

# EQUALITY, DIVERSITY AND INCLUSION POLICY

APPROVED BY Luminate Education Group Board on December 2020

|                    |   |
|--------------------|---|
| Applies to:        |   |
| Harrogate College  | x |
| Keighley College   | x |
| Leeds City College | x |

## CHANGE CONTROL

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|---|---|--|
| <b>Version:</b>                             | 5.2   |  |
| <b>Approved by:</b>                         | Luminated Education Group Board   |  |
| <b>Date approved:</b>                       | <b>December 2020</b>  |  |
| <b>Name of author:</b>                      | Director of Student Life  |  |
| <b>Name of responsible committee:</b>       | Equality, Diversity and Inclusion Committee   |  |
| <b>Related policies: (list)</b>             | Anti Harassment and Bullying Policy<br>(Dignity at Work) Preventing Bullying and Harassment Policy<br>Safeguarding Policy<br>Disability Statement<br>Promoting Positive Relationships and Supporting Behaviour (learner) Policy<br>Staff Discipline, Capability and Grievance Procedures<br>Equality Objectives<br>Equality Impact Assessment process |  |
| <b>Equality impact assessment completed</b> | <b>Date: April 2019</b>   |  |
|   | <b>Assessment type</b><br><input checked="" type="checkbox"/> <b>Full</b><br><input type="checkbox"/> <b>Part</b><br><input type="checkbox"/> <b>Not required</b>   |  |
| <b>Policy will be communicated via:</b>     | College Website, Intranet, staff and student induction, staff and student training, employer handbook, contracts and service specifications   |  |
| <b>Next review date:</b>                    | October 2023  |  |

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## **1. POLICY STATEMENT**

The Luminate Education Group is committed to creating and maintaining an inclusive working and learning environment that respects and celebrates difference. We aim to provide a community where everyone feels able to participate fully in college life and achieve their full potential.

Luminate Education Group's commitment to equality, diversity and inclusion is endorsed and led by the leadership team and governors. Our goal is to ensure that this commitment translates into action across our community and that inclusion and fairness become embedded into our everyday activities. In order to achieve this ambition, we need all staff, learners, partners, visitors, contractors and sub-contractors working on behalf of the Luminate Education Group to share our commitment.

This policy applies to Leeds City College, Harrogate College and Keighley College and includes Leeds Sixth Form and University Centre Leeds. This includes stakeholders, staff, students and visitors. The policy applies to external contractors, employers and other partners on all sites and premises and in any digital presence.

## **2. POLICY AIMS/OBJECTIVES**

Our policy is governed by the Equality Act 2010, which makes it unlawful to discriminate against someone because of one or more of the following protected characteristics:

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

The public sector equality duty requires public authorities to take a proactive and organised approach to equality and tackling discrimination. The Luminate Education Group is required to publish equality objectives every four years and equality information on an annual basis to demonstrate compliance with the equality duty.

The policy does not exist exclusively as a response to legal requirements, but also reflects our intention to ensure that equality, diversity and inclusion underpin everything we do.

### 3. KEY PRINCIPLES

Our principles are underpinned by the values of the Luminate Education Group, which promote an inclusive culture through our relational approach to communication and restorative practice.

- The Luminate Education Group expects all members of its community to treat each other with dignity and respect. We support the right of individuals and groups to hold their own beliefs and values, but will not tolerate these being manifested in a way that intimidates, humiliates or creates a hostile or degrading learning or working environment.
- The Luminate Education Group is striving to create an inclusive learning and working environment that supports good relations between people and challenges prejudice, intolerance and discrimination in all its forms.
- The Luminate Education Group will ensure that all of our learners, staff and visitors, as well as those who apply or seek to apply to work or study with us, are treated fairly and are not discriminated against on any grounds, including those protected by the Equality Act 2010.
- To support our commitment to equality, diversity and inclusion, and to meet our legal duties, the Luminate Education Group will publish an equality report each year and set equality objectives every four years. The equality objectives and equality, diversity and inclusion action plan will be monitored by the Equality, Diversity and Inclusion Committee.
- The Luminate Education Group will communicate its commitment to promoting equality, diversity and inclusion in staff and learner recruitment material, handbooks, policies, social media and in other corporate communications.
- The Luminate Education Group will ensure that publicity material positively promotes the diversity of the college community.
- The Luminate Education Group will actively engage with staff, learners, the students' union, trade unions and partners on key matters related to equality, diversity and inclusion.
- The Luminate Education Group will support a range of activities and campaigns each year to celebrate key national equality events and religious festivals.
- The Luminate Education Group will carry out Equality Impact Analysis to assess the implications of policies and decisions on the college community and to help prevent and tackle inequality.
- The Luminate Education Group will introduce positive action initiatives where patterns of under-representation and differences in outcomes for staff and learners are identified.
- Every opportunity will be given for learners and staff to disclose any disabilities or other needs relating to 'protected characteristics' that they may have. The Luminate Education Group will promote a culture of inclusivity, in which individuals feel confident and safe to make a

disclosure. It will provide reasonable adjustments in response to individual need and will not disadvantage a learner or member of staff on the basis of such needs.

- Where data relevant to equality and diversity, or any of the protected characteristics is gathered and stored by the Luminate Education Group, it will be done so appropriately and in line with data protection guidelines.
- The Luminate Education Group will ensure that there are effective and sensitive support and complaints mechanisms in place, should anyone feel that they have either witnessed or experienced discrimination.

### **3.1 Curriculum, teaching and learning**

- The Luminate Education Group is committed to promoting equality and diversity through effective teaching, learning and assessment.
- Equality, diversity and inclusion will be fully integrated into the learning experience, and will be evident in curriculum planning, developing schemes of learning, learner profiles and delivering teaching, learning and assessment.
- Leaders, managers and teaching staff will monitor learner performance by protected characteristic and set actions to narrow any achievement gaps between different groups of learners.
- The curriculum offered will be regularly reviewed to ensure it is culturally sensitive and reflects the interests and backgrounds of the learners.
- All teaching staff will use resources and activities that are free from discriminatory or stereotypical assumptions or images.
- All classroom and work based learners will receive information on equality, diversity and inclusion as part of their induction programme. This will familiarise them with this policy as well as endorse our approach to dignity and respect. It will also ensure that they understand their rights and responsibilities to others whilst studying at college and on work placements.
- A tutorial programme will include a variety of equality, diversity and inclusion topics to raise awareness, celebrate diversity and promote equality and inclusion. This is further supported with enrichment themed events to increase understanding of diversity and encourage community cohesion.
- Work based learners will be empowered and supported to challenge practices and behaviours in the workplace, which they feel contravene this policy in relation to equality, diversity and inclusion.

### **3.2 Employment**

- The Luminate Education Group aims to employ a workforce that reflects, at every level, the community which it serves.
- In seeking to achieve a balanced workforce at all levels, The Luminate Education Group will ensure that no employee, job applicant or candidate

for promotion will be disadvantaged or treated less favourably because of conditions or requirements that are not related to the job.

- All staff will treat each other in a fair and respectful manner that is free from discrimination.
- Reasonable adjustments will be made to during recruitment, onboarding and with regard to working arrangements and premises to ensure equal access for disabled employees or potential disabled employees.
- All staff will receive timely and relevant equality and diversity training. The Luminate Education Group supports a blended learning approach; training will be delivered through a mixture of induction, face-to-face and online sessions.
- The Luminate Education Group will regularly monitor the workforce profile and take positive action to tackle any under-representation of particular groups within the workforce as a whole and at different levels within the Members.
- The Human Resources department will be responsible for the maintenance and reporting of equality data relating to the workforce. The Equality, Diversity and Inclusion Committee will review and monitor this data on a termly basis to identify any trends or differences between the protected groups and agree actions.

### **3.3 Supporting learners and learner voice**

- All learners will be encouraged to take part in Learner Voice activities which will be monitored to ensure that they are inclusive and representative with positive action to ensure protected characteristics are represented.
- Learners with vulnerabilities as identified through pastoral and support services will be offered additional support, including but not limited to young parents, Looked After Children and Care Leavers, asylum seekers, learners with safeguarding or mental health concerns.
- Curriculum planning, teaching and learning and support services enable learners to access to the curriculum, to stay on programme and to achieve to the best of their ability. We will meet needs through comprehensive initial assessments and provide additional support for disabled learners or those with a learning difficulty.

### **3.4 External Partners / Stakeholders**

- External partners working with the Luminate Education Group must comply with the Equality, Diversity and Inclusion Policy and have appropriate policies and procedures in place and shared with the college regarding equality, diversity and inclusion.
- When drawing up contracts and service specifications, the Luminate Education Group must ensure that external partners are made aware of their legal duties in relation to equality and are specifically required to comply with

all equality legislation when delivering services on behalf of the Luminate Education Group.

### **3.5 Visitors, Contractors and Sub-contractors**

- Visitors, contractors and sub-contractors must comply with the Luminate Education Group's Equality, Diversity and Inclusion Policy.
- Luminate Education Group staff meeting visitors or employing contractors and sub-contractors are responsible for making them aware of the College's Equality, Diversity and Inclusion Policy.

### **3.6 Responsibilities (see Appendix 1 for more details)**

- A successful equality and diversity policy requires the active support of the entire college community. Whilst there is a collective responsibility to ensure this policy is successfully implemented, there are also specific responsibilities as set out below:
- The Luminate Group Board has ultimate responsibility for the effective implementation of the Equality, Diversity and Inclusion Policy, the Equality Objectives and the Action Plan. The practical application of the policy rests with senior leaders, including the CEO, the Deputy CEOs, Principals and members of the senior leadership team.
- The Director of Student Life and Director of People, Development and Culture work together to ensure policy and practice is relational, inclusive and fair.
- Senior and operational leaders and managers are accountable for delivering the equality, diversity and inclusion commitments in their designated areas of responsibility.
- All staff, learners and others to whom this policy applies are responsible for ensuring that they read and understand this policy and seek clarification where required. Staff and learners will be reminded of their responsibilities through the appropriate college communication channels. All staff and learners, those carrying out work or delivering services on behalf of the College and our partners, are required to adhere to this policy and everyone is expected to support the Luminate Education Group in promoting equality and challenging discrimination and harassment.

## **4 IMPLEMENTATION**

**The Luminate Education Group will ensure that:**

- This policy is communicated to employees, applicants for employment, contractors and others working for Luminate Education Group, learners and those applying to study at the colleges.
- Staff and learners are provided with appropriate equality and diversity training and guidance, including training on induction courses.



- Specific and appropriate duties in respect of implementing the equality, diversity and inclusion policy are incorporated into job descriptions and work objectives of staff.
- Communications materials reflect the diverse college community and help to promote equality and inclusion.
- Prompt action is taken to address any allegations of discrimination, victimisation or harassment.
- External contractors, subcontractors and agencies are made aware of their responsibilities in relation to equality and diversity and commitment is

## **5 REVIEW**

### **The Equality, Diversity and Inclusion Committee will:**

- Monitor equality data in relation to staff and learners on a termly basis and agree actions to address any identified inequalities.
- Publish an annual report on the progress of the equality objectives and actions. This will also include an analysis of headline workforce and learner data.
- Review the equality objectives annually and set new objectives every four years.
- Prepare and deliver an annual equality and diversity action plan to help the Luminare Education Group meet their equality objectives.
- Support staff and learner voice initiatives and obtain feedback from the Students' Union, Trade Unions, staff and learner equality forums and other engagement mechanisms.
- Review and amend the equality and diversity policy to reflect developments in equality legislation and best practice.
- Regularly report to Governors and the Luminare Education Group leadership team on equality and diversity issues.

## **6 COMPLAINTS**

- Members of staff who believe they have suffered any form of discrimination, harassment or victimisation are encouraged to raise the matter through the appropriate grievance procedure. A copy of the grievance procedure is available through the staff policy portal or in hard copy on request from the Human Resources Department.
- Students who believe they have suffered any form of discrimination, harassment or victimisation are encouraged to raise the matter through

the complaints procedure. A copy of this procedure is available through the student zone or in hard copy on request from the Quality team.

- Every effort will be made to ensure that any person making a complaint will not be victimised. All complaints of discrimination, harassment or victimisation will be dealt with promptly and confidentially.
- The Luminate Education Group takes all allegations of discrimination, harassment or victimisation seriously. We seek positive outcomes using restorative approaches to repair harm and support inclusive practice. This can include, if on investigation it is established that discrimination, victimisation or harassment has occurred, formal disciplinary action being taken which may result in exclusion or dismissal

## **7 Appendices**

### **7.1 Appendix 1 – Roles and Responsibilities**

#### **Governors are responsible for ensuring that:**

- The Luminate Education Group is compliant with the equality legislation and the codes of practice supporting it.
- The Board proactively considers equality and diversity as part of their decision-making process.
- The Equality, Diversity and Inclusion Policy, Equality Objectives and Action Plan are implemented effectively.
- The membership of the board reflects the diversity of the communities served by Luminate Education Group.
- Equality, diversity and inclusion is fully integrated into Luminate Education Group Strategic and Operational Development Plan.
- The Board receives termly updates that monitor progress on the Equality Objectives.

#### **The Equality and Diversity Committee is responsible for:**

- Overseeing the continuing application and development of the Equality, Diversity and Inclusion Policy in line with legislation and the Luminate Education Group strategic objectives.
- Preparing, monitoring and reviewing the Equality Objectives and Action Plan.
- Reporting progress on equality issues to the Governors.
- Advising on the formulation of policies, procedures and resources.

#### **The CEO, Principal and Senior Leadership Team are responsible for:**

- Providing leadership and acting as champions to promote equality and diversity across the Luminate Education Group community.
- Communicating the policy, internally and externally.
- Working with Governors and Senior Managers to ensure that the Policy, Equality Objectives and Action Plan are implemented effectively.
- Ensuring that appropriate action is taken against individuals working on behalf of the college who do not act in accordance with the policy.

#### **Heads and Managers are responsible for:**

- Ensuring that staff have a clear vision and shared understanding of what the Leeds City College Group is aiming to achieve through the policy.
- Implementing the policy as part of their day-to day management of staff and in applying employment policies and practices in a fair and equitable way.
- Ensuring equality and diversity issues are addressed in performance reviews.

- Ensuring all staff act in accordance with the policy providing support and direction where necessary.
- Effectively managing and dealing promptly when investigating issues relating to potential discrimination, bullying or harassment.
- Ensuring that all policies and decisions that will change provisions, practices or policies and affect the workforce or learners are subject to an Equality Impact Analysis.
- Taking the lead in creating a positive, inclusive ethos that challenges inappropriate language and behaviour and celebrates diversity.

**Programme Managers and Curriculum Leaders are also responsible for ensuring that:**

- Equality, diversity and inclusion is promoted in all learner settings and embedded into curriculum areas.
- Student performance is monitored by protected characteristic on a termly basis and actions set to address any identified gaps.
- Student performance by protected characteristic is recorded in the Self Assessment Reviews (SARs) and actions are set to narrow any performance gaps for protected groups.
- Student induction programmes and tutorials develop students' understanding of equality, diversity and inclusion.

**All staff are responsible for ensuring that they:**

- Have read and understood the policy.
- Implement the policy in their day-to-day work and model behaviour that reflects the spirit of the policy;
- Treat people with respect and dignity in all their interactions;
- Notify their line manager of any concerns with regard to the conduct of other employees, learners, visitors or third parties.
- Help to build an inclusive culture where diversity is valued and people feel confident to bring their whole selves into the working and learning environment.
- Challenge inappropriate and discriminatory language and behaviour by staff, students, placement providers and other users of our services.

**Human Resources are responsible for:**

- Developing employment policy and strategy on equality and diversity.
- Providing guidance to line managers and staff.
- Supporting managers in investigating issues relating to potential discrimination.
- Monitoring and reporting on the workforce equality data to the Equality, Diversity Inclusion Committee
- Championing equality and diversity issues, internally and

externally.

- Facilitating training and development initiatives in relation to equality, diversity and inclusion.

**All students are responsible for ensuring that they:**

- Adhere to the Student Promoting Positive Relationships and Supporting Behaviour Policy and treat all members of the College community with dignity and respect.
- Create and maintain a learning and social environment free from bullying, harassment and discrimination.
- Support and promote the equality, diversity and inclusion policy and procedures.
- Understand the consequences of contravening equality legislation and the equality, diversity and inclusion policy.

**Partners, Contractors and Service Providers**

- All partners, contractors and service providers will be responsible for adhering to any equality guidelines in agreements or contracts.
- Luminate Education Group is committed to ensuring that those organisations with which it works and employs will demonstrate their commitment to equality, diversity and inclusion and have policies and procedures in place to achieve this.