

# Equality and Diversity

## **Policy Statement**

*“New College Stamford aims to ensure that all actual or potential students and employees are treated equally, regardless of age, disability, family responsibility, marital status, race, colour, ethnicity, nationality, religion or belief, gender, sexual orientation, trade union activity, unrelated criminal convictions or other irrelevant criteria.”*

## **Overview**

New College Stamford strives to create a culture and ethos where inclusion, equality and diversity are promoted and celebrated; where employment and education opportunities are open to all; and where everyone involved with the College is treated with fairness, dignity and respect.

Our commitment to equality and diversity is written into all job descriptions, and all members of staff are expected to support this commitment on a day-to-day basis.

We seek to develop a workforce that is representative of the community and our learners, at all levels and across all areas. No applicant will be treated less favourably than another on the grounds of age, gender, disability, family or marital/civil partnership status, race, nationality, national or ethnic origin, sexual orientation, religious or other beliefs, or for any other reason which cannot be shown to be justified.

Our policy is to ensure that the recruitment and selection process is as fair and objective as possible. Applications are considered purely on the basis of merit. All candidates are assessed against the same criteria and asked a standard set of questions. You will not be asked questions that have no relevance to your ability to carry out the job. We appoint on the basis of the best candidate for the job, in line with our equal opportunity policy.

The application form incorporates an equal opportunities monitoring section. This information is very important to us as it gives an indication of whether we are reaching all areas of the community and if our marketing is working. This information is stored separately from your application and is not used for selection at all. Please complete the form fully as it helps us improve our service

## **Information for Disabled Applicants**

New College Stamford is committed to ensuring disabled people are treated fairly, are supported at work and able to carry out their role effectively. Disabled applicants who can demonstrate they meet the essential criteria of the job will be guaranteed an interview. The criteria used to shortlist applications is selected from the person specification, it is therefore essential that applicants fully match their experience, skills and abilities, education and qualifications and continuous professional development to the person specification when completing the application. If any disabled candidate required assistance with completing the application we would be pleased to help. You are encouraged to identify any requirements in your application which would enable us to make any necessary reasonable adjustments during the selection process.

## **Recruitment of Ex-offenders Policy**

The protection of children and adults is a matter of great concern to the public and to the College in both its capacity as an employer and as a provider of high quality, safe services. The best way to guard against harm or abuse to children and adults is by careful selection and vetting procedures for staff. Part of the selection process will be to check for past criminal records so that we are aware of any criminal history and associated risk.

New College Stamford undertakes to treat all applicants fairly. We undertake not to discriminate unfairly against any subject of a disclosure on the basis of a conviction or other information revealed. We selected candidates for interview based on their skills, qualification and experience.

New College Stamford's application form contains a statement that an Enhanced Disclosure and Barring Service (DBS) check will be requested in the event of the individual being offered the position. The application form encourages all applicants to disclose information about spent and unspent criminal convictions (other than a protected conviction) and spent and unspent cautions (other than a protected caution).

At interview we ensure that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the position. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment.

Having a criminal record will not necessarily bar an individual from working with us. This will depend on the nature of the position and the circumstances and background of the offence(s).

## **Division of Equality and Diversity Responsibilities**

### **Governors are responsible for ensuring that:**

- The membership of the Corporation reflects the diversity of the communities served by the college
- The college's strategic plan includes a commitment to equality and fair treatment
- Equalities training features as part of the college's strategic plan
- They are aware of the Corporation's statutory responsibilities in relation to equal opportunities legislation as an employer and service provider
- They receive and respond to the equal opportunities monitoring information on learners and staff.

### **Managers are responsible for ensuring that:**

- The Principal and senior management team take the lead in creating a positive, inclusive ethos that challenges inappropriate behaviour on the part of managers, staff or students

- They are aware of the college's statutory duties in relation to equal opportunities legislation
- All aspects of college policy and activity are sensitive to equal opportunities issues
- Minority group monitoring information is collected and analysed
- Targets are set for the recruitment, retention and achievement of learners based upon the analysis of minority group monitoring information
- Teaching observation reports include criteria on equal opportunities issues where appropriate
- Internal verification procedures include scrutiny of minority groups
- Curriculum areas are required to assess performance in relation to minority group issues and take action as appropriate
- The procedures for the recruitment and promotion of staff enshrine best practice in equal opportunities
- Targets are set for the recruitment and promotion of staff based upon the analysis of minority group monitoring information
- The college's publicity materials present appropriate and positive messages about minority racial groups
- Learner induction programmes and tutorial programmes reflect the college's commitment to promote equality of opportunity
- Appropriate training and development is provided to support the appreciation and understanding of diversity
- Impact assessments are carried out on all college policies when they are reviewed.

**Staff are responsible for ensuring that:**

- They are aware of the college's statutory duties in relation to equal opportunities legislation
- Their schemes of work, lesson content and teaching resources demonstrate sensitivity to equal opportunities issues
- They challenge inappropriate behaviour by learners, work placement providers, outside contractors or other members of staff
- The college and each of its individual staff confront harassment, prejudice or discrimination, whether witting or unwitting, whenever it occurs.

**Students are responsible for ensuring that:**

- They behave towards other students and staff in a manner which promotes good relationships and respects the rights of others
- They report to a member of the college's staff any incidents of harassment, prejudice or discrimination.

