

EQUAL OPPORTUNITIES & DIVERSITY

POLICY STATEMENT

It is the policy of Canterbury College that:

- 1 Equality of opportunity will be provided to all members of the College community regardless of race, gender, religion age, culture, sexual orientation, disability or background
- 2 The College will provide an inclusive environment in which diversity is encouraged
- 3 Access to and participation in education will be actively promoted
- 4 The curriculum will develop and support the principle of equality of opportunity
- 5 Marketing, publicity and public relations will take account of and promote good practice in equal opportunities and diversity
- 6 The selection, recruitment and promotion of staff will be in accordance with equal opportunities legislation and good practice
- 7 Staff development will support and facilitate good practice in equal opportunities and diversity
- 8 All forms of harassment are unacceptable and will be the subject of disciplinary action
- 9 Good practice in equal opportunities and diversity will be promoted and disseminated with the community
- 10 All aspects of equal opportunities will be monitored, reviewed and evaluated in accordance with the College Total Quality Management system
- 11 Equal opportunities will be co-ordinated across the College in all its activities and locations
- 12 The Equal Opportunities & Diversity policy will be consistent and complementary to all other College policies and in particular to the Race Equality, Disability and Health & Safety policies

The policy as stated will be implemented in the following way:

1 Equality of opportunity will be provided to all members of the College community regardless of race, ethnic group, gender, religion, age, culture, sexual orientation, disability or background

- 1.1 The College will create an environment where all members of the College community feel accepted and valued regardless of race, ethnic group, gender, religion, age, culture, sexual orientation, disability or background.
- 1.2 The College will encourage the participation of all members of the College community in all aspects of College life.

2 The College will provide an inclusive environment in which diversity is encouraged

- 2.1 All students and staff will be treated fairly, respectfully and without prejudice.
- 2.2 There will be respect for the dignity and worth of each individual and each individual will have an equal opportunity to participate.
- 2.3 There will be mutual respect between groups based on understanding and the valuing of diversity and on shared respect.
- 2.4 No-one will be denied opportunity by any form of direct or indirect indiscriminatio on grounds of race, ethnic group, gender, religion, age, culture, sexual orientation, disability or background.
- 2.5 College practice in terms of equal opportunities will be disseminated, monitored and reviewed.
- 2.6 Positive action will be taken to ensure that no unlawful discrimination occurs.
- 2.7 The physical environment of the College will be planned and reviewed and adapted to ensure access to all aspects of college life and provision

3 Access to and participation in education will be actively promoted

- 3.1 The College will aim to recruit students from all sections of the Community it serves.
- 3.2 The College will research the needs of the local community and its programme of courses will taken into account and reflect these requirements.
- 3.3 The College will actively promote, encourage and facilitate the participation of under-represented groups.
- 3.4 Appropriate advice, guidance and education support will be provided to meet individual need.
- 3.5 All areas of the College should be made accessible to all members of the College community.

- 3.6 All staff involved in the admission and enrolment of students will be trained in good practice in equal opportunities.

4 The curriculum will develop and support the principle of equality of opportunity

- 4.1 The curriculum will be designed to develop the potential of all individuals. It will take account of prior learning and experience, and provide opportunity for progression.
- 4.2 The College will provide support for students with learning difficulties in order for them to achieve their learning potential. Specialist staff and equipment will be available for those who need it and the Examinations team and Learning support staff will arrange the different examination concessions needed by individual students
- 4.3 Courses in English as a second language will be developed to meet local needs.
- 4.4 All students will be provided with appropriate support
- 4.5 Resource materials that are used will be monitored to ensure that they are consistent with good equal opportunities practice.
- 4.6 The curriculum offered will develop positive attitudes and values in terms of equal opportunities.
- 4.7 The curriculum offer will promote an awareness of cultural diversity.

5 Marketing, publicity and public relations will take account of and promote good practice in equal opportunities and diversity

- 5.1 College publicity and marketing materials will be developed to inform and attract all potential students.
- 5.2 College publicity and marketing materials will actively promote positive images of all groups in the community.
- 5.3 Liaison with local industry, community groups, religious and voluntary organisations, other educational institutions will be created, developed and maintained to encourage participation in education.
- 5.4 The College commitment to equal opportunities will be included in relevant publicity and marketing including the Student Diary and handbook and the College web site.

6 The selection, recruitment and promotion of staff will be in accordance with equal opportunities legislation and good practice

- 6.1 Recruitment for all positions within the College will be conducted in a manner consistent with good equal opportunities practice.
- 6.2 Applicants for posts will be provided with clear and accurate information about posts through advertisements, supplementary materials, job descriptions and interviews.
- 6.3 Recruitment materials will be written and reviewed regularly to ensure that they encourage a broad range of applicants.

- 6.4 Application forms will be written and reviewed regularly to ensure that they conform to good equal opportunities practice.
- 6.5 Recruitment and selection training will be part of staff development on equal opportunities issues. All staff involved in recruitment and selection will be trained in good practice in equal opportunities.
- 6.6 Applications, short-lists and appointments for posts will be monitored in terms of equal opportunities.
- 6.7 College Personnel policies will be designed to promote equality of employment opportunity to all staff.

7 Staff development will support and facilitate good practice in equal opportunities and diversity

- 7.1 Staff development will provide diversity training about other ethnic groups, nationalities, cultures, and religions.
- 7.2 Staff development will provide training about disability and learning difficulties, age, social needs, sexual orientation and gender issues.
- 7.3 There will be awareness raising of good practice and celebration of achievements concerning the promotion of equal opportunities.
- 7.4 Access to training opportunities and associated publicity materials will be monitored to ensure that this is consistent with College equal opportunities practice.
- 7.5 Information and publicity concerning training opportunities will be available to all staff.

8 All forms of harassment are unacceptable and will be the subject of disciplinary action

- 8.1 The College will create an ethos where all forms of harassment and their effects are recognised and understood.
- 8.2 Any allegations of harassment or discrimination will be investigated according to the staff or student disciplinary procedures.
- 8.3 The College will monitor procedures for dealing with harassment of any kind.
- 8.4 All members of the College community will be informed of these procedures. Policies and student guides will be available on the web site and in key College locations.

9 Good practice in equal opportunities will be promoted and disseminated within the community

- 9.1 Good practice in equal opportunities will be actively promoted with the clients and partners of the College.

- 9.2 Work experience will be organised, monitored and reviewed in terms of good practice in equal opportunities.
- 9.3 In the implementation of work based learning and work experience the College will be proactive in promoting equal opportunities and will promote good practice to employers.
- 10 All aspects of equal opportunities will be monitored, reviewed and evaluated in accordance with the College Total Quality Management system**
- 10.1 Equal opportunities will be an integral part of the planning, monitoring and review process within the Total quality Management system.
- 10.2 Equal opportunities policy and practice will be subject to the review process.
- 11 Equal opportunities will be co-ordinated across the College in all its activities and locations**
- 11.1 The Director of Student Support Services team will have a specific management and co-ordination responsibility for equal opportunities and diversity.
- 11.2 An Equal Opportunities Committee with Race Equality and Disability sub groups will be established to implement, monitor and develop equal opportunities policy and practice.
- 11.3 Data will be recorded and analysed and progress towards equal opportunities targets monitored and acted on by the Committee.
- 11.4 Complaints relating to Equal opportunities will be collated by the Equal Opportunities Committee.
- 11.5 It will be the responsibility of every member of the College community to implement the equal opportunities policy as appropriate.
- 12 The Equal Opportunities and Diversity policy will be consistent and complementary to all other College policies and in particular to the Race Equality, Disability, Harassment and Health & Safety policies**