



EQUAL OPPORTUNITIES POLICY

Policy B1, NMSA1	Equal Opportunities
Applies to	All students in college and boarding premises
Approved by	I certify I have reviewed this policy and verify that to the best of my knowledge it reflects current legislation and is in accordance with my wishes and the Board of Directors Martin Meenagh, Acting Principal
Annual Review	
Reviewed on	October 2016
Next review date	August 2017
Reviewed by	Dershna Patel

1. PURPOSE

1.1. To confirm the commitment of the College to the principle of equal opportunities for all. The policy covers all people who have contact with the College, students (current and prospective), staff and visitors.

1.2. To ensure that Chelsea Independent College complies with all laws and directives relevant to equal opportunities and those procedures are in place to clarify and support this intention.

1.3. To ensure that the College has a sound system of monitoring and review of progress so that good practice is identified, issues addressed and a culture of equal opportunities is embedded in all aspects of the work of the College.

2. SCOPE

All current and/or prospective students, staff and visitors are included in the policy.

3. STATEMENT

3.1. Chelsea Independent College provides education and training across a broad range of secondary school subjects, university foundation courses, English language courses and summer programmes. As such our student base is diverse, bringing into College people from a wide range of backgrounds, education experience, age, culture, physical/emotional ability and ambition. For some the college environment is initially a little intimidating and unfamiliar. Likewise staff and visitors are diverse and bring their own perspectives and expectations. The procedures enshrined within this policy will ensure that all persons involved with Chelsea Independent College are treated with respect, courtesy, integrity and equality of opportunity in all aspects of their contact with the College.

3.2. Our policy is to ensure that no person associated with the College receives less favourable treatment on the grounds of: - gender, racial or ethnic origin, nationality, religion, marital status, age, disability, ability in numeracy or literacy, behavioural or learning difficulties, sexual orientation or preference, unemployment, language, culture or social background, or for any other identifiable discriminatory cause.

3.3. This policy and associated procedures also provide guidance to the wider College community on the role for every individual in contributing to equality of opportunity.

3.4. In order to ensure commitment to the principles outlined in the policy and associated procedures, senior management will liaise regularly with relevant representative bodies (e.g. Student Council).

4. RESPONSIBILITIES

4.1. The ultimate responsibility for the operation of this policy lies with the Principal. All Heads of Faculty have direct responsibility for the implementation of procedures relevant to their area of work.

4.2. Every member of the College community has a responsibility for ensuring they behave in a manner consistent with equal opportunity principles.

4.3. Each formal procedure associated with this policy will clearly state the relevant staff responsible for implementation.

4.4. Statistical information will be gathered and analysed regularly as part of monitoring and reviewing progress. Information will be forwarded to the Principal and all relevant managers for action.

5. IMPLEMENTATION

5.1. The Equal Opportunity Policy will be issued to all staff through the Staff Handbook and to students through the Student Handbook.

5.2. Induction programmes for staff and students will contain equal opportunity principles, and responsibilities.

5.3. Personal tutors, Heads of Faculty, teaching and support staff will ensure that individuals are guided and supported by relevant information regarding equal opportunity procedures and principles.

5.5. Staff development sessions will incorporate general and specific matters relating to Equal Opportunities with particular reference to new and developing guidance on legislation e.g. Human Rights Act, Disability Discrimination Act.

5.6. Any member of the college community who believes himself or herself to have been subjected to unfair treatment as described in this policy and associated procedures should report their concern to either their personal tutor, Head of Faculty or a member of the Senior Management Team.

5.7. College staff are required to report any case of alleged discrimination or harassment to the Principal.

6. GRIEVANCES

6.1. The College's grievance procedures are available to any student, member of staff or visitor who believes he or she may have been unfairly discriminated against.

6.2. The harassment complaints procedure is set out in a separate policy and is available to any student, member of staff or visitor who believes he or she may have been harassed.

6.3. The students, members of staff and visitors will not be victimised in any way for making such a complaint in good faith.

6.4. Complaints of this nature will be dealt with seriously, in confidence and as soon as possible.

7. PROCESS FOR MONITORING

7.1. The Principal, Director of Studies and Heads of Faculty will meet regularly to review equal opportunities issues.

7.2. The Senior Management Team will review equal opportunity issues and statistical information annually and submit written feedback to the Principal.

7.3. This policy will be reviewed by the Principal on an annual basis and any changes notified to all staff.

Laws and directives which inform the development of this policy and associated procedures and practice:

- Human Rights Act 1948 and 1998
- Equal Pay Act 1970
- Health & Safety at Work Act 1974
- Rehabilitation of Offenders Act 1974
- Sex Discrimination Act 1975
- Race Relations Act 1976
- European Equal Treatment Directive 1976
- Disability Discrimination Act 1995
- Employment Rights Act 1996
- Protection from Harassment Act 1997
- Treaty of Amsterdam 1997
- Data Protection Act 1998
- Working Time Regulations 1998
- Sex Discrimination (Gender Reassignment) Regulations 1999
- Part Time Workers Regulations 2000

Related Procedures

- The College Disability Statement
- Student and Course Records
- Assessment and Testing of Students
- Physical College Environment
- Staff Training
- Statistics and Management Information
- Grievance Procedure
- Disciplinary Procedure
- Complaints Procedure
- Safer Recruitment Procedure