

# Equality and Diversity Policy

Policy	<b>Equality and Diversity</b>
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# Equality and Diversity Policy

## 1. Introduction

- 1.1 In order for Photoion to achieve its mission to deliver high quality education and training for today's and tomorrow's workforce we must reach and include all who fall within our community.
- 1.2 All members of our community have the right to access education and training and to achieve success so that they can reach their full potential and contribute towards serving their community. This approach is a business case model that recognises that the inclusion of all potential students will bring us business as well as social returns.
- 1.3 Photoion has students from a wide variety of backgrounds who have the right to work and study free from discrimination or any other actions that may limit their potential to participate and succeed. In addition all our students and staff should have their contributions valued and recognised.
- 1.4 Some groups in our society have faced and still face discrimination. Our equality and diversity policy recognises that the Photoion is committed to taking an active role in removing barriers that limit the potential of our students or staff. It is a reflection of our commitment to inclusion and to eliminating discrimination through education, training and practices which will bring benefits to all our students and staff and the wider community.

## 2. Policy Statement

- 2.1 The Policy of Photoion is to provide equality of opportunity for all existing and potential students and employees.
- 2.2 We aim to ensure that no existing or potential student or employee receives less favourable treatment than other students or employees on the grounds of race, disability, gender, sexual orientation, religion or belief, age or other factors such as ethnic or national origin, socio-economic background or marital status.
- 2.3 We aim to create an environment for work and study where students and staff feel safe, respected and listened to regardless of their backgrounds or personal attributes and where individual differences are recognised and celebrated. In addition we are committed to taking positive action to identify and eliminate inequality and promote inclusiveness.
- 2.4 We will ensure Photoion meets its legal obligations under the Single Equality Act to eliminate unlawful discrimination and harassment and to also actively promote equality in relation to race, disability, gender, faith, sexual orientation and age. To meet our overall legal obligations under the general duties we will:
  - Produce and publish a Single Equality Scheme and action plan
  - Gather information on how our work affects different groups

Consult employees, service users, trade unions and other stakeholders, and involve disabled people.

Assess the impact of our policies and practices.

Using this evidence decide what should be the priorities for taking action.

Take actions that will deliver the best outcomes in race, disability and gender equality.

### **3. Purpose of the Policy**

- 3.1 The purpose of this policy is to establish clear Photoion guidance regarding equality and diversity and to establish key principles, structures and monitoring arrangements for the Photoion. The guidance will be applicable to all employees and learners in the Photoion, contractors, volunteers and visitors.

### **4. Supporting Policies, Codes of Practice**

- 4.1 The principles and aims of this policy complement and are supported by other policies and procedures relating to equality and diversity including:

Safeguarding policy

Child and Young Person Protection Policy

Protection of Vulnerable Adults Policy

### **5. Impact Assessments**

- 5.1 We recognise that the potential for discrimination exists in many areas of Photoion operations. As such, part of our commitment is to undertake equality impact assessments for all our policies, practices and procedures. This will evaluate if our operations have or could have a negative impact on specific groups that may discriminate against them or limit their potential to participate and achieve.

### **6. Key Principles**

- 6.1 The Photoion believes that all forms of prejudice and discrimination are unacceptable. Although discrimination and prejudice can take a variety of forms against different groups and there are issues specific to different groups, our aim is to take positive action to work towards the elimination of inequality in all areas of Photoion. To support this, below are some key principles that apply to all students and staff. These are reflected in the Single Equality Scheme and Equality and Diversity Action Plans

Ensure understanding that the achievement of equality is the responsibility of each individual member (students and staff) of the Photoion community.

Create a positive inclusive ethos with a shared commitment to respecting diversity and difference and to encouraging good relations between people of different groups.

Value positively the achievements of all learners and support them to realise their full potential.

Encourage in all students high expectations of achievement and progression to education or relevant work.

Actively work to raise the awareness of learners of the importance of equality and diversity issues and Photoion's expectations of them to contribute to a safe and inclusive environment.

Promote positive images of achievement by students of all backgrounds that recognises and celebrates the knowledge and experience they bring.

Development of a curriculum offer that meets the needs of our wide community and supports under represented groups.

Collect, analyse and report on a range of data that will identify areas of inequality, and develop appropriate strategies and actions that will address those inequalities.

Make reasonable adjustments to ensure learners and staff are supported to participate and achieve. This includes potential staff and learners with physical or mental impairments

Encourage applications from potential learners and potential employees into non-traditional areas of work or study to minimise stereotyping (and especially gender imbalance).

Carry out impact assessments on the range of our policies, practices and procedures to assess potential or actual negative impact on specific groups.

Assess all potential learners or job applicants on their individual merits and their ability to undertake employment/ training/ education successfully.

Provide suitable training and support for staff so they have the skills, knowledge and confidence to implement equality and diversity throughout their work.

Respect , and where necessary provide for, the practices which support the religious beliefs of learners and/or employees.

Respect the sexual orientation of all employees and learners.

## **7. Equality Principles within Employment**

- 7.1 Photoion aims to employ a workforce which reflects, at every level, the community which it serves.
- 7.2 In seeking to achieve a balanced workforce at all levels, Photoion will ensure that no employee, job applicant or candidate for promotion will be disadvantaged or treated less favourably because of conditions or requirements that are not related to the job.

7.3 Reasonable adjustments will be made to arrangements and premises to ensure equal access for employees or potential employees who are disabled.

7.4 In order to ensure equality and fairness at all stages of employment, Photoion will ensure that equality issues are embedded into all its recruitment and staffing policies and procedures and will audit these against REES standards.

## **8. Structures and Responsibilities**

8.1 The Governing Body is responsible for ensuring that the Photoion adheres to the law in relation to equality and diversity and for promoting the Photoion's policy on equality and diversity.

8.2 The Principal is responsible for giving a high profile lead on equality and diversity issues and integrating equality objectives into the strategic plans. A designated person will ensure regular reports are made to the Corporation.

8.3 It is the responsibility of all employees and learners to uphold the Photoion policy on equality.

8.4 There will be a Photoion Equality and Diversity Committee

8.5 The remit of the Committee will be to promote policies and practices that ensure a Photoion environment in which equality flourishes and prejudice and discrimination are eliminated. To this end, it will encourage and support the development of policies related to the curriculum, teaching and learning, the built environment, student support etc.

8.6 The committee will review and report on progress made against the agreed Equality and Diversity Action Plans and Equality Impact Assessments.

8.7 The committee will monitor and analyse the statistics produced, develop action plans and propose positive actions where necessary. This will be reported to Photoion Senior Leadership team.

## **9. Contract and Service Providers**

9.1 All contractors and providers of services to Photoion are responsible for ensuring that they and their staff adhere to Photoion's policy on equality and diversity and to the conditions in such contracts or agreements.

## **10. Consultation**

10.1 Photoion will aim to consult within and outside Photoion with members of the under represented groups in the Photoion/community in furtherance of this policy.

## **11. Monitoring**

- 11.1 The Photoion is committed to the collection of statistics, analysis of data and presentation of data in relation to identifying areas of inequality. This information will be used to set targets, monitor progress and inform the development of appropriate strategies or changes in practice.
- 11.2 All data will be collected, stored and distributed with regard to data protection principles.
- 11.3 Photoion undertakes to conduct comprehensive and effective monitoring of both the staff and student body and the profile of the community which the Photoion serves.

## **12. Staff**

- 12.1 Photoion will collect data on its staff to monitor progress towards recruitment of a workforce which reflects, at every level, the community which it serves.
- 12.2 Photoion will use the two main forms of monitoring, ie. of the composition of the existing workforce and the recruitment process, with particular reference to race, ethnicity, disability and gender.
- 12.3 After the employment relationship has ended, the Photoion may retain statistics and data about the composition of the workforce, including appraisal and promotion records, for the purpose of carrying out equal opportunities monitoring, and will evaluate exit interviews and turnover statistics.

### **13. Learners**

- 13.1 Photoion will monitor all learners and potential learners in order to inform the identification of areas of inequality, the setting of targets and the measurement of our progress in achieving them.

The key data will be on: age, disability, gender, ethnicity and social deprivation.

The key terms of analysis will be: recruitment; conversion from application to enrolment ; retention, achievement and success; participation in events; learner survey satisfaction and destinations; disciplinaries; complaints.

The key levels of analysis will be: all, mode of attendance, level, SSA tier 1 and 2, course.

- 13.2 The data will be collected and used by:

The Equality and Diversity Committee.

Course Review Evaluations (CRE).

Self-Assessment Review (SAR) process.

Employee Forum

### **14. Positive Action**

- 14.1 Photoion undertakes to follow positive action measures allowed by law to rectify disadvantages in employment or education provision revealed by monitoring.

- 14.2 Positive action allows Photoion to:

provide facilities or services (in the form of training, education, or welfare) to meet the special needs of people from particular under-represented groups.

target job training at particular groups that are under-represented in a particular area of work.

encourage applications from groups that are under represented in particular areas of work.

- 14.3 Positive action strategies must be kept under regular review, and they cannot be used once the special needs have been met, or if under-representation no longer exists. Photoion will ensure that when using positive action as a strategy, it falls within the law.

### **15. Meeting Our Duties**

- 15.1 We will seek to ensure that:

All staff are aware of our equality policy and the action needed for its implementation.

Staff, learners and their sponsors (including work placement providers) are aware of the value we place on equality and diversity practice and that action will be taken in the event of any breach of the policy.

Staff have access to comprehensive information, which assists them to plan, implement and monitor actions to carry out their responsibilities under the policy.

## **16. General**

- 16.1 Any learner, applicant or employee may raise complaints of unfair and/or discriminatory treatment either informally or formally. Photoion will deal with all complaints fully and sensitively. In some cases this may involve initiating disciplinary action.
- 16.2 Complaints from learners can be raised through the Photoion Complaints Procedure or through the Photoion Anti-Bullying Policy.
- 16.3 Complaints from employees can be made via the Photoion Grievance Procedure.

## **17. Publicising Our Policy and Progress**

- 17.1 Our commitment to equality and diversity will be highlighted in our prospectuses and all major publications including the annual report and annual financial statement.
- 17.3 A summary of the results of our monitoring information will be included in our annual report and annual financial statements, where this does not breach individual confidentiality.

## **18. Review**

- 18.1 This policy will be reviewed annually in accordance with legislative developments and the need for good practice.