

LONGLEY PARK SIXTH FORM COLLEGE

RACE EQUALITY POLICY

This policy is based on guidelines produced by the Commission for Racial Equality

Our Commitments

The College affirms that minority ethnic individuals are entitled to the same equal rights, responsibilities and opportunities as the majority population. The college strives to ensure that whatever the heritage and origins of members of the college community, everyone is equally valued and treats one another with respect.

This is one of a number of policy statements which serve to remind us all that diversity in our society is a strength and we must ensure equality and equity having regard to issues of gender, age, race, skin colour, faith, disability, sexuality and culture.

We will work towards the elimination of racism whether overt, covert or by omission and we will ensure that individuals and communities have equal access to our learning programmes and facilities.

We are committed to:

- actively tackling racial discrimination and promoting racial equality and good race relations
- encouraging, supporting and helping all students and staff to reach their potential
- working with other institutions, local communities and others to tackle racial discrimination and to encourage and promote good practice in achieving race equality
- making sure the Race Equality Policy and its procedures are followed

Our Statutory Duties

Under the Race Relations Act 1976 (as amended by the Race Relations (Amendment) Act 2000) the College has the following general duties:

- eliminate unlawful race discrimination
- promote equality of opportunity
- promote good relations between people from different racial groups

It also has the following specific duties:

- prepare a written statement of its policy for promoting race equality
- put in place arrangements for implementing the policy, publicising its contents and the results of its monitoring of its effectiveness
- assess the impact of its policies on students and staff of different racial groups. Monitor by reference to those racial groups, the admission and progress of students and the recruitment and career progress of staff

Meeting our duties

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.
- The College's publicity materials present appropriate and positive messages about minority ethnic groups.
- Schemes of work, lesson content and teaching resources demonstrate sensitivity to issues of cultural diversity.
- Ethnic minority learners have access to appropriate support and facilities.
- Applicants for employment are drawn from a wide pool with positive action to encourage applications from under-represented groups.
- Recruitment and promotion procedures are designed to eliminate cultural bias.
- Staff development schemes are designed to meet the particular needs and enhance the skills of under-represented ethnic groups.

Responsibilities

The Governing Body

The governors are responsible for:

- making sure the college stays within the Race Relations Act and meets all its duties, including the general duty and the specific duties
- making sure the Race Equality Policy and its procedures are followed
- ensuring that the membership of the governing body reflects the diversity of the communities served by the College
- ensuring that the College's strategic plan includes a commitment to race equality
- ensuring they receive and respond to the ethnic monitoring information on learners and staff on an annual basis

The Principal

The Principal is responsible for:

- giving a consistent and high-profile lead on race equality issues
- promoting the Race Equality Policy inside and outside the College
- making sure the Race Equality Policy and its procedures are followed

Managers, including Directors and Senior Support Staff Managers

Managers are responsible for ensuring that:

- they are aware of the College's statutory duties in relation to race and ethnicity legislation
- all aspects of college policy and activity are sensitive to race and ethnicity issues
- ethnic monitoring information is collected and analysed
- targets are set on the recruitment, retention and achievement of learners based upon the analysis of the ethnic monitoring information
- teaching observation reports include criteria on race and ethnicity issues
- internal verification procedures include scrutiny of race and ethnicity issues
- curriculum areas are required to assess performance in relation to race and ethnicity issues and take action as appropriate
- 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 the ethnic monitoring information
- the College's publicity materials present appropriate and positive messages about minority ethnic groups
- learner induction programmes and tutorial programmes reflect the College's commitment to promote equality of opportunity
- all staff know their responsibilities and receive support and training in carrying these out
- the relevant procedures are in place and action is taken against staff or students who discriminate for reasons of race, colour, nationality or ethnic and national origins

Staff with specific responsibilities

- the Equality and Diversity Steering Group is responsible for co-ordinating work on race equality
- Area Equality and Diversity Steering Group representatives co-ordinate race equality work in their area
- Directors and Senior Cross-College Staff Managers are responsible for dealing with racist incidents
- the Personnel Manager is responsible for co-ordinating staff training initiatives on race equality
- the Personnel Manager is responsible for compiling a brief annual action plan on race equality targets for presentation to the Corporation (based on the general action plan in Appendix 1)

All staff

All staff are responsible for:

- recognising racist incidents and being able to tackle racial bias and stereotyping
- challenging inappropriate behaviour by either learners, work placement providers or other members of staff
- promoting race equality and good race relations and avoiding discrimination against anyone for reasons of race, colour, nationality or ethnic or national origin
- keeping up-to-date with the law on race relations and taking up training and learning opportunities
- ensuring their schemes of work, lesson content and teaching resources demonstrate sensitivity to issues of cultural diversity

Contractors and service providers

All contractors and providers of services are responsible for

- following the College's Race Equality Policy and any race equality conditions in contracts or agreements

Breaches of the Policy

Breaches of the Race Equality Policy will be dealt with under staff or student disciplinary procedures as applicable

Monitoring Our Progress

To inform the setting of targets and the measurement of our progress in achieving them we will collect and analyse the following information by ethnic origin:

For learners:

- ethnic profiles of learners
- applications and 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
- satisfaction surveys

For employees:

- ethnic profiles of employees by grade and type of work
- job application rates
- selection success rates
- type of contract (permanent, temporary)
- training application rates
- promotion, application and success rates
- disciplinary proceedings
- grievances
- satisfaction surveys

Assessing and Reviewing Policies

This policy will be reviewed annually by the Equality and Diversity Steering Group. As part of the review the Steering Group will seek and take into account the views of stakeholders including learners, work placement providers, trade union representatives, the Commission for Racial Equality. Any recommendations for change will be passed to the College Management Team and from them to the Governing Body for approval.

Publicising our Policy and Progress

We will publicise to the public (including learners, work placement providers and staff) :

- our commitment to racial equality 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 and annual financial statement

Distribution of the Policy

The Policy will be mentioned in the staff and student handbooks and be available to all to read/print via the College's intranet. Reference printed copies will be available from the Learning Resource Centre.

Equality of Opportunity

The College is committed to the implementation of policies to achieve equality of opportunity for all staff, students and members of the community it serves. In doing so the College will actively work to achieve equality regardless of age, race, skin colour, disability, gender, marital status, sexuality and faith.

ANNUAL RACE EQUALITY ACTION PLAN 2008-09

ACTION	RESPONSIBILITY	BY WHEN
STUDENT AND STAFF RECRUITMENT		
Identify further positive actions, which may be taken to encourage applications for jobs in the college to address the under-representation of people from ethnic minorities. (Particularly in relation to support staff representation)	Personnel Manager	March 2009
Further develop links with local community organisations representing ethnic minority groups , in particular identify community organisations offering interpreting services	Student Services Manager	March 2009
Ensure that all new staff receive cultural awareness training	CMT/Personnel Manager	June 2009
Continue to advertise all posts locally and as widely as possible including through local Community agencies and local press	Personnel Manager	Ongoing
Continue to use "The College aims to recruit a staff, which reflects the rich cultural diversity of the communities we serve. We are particularly keen to receive applications from members of under represented groups."	Personnel Manager	Ongoing
Ensure benchmarking against Sheffield census and local community profiles reflects most recent ethnicity indicators	Personnel Manager	May 2009
CODES OF PRACTICE AND PLANS		
Actively tackle racial discrimination and promote racial equality and good race relations.	CMT	Ongoing
Review efficacy of college Race Equality Policy and its procedures, examine any racially based/motivated incidents	E&D Steering group	February 2009
Review Staff Code of Conduct	Personnel Manager	April 2009
Review efficacy of Student Management Policies and Procedures including Learner Agreement vis-à-vis respect for	E&D Steering Group	April 2009

ACTION	RESPONSIBILITY	BY WHEN
<p>ethnic diversity, analyse any incidents regarding potential discrimination</p> <p>Advertise and recruit a group of students to lead on planning an event/s for Black History Month to be held in 2009 to consolidate celebrations that took place in November 2008</p>	E&D Steering group	April 2009
<p>MONITORING</p> <p>Identify and implement Cross College Equality and Diversity Senior Management Team 'lead' member</p> <p>College Equality and Diversity Steering group implemented and meetings scheduled on Quality Calendar</p> <p>Continue to ensure accurate and effective monitoring systems are in place to ensure the college is able to meet the needs of the diverse college student and staff community and the area in which the college is situated</p> <p>In conjunction with CIS, Principal to report to Corporation three times per year on retention, achievement and success by ethnic background and Student Disciplinary action broken down by ethnicity, gender and programme level.</p> <p>Analyse student enquiry to enrolment data, provided by CIS, with regards to ethnic profile, applications and success and failure rates for admission to programmes, retention rates. Achievement rates, work placements, satisfaction levels and job offers, disciplinary and complaints from learners</p> <p>Continue yearly report on staff ethnicity to Corporation, with any recommendations to improve practice and staff diversity</p> <p>Analyse staff data with regards to ethnic profile, job application rates, selection success rates, type of contract, training application rates, promotion, application and success rates, disciplinary and grievance proceedings and satisfaction surveys.</p>	<p>Senior Management Team</p> <p>Senior Management Team/E&D lead</p> <p>CMT/E&Diversity Steering group</p> <p>Principal</p> <p>SMT and CMT</p> <p>Personnel Manager</p> <p>Personnel Manager</p>	<p>Immediately (Completed)</p> <p>December 2008</p> <p>Ongoing</p> <p>On going</p> <p>Ongoing</p> <p>Ongoing</p> <p>May 2009</p>

ACTION	RESPONSIBILITY	BY WHEN
ACCESS AND SUPPORT		
In consultation with student representative body, review and further develop the range of multi-cultural celebrations and awareness raising opportunities	Equality and Diversity Steering Group	Ongoing
Support Equality and Diversity student rep in Equality and Diversity Steering group	Student Services Manager	Ongoing
Create training plan which will include best practice in meeting diverse student needs	CMT/Personnel Manager	June 2009
Identify training for staff with lead responsibility for Safeguarding to address areas of Safeguarding particularly pertinent to diverse cultural and ethnic needs	CPLO/Personnel Manager	Feb 2009
Ensure staff development schemes are designed to meet particular needs and enhance skills of under-represented ethnic groups.	Personnel Manager/E&D Steering Group	Ongoing