

SOUTH CHESHIRE COLLEGE

RACE EQUALITY SCHEME

1. Introduction

South Cheshire College is committed to ensuring that minority ethnic individuals are entitled to the same equal rights, responsibilities and opportunities as the majority population. The college seeks to ensure that, whatever the cultural heritage and origins of members of the college community; everyone is equally valued and treats others with respect. The college will work to eliminate racism, whether overt, covert or by omission, and will seek to ensure that discrimination, whether direct or indirect, does not occur. It will take positive action to promote diversity as a strength within society. These commitments are embodied within the college's Race Equality Policy.

The college will provide the resources necessary to fulfil these obligations and the statutory duties placed on it by the Race Relations (Amendment) Act 2000. The investment in terms of time, people and money is evidenced in the college's Race Equality Action Plan.

(See *Appendix 1* for the Race Equality Policy and the Race Equality Action Plan.)

2. The College – its role, functions and policies

South Cheshire College is a Beacon College, which gained FEFC Accredited status, and as such has a record of disseminating good practice across the sector. It has Grade A financial status and a commitment to quality and excellence evidenced by IIP, ISO 9002 registrations and its latest (2008) Inspection report. The college's organisational values, contained within its strategic plan, commit the college to widening participation and equality of opportunity, and in fulfilling those values the college has grown significantly since incorporation. Currently it has in excess of 2500 full time and 10,000 part-time enrolments. As a member of the Cheshire and Warrington Consortium of colleges it contributes to a coherent strategy for post-16 developments throughout the area. The college supports its work through excellent relationships with local secondary and primary schools, community groups and local industry. The college offers provision in 14 of the LSC's 15 subject sector areas and an adult education programme.

Its current strategic aims with particular relevance to race equality are:

- To help widen participation into education in the college catchment areas, particularly for those groups under-represented in the college student profile.
- To enhance the resources and facilities of the college to heighten the learning experience of learners and provide the community with a centre of excellence for social, cultural and recreational facilities.

Predominately located on a single campus with a recently opened nearby Language School, the college also supports an integrated network of franchises and community access points located to help widen participation into education for those members of the community with limited opportunities to participate at the central campus. The college provides the highest quality of facilities for all learners both within the formal learning situation and for leisure and relaxation. Support services are constantly reviewed and enhanced to ensure that all learners receive appropriate advice, guidance and support to enable them to commence and successfully complete learning opportunities which meet their defined needs and stated aspirations. Local and national arrangements with employers give learners access to work experience and work-based training.

The campus is also a centre for cultural, recreational and leisure activities for the community. These facilities are widely used by the student body in the development of their experiences beyond their formal educational programme.

The college is also a recognised 'Hate Crime' reporting centre and is seeking to train a team of dedicated and identifiable staff to facilitate hate crime reporting in the community.

The college is a caring employer constantly seeking ways of enhancing the skills of staff and providing staff with the best range of conditions and resources possible.

It has a wide range of policies, procedures and guidelines designed to promote and ensure equality for both learners and staff and to deal with unacceptable behaviour. The main policies and guidelines are:

- Equal Opportunities (students)
- Equal Opportunities (staff)
- Harassment (students)
- Harassment (staff)
- Disciplinary (students)
- Disciplinary (staff)
- Financial Support for Students
- Recruitment and Selection Guidelines

The Student Handbook informs students of these policies and how to obtain more detailed information, as well as being published on Learnwise and the college internet pages whilst staff policies are included in full in the Staff Handbook.

3. Organisational structure and decision making process

Within the organisation, decision making on race equality issues occurs as follows:

- Strategy

Strategy is evolved by the Senior Management Team and referred to the Board of Governors for examination and, if approved, ratification.

- Policies and procedures

Responsibility is delegated through the principalship to the Director of Organisational Development to the Equality Co-ordinator. After consultation with relevant individuals or groups (for example, the Student Council, Advice and Guidance teams or staff representatives) policies and procedures are developed or amended. These are then examined by the Senior Management Team. If approved, any policy or procedure will be referred to the relevant College Committee at its termly meeting. Those affecting staff are referred to the Organisational Development Committee, whilst those concerning learners are referred to the Quality and Standards Committee. They then go to the Board of Governors for examination and ratification.

- Programme planning.

Responsibility is delegated through the principalship to the Director of Studies to Heads of Faculty. After consultation with relevant individuals or groups (for example, course/subject leaders, community groups) Heads of Faculty develop their programmes. These are examined by the Director of Studies who refers the college

programme to the Quality and Standards Committee. It then goes to the Board of Governors for examination and ratification.

4. Race equality values, principles and standards

This policy is underpinned by the following values, principles and standards:

- equality and social justice
- respect for others
- acknowledging and valuing diversity
- elimination of all forms of prejudice and discrimination
- active challenge to prejudiced attitudes and discriminatory behaviour
- commitment to inclusive education which enables and assists all learners to develop their full potential
- commitment to the positive development of all staff and governors
- accountability for compliance with this policy for all members of the College community and others engaged in College business or activities

5. Race equality strategic aims

South Cheshire College makes a commitment to the following strategic aims:

- (i) to develop an ethos which respects and values all people irrespective of their colour, culture, ethnicity, race and religion;
- (ii) to eliminate all forms of discrimination based on colour, culture, ethnicity, race, and religion in recruitment, selection and induction processes and procedures;
- (iii) to ensure that there are no barriers based on colour, culture, ethnicity, race or religion which limit or discourage access to College provision and activities;
- (iv) to ensure that all aspects of the College service, including curriculum delivery, avoid stereotyping based upon colour, culture, ethnicity, race or religion;
- (v) to promote good understanding of cultural, racial, ethnic and religious diversity, and good race relations, through the curriculum and the wider learning environment;
- (vi) to prepare learners for active citizenship in a multi-ethnic society;
- (vii) to take positive action to encourage the development of a more racially and ethnically diverse workforce.

6. Arrangements for complying with the general and specific duties

South Cheshire College will eliminate unlawful discrimination by:

- communicating this Race Equality Policy to students, staff, governors, partners, stakeholders, contractors and visitors to the College;
- ensuring that all parties understand their rights, responsibilities and accountabilities under the policy;
- having in place clear and effective complaints and disciplinary procedures for dealing with direct and indirect racial discrimination;
- monitoring, reviewing and reporting on the effectiveness of these procedures to the Senior Management Team and Corporation;

- regularly reviewing all College policies and procedures to ensure that they do not impact adversely on any cultural, ethnic, racial or religious group.

South Cheshire College will promote equality of opportunity by:

- ensuring that all staff and governors understand their responsibilities and accountabilities for promoting equality of opportunity;
- consulting with learners and staff from minority ethnic cultures to obtain feedback on their experience in College and using the outcomes to guide future action;
- making the College welcoming to all, irrespective of colour, culture, ethnicity, race or religion ;
- identifying and removing barriers, within the College's control, which hinder or prevent learners or staff from minority ethnic cultures from achieving their full potential;
- taking positive action to provide individual encouragement and support to learners and staff from ethnic minority cultures;
- ensuring that all curriculum teams actively seek opportunities within their programmes to celebrate cultural diversity, widen learners' cultural understanding and prepare them to be effective citizens in a multi-ethnic society;
- training and developing all staff to ensure that they have the skills needed to promote equality of opportunity within the scope of the Race Equality Policy.

South Cheshire College will promote good race relations between people of different racial groups by:

- ensuring that all members of the College community, partners, stakeholders, contractors and visitors conform to the College's equality values and standards;
- making use of opportunities within the learning environment to promote knowledge and understanding of cultural diversity;
- seeking opportunities for meaningful joint activities between learners and staff from different racial and cultural backgrounds;
- actively preparing learners to play a full part as citizens in a multi-ethnic society.

7. Dealing with complaints

Learners should initially raise any issues with personal tutors or the Head of their Curriculum Area. If the learner is not satisfied with the outcome s/he can use the Complaints procedure. If s/he is appealing against unfair assessment, s/he can do so through the Academic Appeals Procedure.

Staff should raise any issues with their Line Manager or their Line Manager's Line Manager. If the member of staff is not satisfied with the outcome s/he can then move to the formal stage of the Grievance Procedure.

8. Consultation

The Equality Forum will meet termly to take into account the views of stakeholders including learners, staff, community groups, work placement providers, trade union representatives, partners and franchisees. Its membership will include representatives from the listed groups, plus two members of the Senior Management Team, the Director of Organisational Support and the Director of Curriculum Support, and the Equality and Diversity Co-ordinator.

The Equality Forum will provide interim reports on progress and guide developmental work. Any recommendations for change will be passed to the appropriate Functional or Faculty Area by the Equality and Diversity Co-ordinator who will consult with that

area on how to implement changes. Suggested changes in policy or strategy will be passed to the Senior Management Team and from them to the Governing Body for approval.

There will be an annual meeting of the Cheshire and Warrington Colleges Consortium, to review common concerns and share good practice.

9. Monitoring and target setting

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

For learners

- Ethnic profiles of learners
- Applications to and enrolments on programmes
- Attendance rates
- Retention rates
- Achievement rates
- Work placements including success rates, satisfaction levels and job offers
- Disciplinary action
- Complaints by learners
- Satisfaction surveys

For staff

- Ethnic profiles of staff by grade and type of work
- Job application rates
- Selection success rates
- Type of contract (permanent, temporary)
- Staff development applications
- Promotion application and success rates
- Disciplinary proceedings
- Grievances
- Satisfaction surveys

Information gathered will be evaluated to highlight any disparities between racial groups, to seek reasons for this, and to identify action that needs to be taken to improve recruitment and progress of both students and staff from different racial groups.

10. Impact assessment

In accordance with the Equality Impact Assessment guidance:

- An initial assessment will be conducted in accordance with the Impact Assessment and Quality calendar to determine any potential negative impact
- A second full assessment will be carried out to determine and record changes and actions should the initial assessment identify a negative impact.

11. Publication of Race Equality Policy and progress reports

Learners are made aware of equality issues in the Student Handbook and in induction and tutorials. Staff have access to all policies through the Staff Information System on the internal network. The College also has a website and information about the policy will be posted there. Copies of the policy statement will be made available to all employers, contractors and franchisees.

Progress reports will be issued annually and details published online for students and staff via the internal network and to the public via the website.

12. Staff training

There has been training for governors, Senior Management Team and all staff, both academic and support, to raise awareness of legislative requirements.

There will be:

- Training for specific responsibilities for different groups of staff.
- Training on promoting race equality throughout the curriculum.
- Training for those involved in teaching and learning observations in monitoring the promotion of race equality through the curriculum and tutorial.
- Developing staff skills in supporting and encouraging individual and small groups of students and staff from minority ethnic cultures.

13. Review of the scheme

The Race Equality Scheme and its implementation will be reviewed annually. As from 2002-2003, the Equality and Diversity Co-ordinator, working through the Equality Forum, will produce an annual report, reviewing progress and setting further targets. This report will be submitted to the Senior Management Team then to the appropriate College Committee, to form part of that Committee's report to Governors.

14. Summary Action Plan and timetable for policy review

The Action Plan covers the period from August 2005 to July 2008. It looks at structure, policies, monitoring and assessment, staff training and the promotion of diversity. There will be annual reviews which will be presented for consideration by the Equality Forum.

15. Appendices

Appendix 1

- Race Equality Policy
- Race Equality Action Plan

SOUTH CHESHIRE COLLEGE

RACE EQUALITY POLICY

Policy Statement

South Cheshire College is committed to ensuring that minority ethnic individuals are entitled to the same equal rights, responsibilities and opportunities as the majority population. The college seeks to ensure that, whatever the cultural heritage and origins of members of the college community, everyone is equally valued and treats others with respect. The college works to eliminate racism, whether overt, covert or by omission, and seeks to ensure that discrimination, whether direct or indirect, does not occur. It undertakes to treat all complaints with respect and empathy. It takes positive action to promote diversity within society and seeks to ensure that its learners and staff promote good practice.

Statutory Duties

Under the Race Relations Act 1976 (as amended by the Race Relations (Amendment) Act 2000), the college has three general duties. These are to:

- Eliminate unlawful race discrimination.
- Promote equality of opportunity.
- Promote good relations between people from different racial groups.

It also has specific duties, namely to:

- 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 learners and staff.
- Monitor, by reference to racial groups, the admission and progress of learners and the recruitment and career progress of staff.
- Include within the policy an indication of its arrangements for publishing its statement and the results of its assessment and monitoring.

Meeting General and Specific Duties

South Cheshire College will seek to ensure that:

Stakeholders, including governors, staff, learners, employers (including work placement providers) and contractors, are aware of the college's 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 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 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.

Monitoring Progress

To inform the setting of targets and the measurement of the college's progress in achieving them, the following information relating to ethnic origin will be collected and analysed:

For learners

- Ethnic profiles of learners
- Applications to and enrolments on programmes
- Attendance rates
- Retention rates
- Achievement rates
- Work placements
- Disciplinary action
- Complaints by learners
- Satisfaction surveys

For staff

- Ethnic profiles of staff by grade and type of work
- Job application rates
- Selection success rates
- Type of contract (permanent, temporary)
- Staff development applications
- Promotion application and success rates
- Disciplinary proceedings
- Grievances
- Satisfaction surveys

The analyses will be used to:

- Monitor representation of learners and staff from different ethnic groups.
- Review any areas of under-representation and develop action plans to address issues as appropriate.
- Assess the findings in consultation with other colleges to identify good practice and inform action planning.

Publicising Policy and Progress

To all stakeholders

- The college's commitment to racial equality is highlighted in the prospectus, strategic plan and other relevant documents.
- Both the policy statement and annual reviews of progress are available on the college website.
- Monitoring information is included in an annual report.

To learners

- The policy is available online through Learnwise.
- The induction programme for learners highlights the college's commitment to racial equality, action to be taken by learners who suffer discrimination and the action to be taken against any perpetrators of discrimination.

- Personal tutors reinforce this information during tutorials or work based monitoring visits.

To employers

- All work placement and work experience providers receive a summary of their responsibilities under the policy and are asked to signify their understanding and agreement to them.
- Work placement providers are offered training on equal opportunity issues.

To staff

- The policy is available within the Staff Information System.
- The induction programme highlights the college's commitment to racial equality and the need to promote good practice. It also outlines action to be taken by staff who suffer discrimination and the action to be taken against any perpetrators of discrimination.
- Staff are updated on monitoring and progress through Faculty meetings.

Division of Responsibilities

Governors are responsible for ensuring that:

- The membership of the governing body reflects the diversity of the communities served by the college
- They are aware of the governing body's statutory responsibilities in relation to race and ethnicity legislation
- They receive and respond to the ethnic monitoring information on learners and staff.

The Senior Management Team are responsible for ensuring that:

- They are aware of the college's statutory duties in relation to race and ethnicity legislation.
- The college's strategic plan includes a commitment to race equality.
- All aspects of college policy and activity are sensitive to race and ethnicity issues.
- The Principal and Directors will ensure, collectively and individually within the remit of their role and responsibilities that:
 - The procedures for the recruitment and promotion of staff enshrine best practice in equal opportunities.
 - The college's publicity materials present appropriate and positive messages about minority ethnic groups
 - The College's admissions procedures do not present barriers to minority ethnic groups.
 - The College Programme is diversified to meet the needs of under-represented groups and there are support systems in place to enhance retention and achievement within these groups.
 - Learners and employees are encouraged and supported in reporting any instances of discrimination.

Heads of Faculty, Quality Managers and Heads of Curriculum Areas are responsible for ensuring that:

- They are aware of the college's statutory duties in relation to race and ethnicity legislation.
- Ethnic monitoring information is analysed, so that appropriate action can be taken if necessary to target under-represented groups and/or improved support systems put in place.
- Learner induction programmes and tutorial programmes reflect the college's commitment to promote equality of opportunity.

Staff are responsible for ensuring that:

- They are aware of the college's statutory duties in relation to race and ethnicity legislation.
- Their schemes of work, lesson content and teaching resources demonstrate sensitivity to issues of cultural diversity.
- They challenge inappropriate behaviour by either learners, work placement providers or other members of staff.

Review and Consultation

This policy will be reviewed biennially by the Equality Forum.

The Forum will also review the Action Plan to determine progress. Any recommendations for change will be passed to the Senior Management Team and from them to the Governing Body for approval.

RACE EQUALITY ACTION PLAN

2008 - 2011

Objective	Evidence	Persons Responsible	Review method
General Duty			
• To eliminate unlawful racial discrimination			
To monitor legislation to ensure that policies and practice are anti-discriminatory	Legal updates Review and amendment where necessary of existing policies Equality Impact Assessments on all policies and procedures	Equality & Diversity Co-ordinator / Equality Forum HR Manager SMT Governors	Annual report Equality Forum minutes SMT and Governors minutes
To maintain zero tolerance of racial harassment	Staff Grievances Whistleblowing Students Complaints Disciplinary processes Student liaison reports	Equality & Diversity Co-ordinator Staff HR Manager Students Director of Curriculum Support	Annual reports
To develop fair and transparent mechanisms for dealing with complaints of racism	As above Mediation Hate crime reporting	Equality & Diversity Co-ordinator HR Manager Director of Organisational Development	Annual reports
• To promote equality of opportunity			
To promote race equality on a 'whole college' basis	College values and vision statement Relevant policies & procedures Embedding of race equality values into all areas of the curriculum and quality agenda	Director of Organisational Development Governors, Principal & Senior Managers Quality Managers and HOCAs	3 year strategy Biennially

		Equality Forum	
To ensure awareness of key issues at all levels: Governors Management Staff Learners	Governors Induction & updates Staff Induction Staff development Students Induction Tutorial College environment Events promoting diversity Development of A2/Year 2 Equality & Diversity material to be included on tutorial scheme of work Forging links with other colleges	Clerk to the governors Equality & Diversity Co-ordinator Head of Advice & Guidance Head of Marketing Equality & Diversity Co-ordinator PDTs	Minutes Staff development records Induction plan Tutorial SoW
To integrate race equality into the strategic agenda	Mission, Vision and Values	Principal	Strategic Plan – Spring Term
To take positive action with regard to under-represented groups (learners)	External liaison with schools External liaison with employers Community partnerships Link with Connexions	Equality & Diversity Co-ordinator Head of Schools Liaison Head of Advice & Guidance Head of Marketing	Annual reports
To improve support for learners from minority ethnic and national groups	Diagnostic assessment and record of support given Learner Support Fund & personal support ESOL provision in a dedicated ESOL Centre More flexible short courses in an enhanced curriculum Pre-citizenship courses	Head of Learner Services Welfare services Counselling services Head of Modern Languages Director of Studies and Heads of Faculty	Annual report Annual report Annual report College programme
To take positive action to increase	Use of websites (advertisements	HR Manager	Termly report that looks

representation of BME staff taking into account availability of suitably qualified staff	with 'Ethnic Britain' recruitment site) Jobcentre Plus		at equal of opportunity statistics from all stages of recruitment and action plan accordingly
To ensure facilities reflect cultural needs or sensitivities	Cultural displays Themed evenings in restaurant Maintaining prayer room and plans for new build	Equality & Diversity Co-ordinator Faculty staff and learners Head of Marketing	Annual course planning On-going
• To promote good relations between people of different racial groups			
To monitor the learner experience and act to encourage good practice	Tutorials Learner satisfaction survey Complaints analysis by gender, ethnic origin and age Student Council/Student Liaison Equality Forum Classroom observation	Director of Curriculum Support Head of Marketing Equality & Diversity Co-ordinator Head of Staff Development	Annual reports Minutes Minutes Annual report
To continue to develop an inclusive curriculum free of racial stereotyping	College programme Schemes of work and lesson plans	Director of Studies Teaching staff	Annual review Checks by HOCAs
To be responsive to learning needs in all sections of the community to remove barriers to access	External liaison with schools External liaison with employers Community partnerships Link with Connexions	Equality & Diversity Co-ordinator Head of Schools Liaison Head of Advice & Guidance	Annual reports
To offer expertise to help local communities raise attainment or to encourage participation in education	Basic skills provision Community initiatives	Head of Curriculum Skills for Life Equality Forum Equality & Diversity Coordinator	On-going review
To monitor the staff experience and act	PDR	Managers	Annual reports

to encourage good practice	Annual staff satisfaction survey Classroom observation Staff development Equality Forum / Staff Forum Principal's meeting & focus groups	Director of Organisational Development Equality & Diversity Co-ordinator Principal	Minutes
To ensure that stakeholders understand and comply with EO policies	Equality Checklist <ul style="list-style-type: none"> • Work experience providers • contractors 	Director of Studies Head of Marketing External Liaison co-ordinators	Completed checklists
<i>Specific duty</i>			
• To maintain a written statement of the policy for promoting race equality that includes an indication of arrangements for publishing that statement and the results of assessment and monitoring			
To review and revise policy in consultation with stakeholders	Equality Forum review Revised policy	Director of Organisational Development Equality & Diversity Co-ordinator SMT Governors	Biennial review
• To assess the impact of policies, including the race equality policy, on students and staff of different racial groups including, in particular, the impact on attainment levels of such students			
To monitor impact of relevant policies (both staff and student) for cultural sensitivity	Joint Race Equality Policy Other anti-discrimination policies Grievance/complaints, disciplinary policies Codes of conduct Other relevant policies	Director of Organisational Development HR Manager Equality & Diversity Co-ordinator Director of Curriculum Support & other senior managers	Biennial review
To remove unnecessary cultural barriers within policies	As above	As above	As above

<ul style="list-style-type: none"> To monitor, by reference to racial groups, the admission and progress of students and the recruitment and career progress of staff 			
To monitor and report on student admission and progress	Analysis of: <ul style="list-style-type: none"> - applications to outcomes- - satisfaction surveys - complaints - participation, retention and achievement of BME group in comparison to non-BME group - success rates: comparison of BME & non-BME groups - comparative destination analysis 	Head of Marketing Quality Managers Equality & Diversity Co-ordinator	Annual statistical reviews Annual statistical reviews
To monitor and report on the recruitment and career progress of staff	Analysis of: <ul style="list-style-type: none"> - applications, interviews, offers and acceptance - career progress - CPD / PDR - satisfaction surveys - grievances 	HR Manager	Annual statistical reviews
To develop robust and up-to-date data demographic information in order to respond to the needs of potential learners, including newly settled communities	Work with LLSC on EDIMS Work with Polish and other students from EU Accession countries	C & W Equality & Diversity Advisory Group Head of Modern Languages Equality & Diversity Co-ordinator	Termly meetings Programme reviews & annual report
<ul style="list-style-type: none"> To take such steps as are reasonably practicable to publish annually the results of this monitoring 			
<i>To publish its race equality policy , action plan and progress reports through accessible channels</i>	<i>Inclusion on college website</i>	Clerk to the governors Equality & Diversity Co-ordinator	Annual update