



**Hills Road
Sixth Form College**
Cambridge

SINGLE EQUALITY SCHEME ACTION PLAN

2011-12

SINGLE EQUALITY SCHEME ACTION PLAN

Contents

- A Planning, Monitoring and Evaluation**
- B Pre-enrolment, Enrolment and Induction**
- C Teaching and Learning**
- D Curriculum Development**
- E Student Support and Guidance**
- F Staff Employment and Development**
- G Accessible Documentation**
- H Accessible Buildings**

A PLANNING, MONITORING AND EVALUATION

Objective 1 to ensure that the College's commitment to all students and staff is embedded in its strategies, policies and procedures scrutinised through a rolling programme of Equality Impact Assessments

Objective 2 to carry out systematic evaluation of progress towards providing for the needs of all students and staff as an integral part of the College's planning and review cycle

	Action	Milestone Deadline	Evidence base	Responsibility	Next steps	Review Body and Date	√
A1	To establish sub-groups within the Equality Forum to undertake Equality Impact Assessments	Feb 2012	Completed EIAs	Deputy Principal		EF with CST July 2012	
A2	Continue to enhance communication with protected characteristic student groups	Nov 11	<ul style="list-style-type: none"> SexYouality contact Stonewall Champions 	Deputy Principal	Meet with Stonewall Champions co-ordinator	July 2012	
A3	To investigate adding 'sexual orientation' and transgender' to the student E&D monitoring form	Apr 2012	As part of Equality Forum discussions/meeting with protected characteristic groups (LGBT Society)	Assistant Principal, Support & Guidance/Equality Forum	Meet with LGBT Society/CAP partners to discuss	Sep 2012	
A4	In conjunction with the Centre for Diversity act as a pilot institution for enhanced E&D monitoring against the new CIF 2012.	Mar 2012	Meeting with Centre for Diversity	Deputy Principal/PA to Deputy Principal		Jul 2012	

	Action	Milestone Deadline	Evidence base	Responsibility	Next steps	Review Body and Date	√
A5	Redesign Adult Education monitoring form to include 'sexual orientation' and 'transgender'	Mar 2012	The new form	Assistant Principal, Staff Development & Lifelong Learning		Sep 2012	

B PRE-ENROLMENT, ENROLMENT AND INDUCTION

- Objective 1** to ensure that the College's procedures for pre-enrolment, enrolment and induction are fully accessible to all students
- Objective 2** to make specialist information, advice and guidance available to all applicant students and new students,
- Objective 3** to record equality information disclosed about a student's needs at the earliest opportunity on the College's Information Systems and to consider the implications of this information for the student's experience at the College
- Objective 4** to provide comprehensive support to all applicant students and new students to enable them to access College courses, services and facilities wherever possible

	Action	Milestone Deadline	Evidence base	Responsibility	Next steps	Review Body and Date	√
B1	Consider whether changes are needed to the admissions policy to address the current gender imbalance	Dec 2011	Intake figures for 2011-2012 admissions process	CST	Report to Corporation in Mar 2012	CST Jul 2012	
B2	Active strategies to encourage applications from under-represented partner schools focusing on socio-economically disadvantaged areas	Feb 2012	Manor Projects <ul style="list-style-type: none"> • Year 11 transition project • Primary transition mentoring project 	Deputy Principal/ Project team	1) Shadowing visit for 12 Manor students planned Dec/Jan 2) Extended Project launch Jan 2012	Jul 2012	

C TEACHING AND LEARNING

Objective 1 to maximise the opportunities for all students to achieve their potential in particular through removal of any possible barriers to accessing learning

Objective 2 to design all teaching and learning materials to be accessible to all students wherever possible

Objective 3 to provide accessible examination and assessment arrangements, for all students wherever possible

	Action	Milestone Deadline	Evidence base	Responsibility	Next steps	Review Body and Date	√
C1	To analyse the most recent ethnicity statistics from the 2010-11 data	29/2/12	Minutes of Equality Forum	Deputy Principal	Suggest analysis approach for Action Plan	Equality Forum July 2012	
C2	Review of e-log/e-reg support systems to identify any possible barriers to available support for all students	Dec 2011	Minutes of CST meetings	Assistant Principal, Support & Guidance/Deputy Principal	Suggested action points for IS	CST Jun 2012	
C3	To continue to actively ensure the full integration of all students in all learning related activities	Feb 2012	Study Skills report	Deputy Principal	Liaise with Human Resources Officer and IS regarding Visits and Trips paperwork	July 2012	
C4	To work towards a standard format for all written documents, including the college font	Feb 2012	Accessibility and availability of all internal college documents in an easily amended electronic format	Deputy Principal/Head of Study Skills	Liaise with relevant staff	Sep 2012	

D Curriculum Development

Objective 1 to build mutual respect and understanding between different groups, faiths and cultures, including though the promotion and development of the College's status as an 'International School'

Objective 2 to equip students with the skills and knowledge needed for life in a global society by embedding a strong global dimension within the curriculum

Objective 3 to seek to provide opportunities for students to learn foreign languages and inter-cultural skills

	Action	Milestone Deadline	Evidence base	Responsibility	Next steps	Review Body and Date	√
D1	To build on the existing database of cultural/historic anniversaries from a variety of faiths and cultures and promote these throughout the College	Mar 2012	Tutorial programme and database of flyers promoted on the TV screens	PA to Deputy Principal/Head of Tutorial Programme	Network with other institutions to expand knowledge base	Jul 2012	
D2	To further enhance links with our international partners for continued mutual benefit, curricular enhancement and developing the 'whole' student	Mar 2012	Explore potential of an exchange trip to Ndamase	Deputy Principal/Head of Extended Curriculum	Meeting with Inspire-Worldwide to investigate options	Jul 2012	

	Action	Milestone Deadline	Evidence base	Responsibility	Next steps	Review Body and Date	√
D3	To allow students the opportunity to gain the skills required to function in a global society	Feb 2012	Programme for 'Hills Skills' day	Deputy Principal/Head of Extended Curriculum	Establish a task group to look at what can be offered	Jul 2012	
D4	To investigate the DisabledGo on line E&D training for students to raise awareness and build mutual respect	Apr 2012	Equality Forum minutes/student feedback	Deputy Principal/Head of tutorial programme	Discuss options with DisabledGo and ask a sample group of students to test the programme	Sep 2012	

E STUDENT SUPPORT AND GUIDANCE

Objective 1 **to ensure accessibility for all students to the full range of Student Services, including Study Skills Support**

	Action	Milestone Deadline	Evidence base	Responsibility	Next steps	Review Body and Date	√
E1	Continue to review the content and delivery of the tutorial programme to further enhance opportunities to improve awareness of equality and diversity	Apr 2012	Tutorial programme	Deputy Principal/Head of tutorial programme	Tutorial programme task group to review the programme	Guidance Team Jul 2012	

	Action	Milestone Deadline	Evidence base	Responsibility	Next steps	Review Body and Date	√
E2	To investigate online programmes to assess prior learning needs	Apr 2012	Benchmarking analysis report from Study Skills	Head of Study Skills	Contact with Benchmarking colleges	Oct 2012	

F STAFF RECRUITMENT, EMPLOYMENT AND DEVELOPMENT

F1 STAFF RECRUITMENT

Objective 1.1 actively to promote the College as an equality aware employer

Objective 1.2 to ensure that all applicants receive full and fair treatment and are considered solely on their ability to do the job

	Action	Milestone Deadline	Evidence base	Responsibility	Next steps	Review Body and Date	√
F1.1	Amend the college monitoring form to gather information on sexual orientation and transgender	Oct 2011	E&D monitoring form	Assistant Principal, Resources	Task group meeting to establish layout and wording	Dec 2011	

	Action	Milestone Deadline	Evidence base	Responsibility	Next steps	Review Body and Date	√
F1.2	To investigate ways to increase the completion of online monitoring forms in the application process	Mar 2012	Decrease in the percentage of applicants completing the forms	Assistant Principal, resources/Human Resources Officer	Task group to look at processes and make recommendations	July 2012	

F STAFF RECRUITMENT, EMPLOYMENT AND DEVELOPMENT

F2 STAFF EMPLOYMENT POLICIES AND PROCEDURES

Objective 2.1 to review and develop further the College's employment policies and procedures in order to provide a barrier-free environment for all staff

Objective 2.2 to ensure that the work environment and working practices do not constitute unnecessary barriers which may prevent employees participating fully in the life of the College

Objective 2.3 to retain staff who become disabled in their current role wherever possible or to find a suitable alternative role if available (and to provide retraining where reasonable)

	Action	Milestone Deadline	Evidence base	Responsibility	Next steps	Review Body and Date	√
F2.1	To review opportunities for staff to disclose information on any of the nine protected characteristics	Sep 2011	Updated E&D monitoring for existing staff	Assistant Principal, Resources	Circulate form to all current staff	Oct 2011	
F2.2	To begin monitoring the additional data gathered from the updated E&D monitoring forms alongside existing data	Jul 2012	Statistical analysis results	Assistant Principal, Resources	Assess appropriate response to findings	CST Jul 2012	

F STAFF RECRUITMENT, EMPLOYMENT AND DEVELOPMENT

F3 STAFF DEVELOPMENT

Objective 3.1 to provide staff development and resources to raise staff awareness of issues relating to equality

Objective 3.2 to support the development of the skills and potential of all staff through staff development and promotion opportunities

Objective 3.3 to ensure that all staff teaching students with disabilities have access to relevant information and are supported in their work

Objective 3.4 to integrate appropriate forms of on-going training on equality issues into the College's staff

development programme

	Action	Milestone Deadline	Evidence base	Responsibility	Next steps	Review Body and Date	√
F3.1	To further develop the DisabledGo online tools for providing equality and diversity awareness training for all staff	Apr 2012	Equality Forum minutes	Deputy Principal/Equality Forum/Assistant Principal SD & Lifelong Learning	EF to report back on the training prior to rolling out to all staff in the autumn term 2012	Jul 2012	
F3.3	To monitor the staff development take up by categories of staff to ensure that all staff have equal access to training opportunities as appropriate to their role	May 2012	Generation of appropriate reporting mechanism to allow assessment of equality of take up	Assistant Principal, Staff Development/ Human Resources Officer	Reporting and analysis of results	CST Autumn 2012	

G ACCESSIBLE DOCUMENTATION

Objective 1 to ensure that, where practicable, relevant College documentation and publications are provided in an accessible format for any staff, student, governor and the wider community

	Action	Milestone Deadline	Evidence base	Responsibility	Next steps	Review Body and Date	√
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	Action	Milestone Deadline	Evidence base	Responsibility	Next steps	Review Body and Date	√
G1	to raise awareness further of the importance of accessibility of relevant College documentation (colour, font, etc)	June 2012	<ul style="list-style-type: none"> • Equality Forum minutes • Guidance from Study Skills Department • Website • Marketing materials 	Head of Study Skills/ Head of Marketing	Guidelines on best practice to be communicated to all staff	Study Skills Department VMB July 2012	
G2	to encourage staff further to be more pro-active in producing materials which can be easily transferred to alternative formats	June 2012	Communication evidence	Head of Study Skills		Study Skills Department July 2012	
G3	to ensure departmental systems are in place to review documentation for accessibility	June 2012	Departmental policies/procedures	Curriculum Directors	Discussions (HoDs and CDs)	Curriculum Team July 2012	
G4	To investigate the practicalities of, and the need to, provide the AE prospectus in more than one language	June 2012	Minutes from meetings	Assistant Principal, Lifelong Learning & Staff Development/ Head of Marketing	Network with other institutions / investigate costs etc	CST June 2012	

H ACCESSIBLE AND WELCOMING SITE

Objective 1 to ensure that, where practicable, all new and existing College buildings are accessible

Objective 2 **to ensure that access issues are built into new policies and procedures as these are developed and into new projects whether new build or refurbishment**

	Action	Milestone Deadline	Evidence Base	Responsibility	Next steps	Review Body and Date	√
H1	To continue to use DisabledGo to review annually the accessibility of the site for all users	Feb 2012	Report from DisabledGo	Estates Bursar	Arrange the review	CST July 2012	
H2	to continue to ensure that images of staff and students around the site properly reflect the diversity of the community that we serve	October annually as part of Open Evening preparations	Photographic images of staff and students on display	Marketing and visual display staff and all those with a curriculum responsibility		Equality Forum Annually	
H3	to monitor the plans of all further new buildings to ensure accessibility for all staff, students, governors and visitors	Ongoing	As required by statute	Assistant Principal, Resources		CST In response to new build plans	