



**reigate•college**

**Single Equality Policy**

**June 2014**

## **The Commitment**

1. Reigate College is committed to achieving fairness and equality for all who learn and work at the College and will promote equality and social cohesion between different social groups.

## **Protected Characteristics**

2. The College aims to ensure that all students and employees and others as required by law, (actual or potential) are treated fairly and equally regardless of:
  - Age
  - Disability
  - Gender reassignment
  - Marriage and civil partnership,
  - Pregnancy and maternity
  - Race (including colour, nationality and ethnic or national origins),
  - Religion or belief
  - Sex
  - Sexual orientation

## **Direct, associated and perceived discrimination**

3. The above applies regardless of whether the person has the characteristic themselves, or is associated with someone with a protected characteristic, or is perceived to have the characteristic, whether or not they actually do.

## **Remit**

4. The College aims to apply this equal treatment throughout the learning or employment experience, from initial enquiry prior to joining the College, through to leaving the College.

## **Harassment**

5. The College believes that harassment on the grounds of any of the protected characteristics listed in paragraph 2 are unacceptable in any form, and will treat any instances of harassment on these grounds seriously, and as gross misconduct where committed by a student or employee. Harassment committed by any other service user or third party e.g. contractor, will be dealt with as soon as possible and may result in the removal of service or contract where applicable.

## **Impact Assessments**

6. The College will regularly screen and assess the impact of new and existing policies, procedures and practices in order to make sure it achieves its vision of equality, and will publish its findings.

## **Use of Data**

7. Monitoring the implementation of this policy necessitates the collection of data on staff and students at all stages of their College experience, with regard to whether they have any protected characteristics or are associated with anyone with protected characteristics. The data will be collected and used within appropriate guidelines, and purely for monitoring and reporting purposes at all times.

## **Changes to Policies, Procedures and Practices**

8. Where people with a protected characteristic are directly or indirectly discriminated against, the College will seek to amend its policy, procedure or practice to find an alternative means of achieving its aims that does not have the discriminating effect, or has a less discriminatory effect on people with the protected characteristic.

## **When changes are not appropriate**

9. When changes cannot be made or are not available or appropriate the College will assess whether the indirect discrimination is justified i.e. whether it represents a 'proportionate means of achieving a legitimate aim'.

## **Positive Action**

10. Where impact assessments reveal a negative impact on those with a protected characteristic the College will also consider using positive action to rectify the situation, where this is appropriate.

## **Right to complain**

11. Any person who feels an action or process of the College contradicts this vision for equality and fairness, may complain via either the College Complaints or Grievance Procedure.

## **Review**

12. The College will review the structure of the SEP annually to ensure it is assisting the College in achieving its equality and diversity aims, and the aims of further legislation and guidance produced by the Commission for Equality and Human Rights (CEHR), funding providers such as Education Funding Agency (EFA) and other relevant organisations such as the Sixth Form College's Association (SFCA).

## **Action Plan**

13. The College has prepared a Single Equality Scheme which includes an action plan and a monitoring schedule to ensure it achieves its equality and diversity aims.

## **Responsibility**

14. The SEP and the action plan will be managed by the Associate Principal (Transitions & Operations).
15. All **staff and students** have a responsibility to adhere to the ethos of the SEP: to avoid discriminatory practices including the victimisation, harassment and intimidation of other staff and students, and to discourage them in others.
16. All staff and students are encouraged and will be supported in reporting any instances or suspicions of discrimination or harassment. The College will ensure all allegations are fully investigated with due regard to confidentiality.
17. The Principal has overall responsibility for equality and diversity issues and will ensure annual reports are made to the Governing Body. Reports will include equality data monitoring, the SEP equality action plan and the results of Impact Assessments.
18. The Governing Body have overall responsibility for ensuring the College meets its obligations under the Equality Act 2010.

## Legislative context

19. This SEP has been re-drafted following the Equality Act 2010.

## Glossary of Terms

<b>CEHR</b>	Commission for Equality and Human Rights.
<b>Disability</b>	A person is disabled if they have a physical or mental impairment which has a substantial or long term effect on their ability to carry out normal day to day activities, e.g. using the telephone, reading a book, using public transport.
<b>Direct discrimination</b>	Where a person is discriminated against by virtue of having a protected characteristic.
<b>Discriminate against</b>	To treat (somebody) differently and especially unfavourably on the grounds of race, sex, religion etc.
<b>Discrimination</b>	Prejudicial treatment, e.g. on the grounds of race, sex religion etc.
<b>EFA</b>	Education Funding Agency
<b>FE</b>	Further Education – post 16, pre degree level provision, usually level 3 qualifications or qualifications leading up to level 3.
<b>Gender</b>	Femaleness or maleness in a cultural and social context as opposed to sex, which is determined biologically.
<b>Gender reassignment</b>	A person undergoes gender reassignment if they propose to, have started or have completed a process to change their gender. Medical supervision or procedures are not required to fit this definition. A person undergoing gender reassignment will identify with a different gender to that assigned at birth.
<b>Harassment</b>	Unwanted conduct related to a relevant protected characteristic, which has the purpose or effect of violating an individual's dignity, or creating an intimidating, hostile, degrading, humiliating or offensive environment for that individual.
<b>Indirect discrimination</b>	Where the College has a condition, rule, policy or practice that applies to everyone but particularly disadvantages people who share a protected characteristic.
<b>Positive action</b>	Action taken to encourage participation by those from under-represented groups. Note – this is different from positive discrimination.
<b>Prejudice</b>	A preconceived opinion, especially a biased and unfavourable one formed without sufficient reason or knowledge / an irrational attitude of hostility directed against an individual or group.
<b>Religion</b>	Any religion covered by the Equality Act 2010, or a lack of religion.
<b>SEP</b>	Single Equality Policy.

SPO June 2014

Review date: Spring 2019