



KILMARNOCK COLLEGE

EQUALITY SCHEME

2010 - 2013

Contents

Foreword

Introduction

Integrated Strategies

Legislation

Involving people

Key areas

Partners

Human Resources

Staff development

Roles, responsibilities, rights and duties

Student Association

Priority areas

Equality Action Plan

Conclusion

Foreword

Kilmarnock College is committed to creating and sustaining an excellent learning and teaching experience for our students. This is achieved through recognising the value of every student, respecting the diversity of students and enabling everyone to achieve their full potential. The Single Equality Scheme is a means of ensuring our educational provision, services and policies meet the needs of students, staff and other stakeholders.

The College works together to ensure that equality and diversity are key factors that contribute to the curriculum, social and economic strengths of the College.

The Equality Act 2010 introduces new equality legislation covering employment, facilities, goods and services and education, including the admission and treatment of students.

We are committed to promoting equality of opportunity regardless of disability, race, religion or belief, gender, sexual orientation, age, marital/partnership status, gender reassignment, pregnancy and maternity (protected characteristics) or any other criterion that is relevant to a student's learning experience or to the employment of staff.

The College promotes inclusion, challenges discrimination and celebrates the diversity of its students, staff, communities and stakeholders through internal groups such as the Equality and Diversity Inclusion Team (EDIT), the Ambassadors Task Force and Respect campaigns.

Through the promotion of equality of opportunity and celebration of diversity, we are working towards our ambition of creating a community of successful learners, confident individuals, effective contributors and responsible citizens who will enhance the cultural and economic life of Ayrshire.

Introduction

The Equality Scheme will help us to achieve a framework for action across all protected characteristics, particularly for the three that have positive duties associated with them: race, disability and gender. We believe that a combined scheme will make us better able to communicate and manage our equality commitments and action. We also believe that publishing one combined scheme, and one consultation, is an appropriate and proportionate approach to equality which should maximise people's opportunities to be involved in our policy making. This Equality Scheme demonstrates our commitment to go beyond mere compliance with the legislation, and to move towards mainstreaming equality and diversity by bringing together our work into one place, consulting widely on it and putting in place a comprehensive equality action plan to ensure our commitments are carried out.

The College has chosen to generate an Equality Scheme to recognise that individuals have multiple identities. Thus, the protected characteristics, in which equality and diversity are considered in law, converge at an individual level. An individual may experience discrimination on the basis of more than one identity.

The Equality Bill, which is due to become law by 2012, aims to simplify current legislation by harmonising all protected characteristics into one piece of legislation. Whilst being consistent with previous schemes and statements, it represents a coordinated approach to Equality and Diversity and a commitment to an ongoing process of positive development.

It is the College's vision to provide an environment in which discrimination in all its forms is deemed to be unacceptable and to treat everyone equally. Tackling discrimination and promoting healthy relationships with people is wholly consistent with the College's pursuit of excellence.

Everyone who participates in life at Kilmarnock College, students, staff, communities and stakeholders, is involved in this Equality Scheme. Involvement or participation could take many forms, for example, communication, consultation, awareness of the needs of others, impact assessment, decision making, taking positive action and review. There is an expectation of mutual respect throughout the College, together with active support of policies.

Integrated Strategies

A series of integrated strategies, listed below will ensure that Equality is embedded throughout the College:

- Whole organisation approach
- Sharing and celebrating good practice
- Analysis of data
- The Equality, Diversity and Inclusion Team (EDIT)
- Participation and consultation
- A designated Equality and Diversity Adviser
- The process of impact assessment
- Staff training initiatives
- Partnership and procurement
- Curriculum development – QELTM (Quality & Equality of Learning & Teaching Materials)
- Policy screening and scrutiny
- Widening access and participation
- Action plan and review

Legislative Background

The College's Equality Scheme provides the overarching framework that endorses a commitment to the promotion of equality of opportunity for all students, staff and community partners. Impact Assessments are conducted on all policies and procedures and the College monitors and publishes relevant statistical information related to equality (Learner Equality Profiles 2009/10) on the website.

The three protected characteristics below are considered in impact assessment screening.

The **Race Relation (Amendment) Act 2000** states that the College, in carrying out its functions, will have due regard to the need to eliminate unlawful racial discrimination, and promote equality of opportunity and good relations between people of different racial groups.

The **Disability Discrimination Act 2005** emphasises the need to encourage participation and involve disabled people and take steps to meet disabled people's needs even if this requires more favourable treatment.

The **Equality Act 2006** places a statutory duty upon public bodies to have due regard to the need to eliminate unlawful discrimination and harassment and promote equality of opportunity between men and women (both staff and students) and therefore improve their life chances. There is also a specific duty to publish an Equal Pay Statement. Kilmarnock College's Equal Pay Statement

Other Legislation

Kilmarnock College regards the following legislation as relevant to its Equality scheme:

- Employment Equality (Age) Regulations 2006
- Employment Equality (Sexual Orientation) Regulations 2003
- Equalities Act 2007 (Goods & services for LGB people)
- Employment Equality (Religion or Belief) Regulations 2003

These laws apply to employment and to the provision of further education. We will, therefore, seek to ensure that through our functions, policies and employment practices, we are not discriminating on any grounds covered by the above legislation.

Involving People

It is recognised that the involvement of a variety of people is critical to the success of equality schemes.

This Equality Scheme arises from the work of the College's Equality, Diversity and Inclusion Team (EDIT) that meet regularly and include staff and students, men and women, disabled people, and people from ethnic minorities within its membership.

Kilmarnock College's Combined Equalities Report 2009/10, which can be seen on the website, details the work carried out by EDIT.

Key Areas

The Equality Scheme is based upon **three key areas** that provide the framework for detailing the objectives that the College will set and the actions it will be taking over the next three years. In summary, those key areas and objectives, which are highlighted in the Equality Scheme Action Plan, are:

i. Promoting equality

- To promote positive images of gender role diversity, disabled people, people from ethnic minorities and all age groups
- To remove all barriers to accessibility, particularly in relation to employment and to the College's services, information and buildings
- With respect to race, disability and gender, to ensure that clear and accurate information regarding the College's staff and student profile is collected and analysed
- To ensure that College policies and procedures do not impose barriers specific to people with a disability, or from an ethnic minority, or of one gender, nor barriers related to age, faith or sexual orientation
- To ensure that the College's curriculum and teaching and learning are sensitive to the needs of learner minorities and that they promote equality and diversity
- To take positive action to meet the needs of all minorities including disabled staff, students and service users

ii. Eliminating discrimination and related harassment

- To challenge patronising or discriminating attitudes and behaviour
- To eliminate any potential discrimination against people who intend to undergo, are undergoing or have undergone gender reassignment
- To eliminate harassment and the fear of harassment on the grounds of all protected characteristics
- To make the College environment as accessible as possible for disabled people

iii. Encouraging participation in College life

- To actively seek and monitor the views of staff and students
- To consult and involve disabled people, people from ethnic minorities or discrete gender groups on issues affecting them rather than with people acting or assuming on their behalf

Partners

Kilmarnock College is working actively with a range of partners. These partnerships are effective in removing real or perceived obstacles to learning. The partners are as follows:

AMECA (Ayrshire's Minority Ethnic Community Association)
Addiction Services, NHS
Dick Institute
Deaf Connections
Show Racism the Red Card
See Me
Stonewall
Capability Scotland
LGBT Scotland
Women's Aid
Scottish Exec
East Ayrshire Equality Forum
James Watt College
Ayr College
West of Scotland Equalities Practitioners' Network
Human Rights Commission
Scottish Epilepsy Initiative

Workshops have been delivered in the College by many of these partners e.g AMECA, Scottish Epilepsy Initiative. Projects have also been undertaken with the above partners e.g .Women's Aid , Scottish Exec (Gender-based Violence)

The College won the Equality and Diversity Annual Award 2010, Scotland's Colleges, for the Gender-based Violence project that Health and Social Care lecturers worked on in conjunction with Women's Aid and the Scottish Exec.

Human Resources

Data gathering, analysing and monitoring play a vital part in the reviewing of both the student and the staff profile of the College.

Human Resource Services established an Equality and Diversity Impact Procedure. The HMIe Annual Engagement Report identified that the impact assessment arrangements were sector leading. These will continue to be used to inform and amend College policies, procedures, plans and practices.

Staff Development

All new staff at Kilmarnock College undertake corporate induction training including mandatory online equality and diversity training . It is mandatory for existing staff also. Impact assessment training has been delivered to staff as part of the Inspiring Achievement CPD programme.

Roles, Responsibilities, Rights and Duties

Every member of staff has a responsibility for equality and diversity. The reporting and monitoring of equality and diversity occurs through team meetings, and college self assessment processes, impact assessments, and also through EDIT (Equality, Diversity and Inclusion Team) who meet on a monthly basis. The purpose of the EDIT Meetings is to promote inclusion, challenge discrimination and celebrate the diversity of our students, staff, communities and stakeholders.

Staff and learners have the **right**:

- to be treated fairly irrespective of their ethnicity/racial grouping, gender/transgender, disability and or learning difficulty, age, religion; and
- belief, sexual orientation or any other perceived differences to work free from harassment and bullying.

Staff and learners have the **duty**:

- to treat others with the respect they would wish to be treated with themselves
- not to bully, intimidate, demean, undermine or harass others.

All staff have the **duty**:

- to be role models in how to behave
- to make appropriate responses if witness to discriminatory behaviour - challenge it if able to do so and certainly not to condone it by ignoring it but to report it using the appropriate systems.

Teaching staff need:

- to ensure that lesson plans, lesson content and teaching and learning resources demonstrate sensitivity to issues of equality
- to challenge inappropriate behaviour by learners and work placement providers.

Student Association

The Student President is a member of EDIT. The Student Association work closely with the Marketing department and the Equality and Diversity Adviser to support and promote the equalities agenda. An events calendar for equality campaigns is planned each year to raise awareness of equality issues e.g. International Day for the Elimination of Violence Against Women, Disability Awareness Week, Human Rights Day, Black History Month etc.

Staff Association

The college has a staff association which is open for all members of staff to join.

Priority Areas

The priority areas for Kilmarnock College in terms of ensuring equality for students are as follows:

- Application, access, admissions, enrolment and retention
- The curriculum, learning, teaching, and work placements
- Progress, assessment and attainment

In terms of staff, the College is focussing on promoting equalities in the following areas:

- Recruitment, training, retention,
- Contracts and conditions of service
- Performance development reviews

The following priority areas are recognised as having relevance to both the staff and student experience:

- Welfare support, services and facilities
- Marketing
- Consultation and communication
- Responsible citizenship

Kilmarnock College recognises the following key factors in ensuring the successful promotion of the equalities agenda:

Leadership from the top to build equalities duties into strategic planning and provide a consistent message to staff, students and stakeholders;

Mainstreaming equalities activity including the general and specific duties in high-level functions, business planning, budget allocation, annual reporting and organisational development;

Accountability of the management team in having strategic responsibility for ensuring the duties are implemented;

Development of systems and procedures to support the collection and analysis of data and monitoring of progress against action plans;

Learner involvement in promoting and supporting the equality agenda in all aspects of college life, social, learning and interaction with others.

Equality Scheme Action Plan 2010/13

This action plan was produced by the EDIT (Equality, Diversity & InclusionTeam) Equality Scheme Action Plan Group after consultation with EDIT.

Operational Task	Person(s) Responsible	Timescale	Progress
To meet legal requirements of equality legislation	All	August 2010 – June 2013	Awareness raising on new equality legislation in Equality Act 2010
To meet future requirements by drawing up an Equality Scheme	Equality & Diversity Adviser	August 2010 – June 2013	First draft of Equality Scheme approved by EDIT
To work towards removing barriers to learning for all students (e.g. poverty, mental health, accessibility)	All/ Equality & Diversity Adviser	August 2010 – June 2013	<p>E.Ayrshire Mental Health Co-ordinator (Choose Life) gave presentation to EDIT with view to train students/staff in Suicide Awareness.</p> <p>EDIT Action Plan Group working with Health and Social Care on ways to support students with mental health issues.</p> <p>Also consultation with disabled students on accessibility (e.g. 'Day in the Life of a Disabled Student' filming)</p>

Operational Task	Person(s) Responsible	Timescale	Progress
To develop appropriate mechanisms to encourage participation & involvement of all learners	Learner Services/ Equality & Diversity Adviser/Student President	August 2010 – June 2013	Equality & Diversity online quiz developed for staff and students. Equality Campaigns e.g..Black History Month, World Aids Day, International Women’s Day
To ensure systems are in place to provide equality information data	Equality & Diversity Adviser/ MIS	August 2010 – June 2013	New Qlikview software has allowed greater access to equality data to allow trend analysis. The E & D Adviser has produced a trend analysis data report for student equalities (2007-2009) and presented to OD Committee.
To widen participation of learners from all backgrounds	Equality & Diversity Adviser/ Head of WAP (Widening Access and Participation)/ Service Leader-Support for Learning	August 2010 – June 2013	Addressing areas of under-representation after equality data findings e.g high levels of ‘Mental Health,’ ‘unseen’ and ‘not listed’ disabilities declared.
To ensure visibility of equality & diversity in learning & teaching materials	All/ QELTM Project Worker	August 2010 – June 2013	Equality & Diversity on-line training & CPD workshops
To promote equality & diversity	HR Service Manager/ Equality	August 2010 –	Annual publication of employment

Operational Task	Person(s) Responsible	Timescale	Progress
within the college workforce	& Diversity Adviser	June 2013	equality data
To ensure access to information meets equality standards	Marketing Team/ Equality & Diversity Adviser	August 2010 – June 2013	Development of user-friendly website and a prospectus that reflects the College community.

Moving Forward/Action Points

Significant progress has been made towards the achievement of the equalities strategic aims and objectives of Kilmarnock College through the enhancement of the College environment and through the development of internal systems and processes.

The College is committed to building on these achievements through the organisation of campaigns, workshops and events that further promote equalities and diversity, raising awareness of all protected characteristics..

While continuing to implement and monitor our Equality Scheme, analyse the College statistical data and embed the equality agenda in all policies and procedures, we aim to continually progress our practice by setting specific objectives. These are to:

- Incorporate equality action points in all operational plans;
- Embed equality impact assessments to all future policy review/ development;
- Enhance the analysis of course team's statistical data to include equality variables.

Conclusion

This scheme is valid for a 3 year period when it will be formally reviewed. However, it will remain an evolving document open to adaptation in light of new developments and legislations and to reflect our growing understanding of both national and local, existing and emerging equality issues.