



DERBY college

Equality & Diversity

***Good Practice Guide for team
members working with learners
away from College premises***

HR | Learning & Development | Payroll | Equality & Diversity

Derby College celebrates and values the diversity of its learners and employees and is committed to equality of opportunity for all. The College resolves to eliminate discrimination or other unfair treatment against any of its staff, potential staff, learners or users of belief, sex, sexual orientation or offending background that does not create risk to children and vulnerable adults.

Subject to the overriding consideration of protecting children and vulnerable people, we will make every effort to prevent unfair discrimination against those with criminal records. The guide should be regarded as a minimum requirement and additional guidance and information given should be evident in meetings, reviews and discussions as appropriate.

MINIMUM REQUIREMENTS

- Has a workplace vet been undertaken which covers health, safety and safeguarding management systems check for learners on work placements, apprenticeships, NVQs and including sub contractor provision which promotes a positive approach to equality and diversity?
- Have additional learning support needs been identified and support arranged to meet the individual needs of the learner?
- Raising awareness of equality and diversity issues must be a part of the general induction programme for new learners.
- Learners must be made aware of the Colleges Equality and Diversity Policy and the Equality and Diversity Report including objectives and Guidance leaflet
- Ensure that the learner is aware of the Colleges Safeguarding policy?
- Ensure that the learner is aware of how to make a complaint relating to equality and diversity and the email address?
- Ensure that any equality and diversity concerns raised by the learner are investigated, recorded and appropriately actioned

ADDITIONAL INFORMATION AND GUIDANCE

- Support and guidance in addressing equality and diversity issues is available from the Quality Improvement Manager.
- During the learners review meeting ask them to state: what examples of good practice have they seen; have there been any issues, areas for improvement, how is diversity celebrated; and if they have any suggestions for improvement?
- How can equality and diversity be embedded in the training/course materials? There are a range of resources available including staff training workshops, 'Moodle' and websites.
- Best practice and/or information should be shared with colleagues? I.e. Team meetings.
- The College is committed to the development of learning environments that are welcoming and safe for all learners.
- The College will continue to develop its facilities and accommodation to improve access for people with learning difficulties and/or disabilities.

RESPONSIBILITIES EQUALITY & DIVERSITY (FROM POLICY DOCUMENT)

All learners are responsible for ensuring that:

- Their conduct creates and maintains an environment that is free from harassment and discrimination and it is not offensive or hostile to others.
- They support and comply with the aims of the Equality and Diversity Policy and procedures.
- They understand the consequence of non compliance of equality legislation and the Colleges Equality and Diversity Policy.

PARTNERS, CONTRACTORS AND SERVICE PROVIDERS

- All partners, contractors and service providers will be responsible for adhering to the agreed equality and diversity guidelines set out in agreements/contracts.
- Should demonstrate their commitment to equality and diversity and have policies and procedures in place to achieve this.

MANAGERS ARE RESPONSIBLE FOR ENSURING THAT:

- They attend Equality and Diversity training and complete the on-line modules
- They implement the policy as part of their day-to-day management of team members
- Ensure equality and diversity issues are discussed and actioned in performance reviews.
- Team members adhere to the equality and diversity policy providing necessary support when required;
- They deal promptly with issues relating to potential discrimination;

- All policy or service changes that affect learners, team members, employers, sub contractors are Equality Impact Assessed as required.
- Lead in creating a positive environment, challenge inappropriate language and behaviour and celebrate diversity
- They are aware of the college's equality and diversity policy including the requirements of the Equality Act 2010.
- Equality and Diversity monitoring data is collected and analysed monthly.
- Views and perceptions of learners are included in the process of curriculum review and self-assessment and also curriculum development.
- Targets on retention and achievement of learners are set based on the monthly analysis of monitoring data. Equality gaps are identified and addressed
- Teaching and Learning observation reports consider equality and diversity issues and report best practice.
- Internal verification procedures include scrutiny of equality and diversity issues.
- The procedures for recruitment and selection and promotion of team members model best practice in equality.
- The college's publicity material present appropriate and positive messages about minority groups
- Professional development staff training is provided for all team members and learners to promote a better understanding of equality and diversity including the Equality Act 2010.

CURRICULUM MANAGERS ARE ADDITIONALLY RESPONSIBLE FOR ENSURING THAT:

- Course delivery is regularly reviewed, free from bias, stereotyping and discrimination.
- Equality and Diversity is embedded in all parts of the curriculum.
- Team members undertake appropriate Equality and Diversity training.
- Ensure that learners with learning difficulties and/or disabilities receive appropriate additional support to meet individual learner needs.
- Curriculum areas record equality and diversity in their monthly Quality Performance Reviews (including positive actions examples of best practice and equality and diversity concerns /complaints and action taken to address them).
- Learner induction programmes and tutorials reflect the college's commitment to promote an awareness of equality and diversity.

FURTHER INFORMATION

There are several good sources of additional information listed below including the ACAS and Government Equalities websites.

Derby College website has a section dedicated to equality and diversity that you can refer to. To access just click on the **Equality & Diversity** heading on the left hand side of the **'About Derby College'** section accessed from the Derby College home page.

Alternatively you contact us by email:
equalityndiversity@derby-college.ac.uk

ALL TEAM MEMBERS ARE RESPONSIBLE FOR ENSURING THAT THEY:

- Implement the policy in their day-to-day work with learners, colleagues, and visitors.
- Their behaviour is appropriate and that they treat everyone with respect; and do not discriminate against learners, team members or service users.
- Inform their line manager of any concerns regarding the conduct of other colleagues, learners, employers, service users and sub contractors.
- Are aware of the College's Equality and Diversity Policy and Objectives.
- Encourage a culture where people feel safe and able to discuss their needs and share concerns.
- Challenge inappropriate language and behaviour by team members, learners, placement providers and other users of our services.
- Ensure schemes of work, lesson plans (where appropriate) resources and learning plans demonstrate our commitment to promoting equality and diversity.

USEFUL WEBSITES AND POLICIES

Acas website

www.acas.org.uk

The Equalities and Human Rights Commission

www.equalityhumanrights.com

The Government Equalities Office
www.equalities.gov.uk

Government Services and Information
www.gov.uk