where they exist and prevent them from occurring in the first place. We have robust policies and practice that seeks to review trends and implement sustainable actions and responses that clearly places us firmly as a provider with zero tolerance.

Equality, Diversity and Inclusion matters are reviewed by the Well-BEING Committee, who are also responsible for reviewing and monitoring information as well as upskilling its membership around EDI matters. The College of West Anglia wants to do more than comply with present legislation for equality and diversity. Our intention is to go beyond this, to make our policies and procedures fully inclusive, eliminating discrimination, promoting equality, supporting community cohesion and embracing diversity in all its aspects.

Our commitment is to

- Respect and value everyone
- Be fair in all that we do
- Create a sense of belonging in all members of our college community
- Work to eliminate discrimination and improve community cohesion
- Listen to and work together with our wider communities
- Strive to continually improve and support all at CWA

The human rights principles of fairness, respect, equality, dignity and autonomy will be promoted and by part of our everyday behaviours. Fundamental British Values are at the heart of all that we do, and we seek to prepare learners thoroughly for life in Britain's complex, diverse and multicultural society through a considered range of

tutorial and enhancement activities college wide. We appreciate that promoting British values builds on and extends our current work on integrating equality and diversity in all that we do.

1.1 Duties

CWA is fully committed to its Public Sector Equality Duty under Section 149 of the Equality Act 2010. We continue to be ambitious when advancing and embedding Equality, Diversity and Inclusivity for all learners, staff, stakeholders, contractors and visitors and to challenge all forms of discrimination alongside the promotion of fundamental British values. This policy reinforces the spiritual, moral, social and cultural (SMSC) life at CWA including a broad, balanced and character led curriculum.

CWA will also focus activity inside and out of the classroom to support the personal development of students over time. Focus will be given to the student's understanding of the protected characteristics and how they can promote equality and diversity, and how they celebrate the things we have in common.

1.2 Responsibilities

Governors, all staff and students, contractors and agents are responsible for the promotion and implementation of the above policies. All incidents of discrimination should be challenged. Diversity and inclusivity should be part of all our work. The College of West Anglia has clear equality objectives and aims to share these when working with other organisations. In the case of staff, consequences of contravening this policy are subject to the college disciplinary process. In the case of contractors, it may lead to termination of services.

For CWA to not only fulfil but exceed its public sector equality duty to promote equality, diversity and inclusion (EDI) we will:

- Ensure that EDI is a thread that runs through the College Strategic Plan.
- Embed a college wide approach to EDI to create a sense of belonging in our college community.

- Engage, communicate with and listen to learners, staff, visitors, and the wider community.
- Implement necessary actions and training to ensure that equality is advanced and embedded for all.
- Ensure that the principle of equal opportunities is embedded in all service delivery.
- Ensure that activities, with reasonable adjustment(s), are fully accessible to people with disabilities.
- Ensure that there is active monitoring of the impact of equal opportunities across the organisation.
- Ensure that CWA policy is informed by current legislation and key stakeholder information (such as DfE, Ofsted, etc) to demonstrate:
 - How we can demonstrate due regard to equality duties
 - How we identify and meet the needs of our learners who have special education needs and/or disabilities
 - How we tackle bullying and discrimination wherever it occurs
- Publish routinely our gender pay gap report, encouraging transparency and driving more than just compliance

We will publish objectives on a 3-year basis and annually work towards a Single Equality Action Plan (SEAP) that the Well-BEING Committee will set and review.

2 Equality Impact Assessments

Equality Impact Assessments are carried out to assess the potential impacts on those in protected characteristic groups.

Impact assessments involve a review to determine if a policy, procedure, plan or process needs further work or adaptation to ensure fairness in relation to protected characteristics.

Responsibility for the initial assessment, conducting analysis of potential adverse impact on equality and for ensuring any actions arising from the assessment are implemented rests with the 'policy owner'. However, the Well-BEING committee will work with the Quality department to review and audit policies every three years as a minimum from an equality perspective and provide guidance and support to the policy owner if appropriate.

3 Complaints

The College provides a supportive environment for anyone who wishes to raise a claim of discrimination or harassment on the grounds of any protected characteristic. Acts of discrimination, harassment, victimisation, bullying or abuse will be treated as a serious disciplinary offence and will not be tolerated.

Employees felt to be discriminated against their protected characteristics by other employees should raise the matter under the Handling and Resolving Complaints Procedure.

In the course of their work or study any College students or employees who suffer discrimination from members of the public or those from partner organisations, the College will take appropriate action and provide appropriate support.

Discriminatory behaviour by students towards other students, staff members or visitors will be dealt with under Student Disciplinary Procedures.

If anyone, staff or student is alleged to have discriminated against someone, including harassment, a full investigation will be carried out which may result in summary dismissal or expulsion.

4 Single Equality Scheme

This document sets out how the College of West Anglia will fulfil the requirements of the Equality Act 2010, including the requirements of public sector equality duty (PSED) as set out in section 149 of the Equality Act 2010.

The Equality Act 2010 seeks to simplify discrimination law and introduced statutory duties to promote equality whereby The College of West Anglia must, in the exercise of its functions, pay due regard to the need to promote equality in relation to the protected characteristics:

- age,
- disability,
- gender reassignment,
- marriage and civil partnership,
- pregnancy and maternity,
- race, religion or belief,
- sex,
- sexual orientation

The PSED requires us to have due regard to the need to:

- Eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by or under the Equality Act 2010
- Advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it
- Foster good relations between persons who share a relevant protected characteristic and persons who do not share it.

The impact of this Single Equality Scheme is assessed and evaluated by the Performance Review and Quality Committee and progress on the annual Single Equality Action Plan will be reviewed and measured.

The College's vision of 'Changing lives through learning' and our values strongly reflect our intent to ensure that equality, diversity and inclusion are core in all we do.

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4.1 Our Commitments

- The Corporation and the Senior Management Team take an active role in promoting and embedding equality, diversity and inclusion in all aspects of our work
- We will foster a culture of learning and a sense of belonging among our staff and students
- We will recruit, develop and support our students and staff fairly
- We will comply with all equality-related legislation
- We will evaluate our work to be alert to any unfairness and will learn from any complaints or grievances
- We address unequal experiences for all who share protected characteristics and are mindful of our actions in relation to socio economic factors.
- We will work with the members of our community both within college and in our wider area to ensure that their needs are considered, to let them know what services are available and how they can access them.
- We strengthen our work with partners in the public sector to promote equality and diversity and to develop and share good practice.
- We will strengthen strategic and individual plans to contain equality and diversity priorities for action.

- We will ensure all external partners and employer engagement provision complies with the legislation, including all the protected characteristics in accordance with the Equality Act 2010.
- We will provide an accessible and inclusive physical environment and facilities which positively reflect the College's commitment to equality, diversity and inclusion.

4.2 Commitments to our staff

We know that our staff are our best asset, and we are highly committed to investing in our employees. To recruit and retain a motivated and professional workforce which reflects our local communities, we will:

- Ensure our Human Resources policies are fit-for-purpose and review them regularly;
- Act rapidly to challenge and eliminate prejudice, bullying or harassment;
- Make reasonable adjustments for staff with particular needs;
- Train staff in equality and diversity issues to enable them to carry out their jobs in a way that reflects the values of the College;
- Regularly review our workforce monitoring data and take action where appropriate;
- Ensure that staff are valued in their achievements and successes
- Use a variety of methods to attract staff from all equality backgrounds;

4.3 Commitments to our students

We aim to provide an effective and supportive experience for all our students, whatever their background. To enable this, we will:

- Guide applicants to a suitable choice of course, ensuring they meet the entry criteria and that the course provides an appropriate pathway for their career aims and aspirations;
- Place our students at the heart of the learning process;
- Provide a range of services to help remove barriers to participation and learning;
- Act swiftly to challenge and eliminate prejudice, bullying or harassment;

- Consider the diverse range of support needed to enable individuals to participate and learn and make reasonable adjustments for students with particular needs;
- Continue to improve the structure of the curriculum to enable students to achieve their full potential;
- Ensure our student policies are fit-for-purpose and review them regularly;
- Support Student Voice to enable us to change and adapt our services to meet our students' needs.
- Use a variety of different methods to attract and retain students from all backgrounds
- Encourage open, honest discussion about students' educational and career aspirations;
- Employ assessment methods which are valid, reliable, and inclusive
- Ensure that individuals are valued in their achievements and progression recognised through our students awards and other mechanisms
- Source financial assistance to support those students in hardship and to maximise their retention and achievement;
- Ensure that students are able to access teaching, learning and support equally and are not disadvantaged by personal characteristics or circumstances;
- Provide our students with a wide range of effective learning resources and support which help meet their needs and contribute to their success;
- Actively promote a safe and healthy college environment and provide structures and procedures for managing safeguarding issues, including referrals to other agencies;

5 Responsibility for the Single Equality Scheme

All employees of the College have a responsibility for implementing all policies relating to equality and diversity and promoting equality and diversity in all aspects of their work. Specific responsibilities and actions are identified below:

5.1 Governors and Senior Management Team (SMT)

Are responsible for providing a consistent lead on all Equality, Diversity and Inclusion issues to ensure that all students and staff are enabled to achieve their full potential,

irrespective of age, disability, gender reassignment, race, religion or belief, sex, sexual orientation, marriage and civil partnership and pregnancy and maternity so that the College is seen as a beacon of best practice within the wider community.

To meet these duties, Governors should

- i. Actively promote equality, diversity and inclusion
- ii. Have induction training
- iii. Have refresher training every three years
- iv. Have more detailed training on any area they identify as appropriate
- v. Receive reports with respect to the college approach to equality, diversity and inclusion
- vi. Robustly challenge managers about the effectiveness and equity of systems
- vii. Take due regard to equality and diversity in the recruitment of staff and governors
- viii. Ensure impacts of decisions/policies/processes/practices on protected groups are considered and prevented or minimised where possible

5.2 Equality, Diversity and Inclusion Committee (EDI)

The College's Governing body receives reports from the EDI Committee which exists to:

- To promote Equality, Diversity, and Inclusion across the college
- To support the production of guidance information for staff to enable good EDI practice to be embedded within both support and curriculum functions
- To review new legislation in relation to matters linked to Equality, Diversity and Inclusion, identify implications and make recommendations for college staff and students
- To work with other college committees and groups to ensure that positive behaviours are embedded throughout college life and practice
- To produce and monitor progress on the College's Single Equality Action Plan (SEAP)

5.3 Managers and Supervisors

- Ensure that staff are aware of the single equality scheme and of their specific responsibilities
- Ensure that their area has representation on the EDI committee
- Inform and consult staff on college equality and diversity developments, ensuring that equality and diversity issues are covered in reviews and self-assessment processes and are addressed in the Quality Improvement Plan (QIP)
- Ensure that staff recruitment, training, promotion and work practices conform with the single equality scheme and relevant legislation
- Address equality and diversity issues in staff appraisal and continuous professional development (CPD)

5.4 Lecturing and Learning Support Staff:

- Have high expectations of all students regardless of their age, sex, disability, race, religion or belief, gender, gender re-assignment, sexual orientation, pregnancy and maternity or any other grounds
- Ensure that curriculum materials do not exclude any individual or group of students
- Use teaching materials, content, and methods, where appropriate, which take account of the diverse learning needs and preferences of their students
- Create an inclusive learning environment which enables all students to feel comfortable and is conducive to them realising their potential
- Provide guidance and referrals of students to additional support services
- adopt marking policies and assessment methods which treat all learners impartially and do not discriminate against any individual or group of learners
- Take appropriate and immediate action in the event of incidents of harassment, victimisation or discrimination and if necessary, alert or involve more senior staff
- Address any issues of stereotyped attitudes and prejudiced thinking in order to develop students' awareness of the basic concepts of equality and diversity

5.5 Support Staff

- Deal equally and fairly with colleagues, internal and external customers irrespective of, age, sex, disability, race, religion or belief, gender, gender re-assignment, sexual orientation, pregnancy and maternity or any other grounds
- Take appropriate and immediate action in the event of incidents of harassment, victimization or discrimination and if necessary, alert or involve more senior staff

5.6 Students

- Treat all staff, students and visitors with respect at all times
- Comply with the expectations of the Equality, Diversity and Inclusion Policy
- Report incidents of harassment, victimisation or discrimination to a member of College staff
- Have high expectations of the College to tackle discrimination and promote equality, diversity and inclusion

6 Core Priorities for 2024-2027

Our core priorities for 2024-27 are based around the feedback from the members of the Well-BEING Committee and Student Council of ways that we could improve our service offer to better support its members, as well as meeting our statutory duties.

- 1. Ensure the College is fair and supports its staff and students**
- 2. Listen to our College community**
- 3. Support all our students and staff to achieve their full potential**
- 4. Maintain safe and inclusive spaces**
- 5. Embed Equality, Diversity and Inclusion in everything we do**