

## 2014 Development Plan for: Equality and Diversity

### 1. Planning, Monitoring and Evaluation

<b>INTENDED OUTCOMES:</b>				
<ul style="list-style-type: none"> <li>• to ensure that the College's commitment to <u>all</u> students and staff is embedded in its strategies, policies and procedures scrutinised through a rolling programme of Equality Analyses</li> <li>• to carry out systematic evaluation of progress towards providing for the needs of <u>all</u> students and staff as an integral part of the College's planning and review cycle</li> </ul>				
<b>No.</b>	<b>Actions</b>	<b>Timescales/ milestones</b>	<b>Responsibility for action</b>	<b>Review of actions</b>
1.1	To continue to complete Equality Analyses for all policies (new and review) on a rolling basis	Oct 2014	Equality Forum	
1.2	To work with the Student Council in raising student awareness of E&D issues	Oct 2014	Equality Forum	
1.3	To work with the Gender and Sexual Diversity Society to continue to raise awareness of LGBT issues	Jun 2014	Equality Forum	
1.4	To use RONI and other available data to track individual students with specific protected characteristics (including socio-economic)	Sep 2014	Deputy Principal/GLT	
1.5	To analyse the Ditch the Label anti-bullying survey report and investigate its usefulness as an annual survey	Apr 2014	Equality Forum	
1.6	a) Investigate the possibility of a 'virtual' tutor group to monitor specific 'at risk' students b) To investigate the possibility of a 'data dashboard' for all students to show PCs (disabilities etc) and monitor progression	Dec 2014	Deputy Principal/Director of Quality	
<b>IMPACT: REVIEW OF INTENDED OUTCOMES</b>				

## 2. PRE-ENROLMENT, ENROLMENT AND INDUCTION

<b>INTENDED OUTCOMES:</b>				
<ul style="list-style-type: none"> <li>• to ensure that the College's procedures for pre-enrolment, enrolment and induction are fully accessible to <u>all</u> students</li> <li>• 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</li> <li>• to provide comprehensive support to, and make specialist information, advice and guidance available to, all applicant students and new students to enable them to access College courses, services and facilities wherever possible</li> </ul>				
<b>No.</b>	<b>Actions</b>	<b>Timescales/ milestones</b>	<b>Responsibility for action</b>	<b>Review of actions</b>
2.1	To continue to work closely with CAP schools to enhance pre-admission information for students	Jul 2014	Deputy Principal/ Director of Admissions	
2.2	To look at ways to ensure data from pre-16 schools is received in a timely manner	Apr 2014	Director of Admissions/Head of Study Skills	
2.3	To continue to work with CAP schools and new students on transition via the Extending Choices event	Jul 2014	NXD	
2.4	To work with schools on information sharing with regard to protected characteristic data (eg learning needs)	Sep 2014	Head of Study Skills E&D Officer	
2.5	To investigate how best to capture sensitive protected characteristic data and additional needs from students (including AE) thus enabling appropriate analysis (as recommended in Section 1.5 Tenon audit report – Nov 2012)	Aug 2014	Head of Study Skills/E&D Officer/AP (Planning and Quality)	
2.6	To implement a whole cohort screening software programme to detect learning needs on entry	Sep 2014	Head of Study Skills	
2.7	To ensure that all students are made aware of the resources and availability of the Study Skills department	Oct 2014	Head of Study Skills/CD i/c of induction	
<b>IMPACT: REVIEW OF INTENDED OUTCOMES</b>				

### 3. TEACHING AND LEARNING

<b>INTENDED OUTCOMES:</b>				
<ul style="list-style-type: none"> <li>• to maximise the opportunities for <u>all</u> students to achieve their potential in particular through removal of any possible barriers to accessing learning</li> <li>• to provide accessible examination and assessment arrangements, for <u>all</u> students wherever possible or design all teaching and learning materials to be accessible to all students wherever possible</li> <li>• to provide accessible examination and assessment arrangements, for <u>all</u> students wherever possible</li> </ul>				
<b>No.</b>	<b>Actions</b>	<b>Timescales/ milestones</b>	<b>Responsibility for action</b>	<b>Review of actions</b>
3.1	Investigate ways of ensuring <b>all</b> staff have access to relevant student data (eg additional needs)	Oct 2014	DP/IS	
3.2	To continue to ensure that <b>all</b> learning activities are accessible to <b>all</b> students	Dec 2014	Assistant Principal (Lifelong Learning)/HoDs	
3.3	To continue the enhanced programme of targeted support for students	Oct 2014	GLT	
3.4	To analyse the most recent statistics with regard to student progress and performance	Jun 2014	Director of Planning and Quality	
3.5	Investigate ways to use 'live' particular needs and protected characteristic data to provide timely support when required thus enabling students to progress and achieve (see 1.6)	May 2014	DP/Director of Student Support	
<b>IMPACT: REVIEW OF INTENDED OUTCOMES</b>				

#### 4. Curriculum Development

<b>INTENDED OUTCOMES:</b>				
<ul style="list-style-type: none"> <li>• to build mutual respect and understanding between different groups, faiths and cultures</li> <li>• to equip students with the skills and knowledge needed for life in a global society by embedding a strong global dimension within the curriculum including providing opportunities for students to learn foreign languages and inter-cultural skills</li> </ul>				
<b>No.</b>	<b>Actions</b>	<b>Timescales/ milestones</b>	<b>Responsibility for action</b>	<b>Review of actions</b>
4.1	To continue to raise awareness of cultural, religious and historical events throughout College	Ongoing	E&D Officer	
4.2	To continue with the annual 'cultural day' to further students' knowledge of a global society	Sep 2014	Hills Fest Project Managers	
4.3	To continue to provide a Tutorial Programme that raises awareness of E&D issues appropriately	Oct 2014	Head of Tutorial Programme /E&D Officer	
4.4	To provide training to teaching staff on embedding E&D into the curriculum	Sep 2014	Director of Quality/E&D Officer/HR	
<b>IMPACT: REVIEW OF INTENDED OUTCOMES</b>				

## 5. STUDENT SUPPORT AND GUIDANCE

<b>INTENDED OUTCOMES:</b>				
<ul style="list-style-type: none"> <li>to ensure accessibility for <u>all</u> students to the full range of Student Services, including Study Skills Support</li> </ul>				
<b>No.</b>	<b>Actions</b>	<b>Timescales/ milestones</b>	<b>Responsibility for action</b>	<b>Review of actions</b>
5.1	Investigate the possibility of enabling <b>all</b> staff to access information on students' additional needs	Sep 2014	DP/IS	
5.2	To ensure that all staff know the procedures for referring students when a need (or potential need) is identified	Jul 2014	DP/CT	
5.3	To investigate the expansion of the in-house counselling provision and skill set of frontline staff	Apr 2014	DP	
5.4	To undertake a review of all the students to whom the Additional Learning Support (ALS) figures relate in the 2013 data to ensure there are no significant gaps in the support provided.	Dec 2014	Head of Study Skills	
<b>IMPACT: REVIEW OF INTENDED OUTCOMES</b>				

## 6. STAFF RECRUITMENT

<b>INTENDED OUTCOMES:</b>				
<ul style="list-style-type: none"> <li>• actively to promote the College as an equality aware employer</li> <li>• to ensure that <u>all</u> applicants receive full and fair treatment and are considered solely on their ability to do the job</li> </ul>				
<b>No.</b>	<b>Actions</b>	<b>Timescales/ milestones</b>	<b>Responsibility for action</b>	<b>Review of actions</b>
6.1	To continue to subscribe to the Two Ticks kitemark and undertake the annual review	Oct 2014	Assistant Principal (Resources)	
6.2	To analyse application data to ensure processes are fair to all applicants	Dec 2014	Assistant Principal Resources/HR Services	
<b>IMPACT: REVIEW OF INTENDED OUTCOMES</b>				

## 7. STAFF EMPLOYMENT POLICIES AND PROCEDURES

<b>INTENDED OUTCOMES:</b>				
<ul style="list-style-type: none"> <li>• to review and develop further the College's employment policies and procedures in order to provide a barrier-free environment for all staff</li> <li>• 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)</li> </ul>				
<b>No.</b>	<b>Actions</b>	<b>Timescales/ milestones</b>	<b>Responsibility for action</b>	<b>Review of actions</b>
7.1	To continue to provide opportunities for current staff to disclose relevant information	Dec 2014	Assistant Principal (Resources)/ Director of Quality	
<b>IMPACT: REVIEW OF INTENDED OUTCOMES</b>				

## 8. STAFF DEVELOPMENT

<b>INTENDED OUTCOMES:</b>				
<ul style="list-style-type: none"> <li>• to provide staff development and resources to raise staff awareness of issues relating to equality through ongoing training, as part of the Staff development programme</li> <li>• to support the development of the skills and potential of <u>all</u> staff through staff development and promotion opportunities</li> <li>• to ensure that all staff teaching students with disabilities have access to relevant information and are supported in their work</li> </ul>				
<b>No.</b>	<b>Actions</b>	<b>Timescales/ milestones</b>	<b>Responsibility for action</b>	<b>Review of actions</b>
8.1	Investigate a new tailored online training package for teaching/support staff to replace DisabledGo	Jul 2014	Assistant Principal (Resources)/E&D Officer/Director of Quality	
8.2	Ensure appropriate and relevant training is made available during the SD period	Jul 2014	Assistant Principal (Resources)/E&D Officer/Director of Quality	
8.3	To provide opportunities for all staff to undertake appropriate and relevant CPD	Dec 2014	Assistant Principal (Resources)/E&D Officer/Director of Quality	
<b>IMPACT: REVIEW OF INTENDED OUTCOMES</b>				

## 9. ACCESSIBLE DOCUMENTATION

**INTENDED OUTCOMES:**

- 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

No.	Actions	Timescales/ milestones	Responsibility for action	Review of actions
9.1	To reduce the amount of printed information and transfer to more flexible online resources	Dec 2014	Director of Digital Strategy/Marketing Officer/Reprographics and other relevant staff	
9.2	To ensure the new website is easily accessible to all visitors to the site	Oct 2014	Director of Digital Strategy/Marketing Officer	

**IMPACT: REVIEW OF INTENDED OUTCOMES**



## 10. ACCESSIBLE AND WELCOMING SITE

<b>INTENDED OUTCOMES:</b>				
<ul style="list-style-type: none"> <li>• to provide a welcoming site where physical, and other barriers, are minimised or eliminated</li> <li>• 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 so that all buildings are accessible</li> </ul>				
<b>No.</b>	<b>Actions</b>	<b>Timescales/ milestones</b>	<b>Responsibility for action</b>	<b>Review of actions</b>
10.1	To provide a 'welcome' leaflet for all visitors detailing important and useful information	Feb 2014	CaM Team	
10.2	To continue to use DisabledGo to review annually the accessibility of the site for all users	Dec 2014	Estates Bursar	
10.3	To monitor the plans for all further new buildings/alterations to ensure accessibility for everyone to the site	Dec 2014	Assistant Principal (Resources)	
<b>IMPACT: REVIEW OF INTENDED OUTCOMES</b>				