

**RACE EQUALITY POLICY**

Approved for issue by

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Principal

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Chair of the Corporation

Date .....

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**Bilborough College**

# RACE EQUALITY POLICY

## MISSION STATEMENT

Bilborough college is a Sixth Form College dedicated to offering academic excellence and personal development in a supportive environment to serious and committed students.

## POLICY STATEMENT

The College aims to eliminate unlawful racial discrimination,  
and to promote equal opportunities  
and good race relations in all areas of college life

## 1 INTRODUCTION

1.1 The College recognises its duty, under the amended Race Relations Act 1976 (as amended by the Race Relations (Amendment) Act 2000), to positively promote Race Relations. The aim of this duty is to:

- eliminate unlawful racial discrimination
- promote equal opportunities
- promote good relations between people of different racial groups

More specifically the College will:

- prepare and maintain a written race equality policy
- assess the impact of its policies on students and staff from different racial groups
- monitor the admission and progress of students and the recruitment and career progress of staff by racial groups
- set out the College's arrangements for publishing the results for assessment and monitoring
- where reasonably practicable publish annually the results of assessment and monitoring

Further details are available in the Race Equality Procedure which supports this Policy.

## **2 COMMITMENT**

- 2.1 The College celebrates and values the diversity brought to its workforce by individuals, and believes that the College will benefit from engaging staff from a variety of racial, ethnic and national backgrounds, thus allowing it to meet the needs of a diverse student population within a multi-cultural, racial and faith society. The College will treat all employees and students with respect and dignity, and seek to provide a positive working and learning environment free from racial discrimination, harassment or victimisation.
- 2.2 The College will seek not only to eliminate discrimination, but also to create a working and learning environment based on positive relations between members of different racial groups. To this end, the College undertakes to provide training and support for staff, to consult with black and ethnic minority staff about their experience of the working environment, and to provide positive diverse images in any material which it produces for learners and staff. The aim is to create a positive inclusive ethos where issues of racism, stereotyping and discrimination can be discussed openly, with a shared commitment to challenging and preventing racism and discrimination, to respecting diversity and difference, and to encouraging good relations between people of different groups.
- 2.3 The College will work towards the elimination of racism whether overt or covert, and will seek to ensure that individuals and communities have equal access to learning programmes and facilities.

## **3 DEFINITIONS AND SCOPE**

- 3.1 Both institutional and individual racism ‘can be seen or detected in processes, attitudes and behaviour which amount to discrimination through unwitting prejudice, ignorance, thoughtlessness, and racist stereotyping which disadvantages ethnic minority people.’ [Macpherson]
- 3.2 The College recognises that institutional racism can exist, and that no organisation is immune to it.
- 3.3 This policy is applicable to both College staff and student matters.

## 4 RESPONSIBILITIES

### 4.1 We will seek to ensure that

- Governors, staff, learners and their sponsors, including work placement providers are aware of our racial equality policy and the action needed for its implementation
- Staff, learners and their sponsors (including work placement providers) are aware of the value placed upon equal opportunity and that action will be taken in the event of any breach of the policy
- Governors and staff have access to comprehensive information, which assists them to plan, implement and monitor actions to carry out their responsibilities under the policy
- College publicity materials present appropriate and positive messages about black and ethnic minority racial groups

### 4.2 An Equal Opportunities Officer has been appointed, as a member of the Senior Management Team, accountable to the Vice Principal (Curriculum & Quality).

### 4.3 The Governors are responsible for ensuring that

- they are aware of the Corporation's statutory responsibilities in relation to race legislation as both employer and service provider
- the college complies with the amended Race Relations Act 1976
- the race equality policy and its procedures are followed
- the membership of the Corporation reflects the diversity of the communities served by the College
- the College's strategic plan includes a commitment to race equality, and that equalities training features as part of that plan
- they receive and respond to racial group monitoring information on learners and staff

### 4.4 The Principal is responsible for ensuring that

- a positive, inclusive ethos is created that challenges racist or inappropriate behaviour on the part of managers, staff or learners (Definition of Racist Incident – “A racist incident is any incident which is perceived to be racist by the victim to any third party”)
- the race equality policy is readily available and the College will be investigating the possibility of providing copies (in community languages (audio cassette) as and when required) and that the governors, staff, students, and their parents, carers and guardians know about it
- the race equality policy and its procedures are followed

- regular information, including racial group monitoring information, is produced for staff and governors about the policy and how it is working, and that training is provided for them on the policy, if necessary
- all staff know their responsibilities and have an appreciation and understanding of diversity, and receive training and support in carrying these out
- appropriate action is taken in cases of racial harassment and racial discrimination
- the procedures for the recruitment and promotion of staff enshrine best practice in equal opportunities
- targets are set on the recruitment and promotion of staff based upon the analysis of racial group monitoring information
- targets are set for the recruitment, retention and achievement of learners based upon the analysis of racial group monitoring information
- the College's publicity materials present appropriate and positive messages about black and ethnic minority racial groups
- all aspects of college policy and activity are sensitive to racial issues

#### 4.5 All managers are responsible for ensuring that

- they take the lead in creating a positive and inclusive ethos that challenges racist or inappropriate behaviour on the part of staff, learners, visitors and contractors
- they are aware of the College's statutory duties in relation to race legislation
- racial group monitoring information is collected and analysed
- teaching observation reports include criteria on racial issues where appropriate
- internal verification procedures include scrutiny of racial groups
- curriculum areas are required to assess performance in relation to racial issues and take action as appropriate
- learner induction programmes and tutorial programmes reflect the College's commitment to promote equality of opportunity

#### 4.6 All staff are responsible for ensuring that

- they are aware of the College's statutory duties in relation to race legislation
- the College and each of its individual staff confront racism, whether witting or unwitting, whenever it occurs
- they are able to recognise and tackle racial bias and stereotyping, and challenge inappropriate behaviour by learners, work placement providers, outside contractors or other members of staff

- equal opportunities and good race relations are promoted, and discrimination against anyone for reasons of race, colour, nationality, or ethnic or national origins, is avoided
- they keep up to date with the law on discrimination, and take up training and learning opportunities
- schemes of work, lesson content and teaching resources demonstrate sensitivity to issues of cultural diversity and religious observance.

4.7 The Equal Opportunities Officer is responsible overall for

- co-ordinating work on race equality
- dealing with reports on racist incidents
- collating information, initiating action, monitoring and reporting to management and Corporation
- communicating the duties to promote racial equality to all staff through training, and to students through the Student Handbook

4.8 The Personnel Officer is responsible for ensuring that

- the policy is applied, at an operational level, in all employment matters

4.9 Visitors and contractors are responsible for

- knowing, and following, the College race equality policy

## **5 POSITIVE ACTION**

5.1 In specific circumstances, the amended Race Relations Act 1996 allows positive action as a way of overcoming racial inequality.

5.2 Positive action allows organisations to:

- provide facilities or services (in training, education or welfare) to meet the special needs of people from particular racial groups (for example, English language classes - see section 35 of the Act)
- target job training at particular racial groups that are under represented in a particular area of work (see sections 37 and 38 the Act)
- encourage applications from racial groups that are under represented in particular work areas (see section 38 of the Act)

5.3 The College undertakes, once the results of monitoring are available, to consider targets to reduce any disadvantage suffered by black and ethnic minority employees and learners.

If monitoring reveals that specific racial minority groups are disadvantaged, some targets may relate to those specific groups. The targets will be published annually in an Action Plan.

- 5.4 Positive action strategies are intended to be temporary measures only. They must be kept under regular review and cannot be used once the special needs have been met or if the under-representation no longer exists. The College will ensure that when using positive action as a strategy, it falls within the law.

## **6 MONITORING PROGRESS**

- 6.1 The College will assess and monitor the effects of its policies on students, parents, carers, guardians and staff from different racial groups.

### **6.2 Planning and developing policy**

The College will build a means of monitoring race equality into its Equal Opportunities Action Plan, with an annual report to the Corporation Standards Committee

### **6.3 Ethnic monitoring**

To inform the setting of targets and the measurement of our progress in achieving them, we will collect and analyse the following information by racial group origin and take appropriate action to remedy any disparities or potential discrimination.

For students / learners:

- racial group profiles of learners
- applications, success and failure rates for admission to programmes
- retention rates
- achievement rates
- work placements including success rates, satisfaction levels and job offers
- disciplinary action
- complaints by learners or their sponsors
- student surveys

For employees:

- racial group profiles of employees by grade / salary scales and type of work
- job application rates
- selection success rates
- type of contract (permanent, temporary)
- training / staff development
- promotion application and success rates
- disciplinary / capability proceedings
- grievances
- exit surveys

6.4 The monitoring process will be used to ensure that staff are treated equally in terms of promotion, staff development, grading etc.

6.5 **Assessing and reviewing policies**

The policy, and associated strategies relevant to race equality, will be reviewed and assessed annually to ensure they remain effective in tackling unlawful racial discrimination, and promoting equal opportunities and good race relations.

The Equal Opportunities Action Plan and Self-Assessment Report will be reviewed annually by external consultants and reported to the Corporation's Standards Committee

## 7 PUBLICISING POLICY & PROGRESS

7.1 To the public (including learners, work placement providers and staff):

- our commitment to racial equality will be highlighted in our prospectus, annual report and annual financial statement
- a summary of the results of our monitoring information will be included in our annual report, where this does not breach individual confidentiality

7.2 To learners:

- all learners will receive a summary of this policy. Copies of the policy will be on display in the College
- the induction programme for learners will highlight the College's commitment to racial equality, the action to be taken by learners who suffer discrimination and the action to be taken against such perpetrators of discrimination
- student tutors will reinforce this information during tutorials or work-based monitoring visits

7.3 To work placement providers:

- all work placement providers will receive a summary of their responsibilities under the policy and will signify their understanding of, and agreement to, these responsibilities
- the College will publish the requirement to offer appropriate training covering diversity issues to their staff
- the College will promote the requirement of students from under-represented groups to providers
- a summary of the results of racial monitoring information will be included in the appropriate College publication (e.g. newsletter) sent to relevant employers

- 7.4 To staff:
- all staff will receive a full copy of the policy as part of the Staff Handbook
  - the staff induction programme will highlight the College's commitment to racial equality, action to be taken by staff who suffer discrimination and the action to be taken against any perpetrators of such discrimination
  - a summary of the results of our monitoring information will be included in the appropriate College publication (e.g. newsletter)
- 7.5 Any published information will have a due regard for individual confidentiality.

## **8 COMPLAINTS / BREACHES OF THE POLICY**

- 8.1 The College will seek to provide a supportive environment for those who make claims of discrimination or harassment.
- 8.2 Acts of racial discrimination (direct or indirect), harassment, victimisation or abuse will be treated as a serious disciplinary offence, following the College's disciplinary procedures for staff or students as appropriate.
- 8.3 Staff who feel they are being discriminated against on racial grounds by other members of staff should raise the matter under the College's grievance or harassment procedure, which will, if the accusation is upheld, be treated as a serious disciplinary offence.
- 8.4 If, in the course of their work, College staff suffer racial discrimination from members of the public, the College will take appropriate action and provide appropriate support.
- 8.5 Any racist behaviour directed against staff by students will be dealt with under the student disciplinary procedure
- 8.6 Any claims of racial discrimination or harassment should be reported to the Vice Principal (Curriculum & Quality) in the first instance.
- 8.7 Full details of the procedures to be followed where there is a breach of this Policy are provided in the Race Equality Procedure.

## **9 OTHER RELATED POLICIES**

- 9.1 The Race Equality Policy has been prepared under the umbrella of the College's Equal Opportunities Policy.

- 9.2 This policy should not be read in isolation, but cross-referenced with all relevant College employment and student policies.

## **10 STATUS**

- 10.1 This policy has been agreed by the Corporation and signed by the Principal and Chair of Corporation.
- 10.2 The Policy will be reviewed annually, in accordance with point 6.5 above.