



















Equality and Diversity Action Plan 2015/16 – 2017/18

Review Date: January 2018

Rag Ratings	
●	Limited / No Progress
●	On Track / on-going as planned
●	Completed


Areas for development	Actions	Responsibility	Timescale	Progress RAG Rating	Commentary
Strategy and Policy				● ● ●	
Ensure that College meets the requirements of the Equality legislation	Publish Single Equality Scheme, Equality and Diversity Report and Equality and Diversity Action Plan on the College's website following Board approval.	DPCQ	Jan 2018	●	Complete for 2015-16. Scheduled to complete for 2016-17 in January 2018.
	Impact assess new policies prior to implementation.	Heads of Areas/Exec PA to Principal	Ongoing	●	All completed as part of approval process.
	Undertake audit of existing policies/impact assessments.	Heads of Areas/Exec PA to Principal	Ongoing	●	Ongoing – Exec PA to Principal working through policies/impact assessments.
	Update Impact Assessment of existing College policies and procedures as they are reviewed. Log and monitor their completion. Set up Impact Assessment Panel.	Exec PA to Principal	Ongoing	●	Ongoing – It was decided that each Assessment is countersigned by A N Other as well as the Policy writer. Assessment is undertaken each time a new policy is written.
	Keep up-to-date with equality legislation via AOC and CIPD.	DPCQ, Head of HROD, Director of Quality	Ongoing	●	DPCQ and HROD receive weekly e-bulletins from Eversheds highlighting changes to legislation.
Collection and analysis of workforce and student data to be collated and published annually.	Head of HROD, Director of Quality	Sept – Dec each year	●	Completed and is part of the Equality and Diversity Annual Report.	
Undertake Equal Pay Audit.	Head of HROD/VPFR	May – Sept 2017	●	Following the outcome of an equal pay audit of hourly rates as of 31 March 2017, we have concluded we have no issues with equal pay. We have shared the statistics with senior staff and Governors and compiled an action plan to monitor any potential risks of future gender imbalance and how we could address through the recruitment strategy. Our staff numbers are below the number for mandatory publication.	
Gender Pay Gap. Analyse Gender Pay Gap data.	Head of HROD/VPFR	March 2018	●		

To ensure all work-based learning providers/suppliers and sub-contractors involved with the College work within the College's Single Equality Scheme	Ensure all contracts include a statement on the requirement to work within the College's Single Equality Scheme.	IVPFR, AP Partnerships & Skills	Ongoing		Contracts reference the Single Equality Scheme.
	Issue all employers and sub-contractors with a copy of the College's Single Equality Scheme	IVPFR and AP Partnerships & Skills	Ongoing		All sub-contractors have been emailed the link to the Single Equality Scheme on the College website. Recent Audit completed on sub-contracting with no actions required.
Ensure all staff are aware of the Single Equality Scheme, Single Equality Report and Action Plan	Ensure the Single Equality Scheme, Action Plan and Annual Report are promoted in marketing material and fully published on the College's website and Staff Intranet.	Head of HROD, Director of Quality, Head of Marketing	By 31 Jan 2018	 	Single Equality Scheme and Action Plan are on the E&D page on the website and the Staff Intranet. Send out 2017-18 updates in January 2018.
Teaching and Learning					
Narrow the achievement gaps of key groups as per the E&D Report and the SAR	Data analysis of QAR Data produced, circulated and analysed.	DPCQ	March 2018		NAP Group established. Analysis of 2016/17 data completed. 2016/17 data currently being analysed further by NAP Group.
	Departments and courses identified where gaps are prevalent, actions taken to investigate further and work with key staff to improve.	DPCQ/DoQ DoLs/HoDs	Jan 2017		2016/17 Data analysis in SAR. Finalised and uploaded for Ofsted. Data analysis for College SAR 2016/17, prevalent gaps identified. Project Group formed. Student Course Profile & College Course Profile reports set up which has helped identify any areas with issues. These have been taken forward by Curriculum to arrange support for students.
Raise learner awareness of the College Single Equality and Diversity Scheme at induction	Continue to include awareness of E&D during student induction and tutorials and monitor any issues relating to age, gender, gender reassignment, ethnicity, disability, pregnancy and maternity, race, religion and belief, sex and sexual orientation.	DoL D&W	Sept 2017		Ongoing. Central Tutorial Delivery model has been developed as well as Passport Plus with an E&D central theme to it, delivered by Student Advisors. Central tutorial scheme now in place with weekly bulletins to Student Advisors by DoLs.
	Carry out College observation and evaluation of student induction.	Director of Quality/DoL D&W Director of Quality	Sept 2017 Dec 2017	 	Learning Walks scheduled to look at tutorials, British Values in 2017/18. All Student Advisors received Learning Walks and/or Observations. TLC assigned to three. Two staff are now independent, one still assigned to a TLC. Further update to be provided at the next meeting. Learning Walk focus themed on students enjoying and learning, behaviour and expectations. CPD event 21/10/16 on British Values. Further Learning Walks to be conducted December 2016.
Improve the promotion of E&D and British Values in the curriculum	Teaching and Learning Coach (TLC) to promote E&D and British Values to new staff through 1:1 support.	Director of Quality/TLCs	Ongoing		British Values training for teaching staff held July 16, Oct 16 and Jan 17. E&D/British Values forms part of TLC support for new staff. Evidence collected of excellent practise for Ofsted and to share. Part of TLC programme for new staff.
	Put a range of materials on the VLE eg exercises and videos to both support staff and stimulate ideas.	Director of Quality	Sept 2017		Materials used for CPD 21/10/16 added to VLE and shared drive. Ofsted Good Practise case studies have been added re British Values and the Equality and Diversity calendar has been issued to all curriculum departments.

	Develop resources and training on British Values.	Director of Quality	Sept 2017		Resources added to, training scheduled for all staff July 16, Oct 16, Feb 17 and July 2018. Materials used for CPD 21/10/16 added to VLE and shared drive. Ofsted Good Practise case studies have been added re British Values and Pinnacle. Resources for Equality and Diversity/British Values have been purchased for the staff intranet. DoL D&W/DoQ looking at re-launching British Values for 2017/18.
Improve the promotion of positive E&D and British Values in the College throughout the student community.	Promote positive images and achievement of different groups of students in the College eg displays, poster, publicity material and website.	Head of Marketing, DoL D&W	Ongoing		Five display boards around College on British Values. Department British Values boards were developed in Jan 2017.
	Develop and implement cross-college related events that promote equality and diversity that includes delivery on British Values.	Student Engagement & Liaison Officer DoL D&W	Ongoing		Plan of cross College themed delivery on a range of E&D topics. Ongoing - Planned up to end of the year. 12/10/17 – Mental Health Qualification 16/10/17 – Black History Week – African Drummers 02/11/17 - 401 Challenge – Ben Smith raising awareness of anti-bullying. Kick It Out – Understanding E&D in sport. Online Mental Health workshop – 30/11/17 World Aids Day – 01/12/17 CPR Training to be implemented in tutorials to all students. St John Ambulance First Aid Training – teaching basic skills. CAP – Money skills for the students at SFW&L. CAP Money management for A Levels – March 2018 Kooth Mental Health Tutorials – Jan/Feb 2018 Safer Internet Day – 04/01/18 & 28/03/18
	Review work experience and employability offer to ensure all learners can access opportunities.	Work Experience/ Course Coordinators/ DoL (SY)	Ongoing		Ongoing - Students have a wide variety of opportunity. Work Experience team significantly invested in and added to. DoL(SY) confirmed 100% of study programmes include work related experience and 65% of study programmes have planned external work experience in 2017/18. Work experience standard item on Curriculum, Quality & Student Experience agenda.
Challenge inappropriate, patronising and discriminating attitudes and behaviour in students	Ensure Student Behaviour and Disciplinary Policy is effectively used.	DoLs	Ongoing		Good management of student behaviour. Letter received from Ken Stimpson Community School praising college staff for how we dealt with a particular incident.
Ensure Learner Voice processes are representative of the learner population in terms of gender, gender reassignment, ethnicity, disability, pregnancy, race, religion and belief and sexual orientation	Analyse the attendance at Student Council and meetings by all E&D categories to check it reflects the College student population.	DoL D&W	Ongoing		2017-18, a course representative for each course is in place with the option for group representatives. Course representative training to 61 students, by the NUS has taken place at College on 19/10/17. There is a good variety of students from across the Curriculum who attend the meetings, 32 attended the most recent meeting and all participate in the meeting.
	Maintain activities that encourage a range of students to participate in student voice to reflect the College student population.	DOLs, Student Engagement & Liaison Officer	Ongoing		All students participate in: Induction Survey Mid-Year Survey Focus groups take place as part of Curriculum Area Review.

					NUS Focus Group Meeting – 10/01/17 – 2 SfW&L students attended this meeting in London. The meeting is designed to offer learners with special education needs and/or learning difficulties and disabilities, the opportunity to feed their own views and experience into the project so that the 'learner voice' becomes a key driver of future activity.
	Maintain and promote the student LGBT group.	Student Engagement & Liaison Officer	Ongoing	●	LGBT group is well promoted and membership is approximately 23 students.
	Consider Stonewall Award application.	Student Engagement & Liaison Officer	Dec 2016	●	Stonewall Award is no longer available. The College has successfully achieved the Young Carer Kitemark – Lincolnshire Carers Quality Award.
Ensure that E&D and British Values are embedded into each stage of the Work-Based Learning process	Employer information to include a link to the College Single Equality Scheme.	Exec Director, Apprenticeship Manager	Oct 16	●	Employer information includes the link to the College Single Equality Scheme.
	Amend apprenticeship paperwork (particularly review and assessment templates) to ensure learners' E&D knowledge can be updated and monitored.	Apprenticeship Manager	Oct 16	●	Apprenticeship ILP has been updated. Assessors are using OneFile & are currently being supported with this. One to one meetings are being held with Assessors to evaluate how E&D is being delivered and recorded. Assessors are being instructed to evidence on OneFile.
	Training for work-based assessors on the observation process and the embedding of E&D and British Values.	Director of Quality, TLC Apprenticeship Manager	Oct 16	●	Assessors are being observed as part of the CAR process (two completed to date 23/01/17). Assessors attend mandatory staff training and attended training on 10/02/17. Observations are ongoing. DoQ and AM meeting with all Assessors.
	Provide training for employers and assessors.	Apprenticeship Manager	Oct 16	●	Apprenticeship Advisors & Apprenticeship Manager ensure workplaces meet E&D requirements at initial visit. Employers have been given the Prevent Brochure with the link to online training.
Corporation Board					
Ensure Governors are kept up-to-date with and are involved in E&D and British Values	Governors to nominate a named Governor for E&D.	Clerk to the Corporation	Ongoing	●	Named Safeguarding and Equality and Diversity Governor – Sarah Hobbs. Meetings arranged with Lead Governor and DPCQ – 18/10/17, 13/12/17, 07/02/18, 21/03/18, 16/05/18 and 04/07/18.
	Governors to undertake Education Foundation Online E&D training specific to Governors as part of induction and to update every 3 years.	Clerk to the Corporation	March 16	●	Completed. New Governors completed training by Feb 2017.
Training and Development					
Improve staff knowledge and competence in promoting E&D and British Values	All new staff including agency to undertake the Foundation Online training on E&D, specific to their job type.	Head of HROD/ Director of Quality/TLCs	Ongoing	●	All up to date.
	All new teaching staff including agency to have TLC support including the delivery of E&D in lessons.	Director of Quality	Ongoing	●	All up to date.
	All staff to update their on-line E&D training every 3 years.	Head of HROD	Ongoing	●	All up to date.

Improve manager knowledge and competence in E&D and British Values	Managers to undertake the training on E&D to achieve the full certificate (4 modules).	Head of HROD	Feb 2017	●	All managers have now completed the full certificate.
	To update the training every 3 years. Training for all staff involved in recruitment and selection.	Head of HROD	Complete	●	Training for staff on E&D is linked to recruitment and is factored into the management development programme for all managers. Complete.
Data Collection					
Improve access to E&D student data	All HODs to be provided with achievement rates by age, gender, disability and ethnicity to use in their Curriculum Area Reviews, College Performance Reviews and SARs.	Head of MIS	August 2016	●	Complete – part of SAR data, Curriculum Area Reviews and College Performance Reviews. New report developed – Student Profile which enables targeted intervention.
	Ensure key agenda item and priority as part of the College Performance Review process.	DPCQ	Oct 2015	●	Complete.
Produce annual E&D staff reports relating to workforce profile, length of service, leavers, disciplinary, grievance, capability, recruitment and selection	Analyse annual staff E&D staff report relating to the staff workforce profile and provide recommendations to SLT and Governors.	Head of HROD	31 Jan 2017	●	Complete.
	Continue to analyse staffing profile to ensure it reflects the local population in relation to gender, disability and race.	Head of HROD	Ongoing	●	Complete.
Ensure that all complaints are monitored by E&D themes and any emerging trends identified	Complaints report to be analysed by equality diversity measures. Those raising complaints to be discussed at Equality, Diversity and Safeguarding Committee.	Director of Quality	Ongoing	●	Report at next meeting to review full year. DoQ/Exec PA to Principal to review. System in place to gather information and monitor trends re E&D. End of year report by Department and E&D measures to CQS in September 2017. Actioned.
Environment					
Ensure the College environment and all off-site premises are as safe as possible for all students and staff in the event of evacuation	Review procedures for the emergency evacuation of disabled people.	H&S Officer	Feb 2016	●	Additional evacuation chairs are now in place on the third floor of block 9 and the upper floor at Borderville. Training has taken place with relevant staff. Personal Emergency Evacuation Plans are written for those students and staff members who require assistance during an evacuation. These are then shared with the relevant staff members (eg LSAs) and reviewed as necessary.
	Ensure staff are aware of the evacuation procedures for students and staff with a mobility issues.	H&S Officer	Feb 2016	●	Evacuation chair training has been completed for staff working in the areas where evacuation chairs are situated, both on the main site and at Borderville. Training in the use of a hoist to transfer wheelchair users from their wheelchair into the evacuation chair (for use on the Business & IT floor) has also taken place. Fire Marshal training includes the use of refuge points. PEEPs, as above.
	Ensure evacuation procedure is included in Health & Safety induction.	H&S Officer	Feb 2016	●	The staff and student induction presentations both include a section on the evacuation procedure, which covers: <ul style="list-style-type: none"> • Actions when the alarm sounds; • What to do if you discover a fire;

					<ul style="list-style-type: none"> • Locations of assembly points; • Roles of evacuation personnel; • Fire instructions and call point signage located around the college.
Ensure students with learning difficulties or disabilities or any student who struggles with noise or groups has a safe haven they can go to at breaks/lunch	Promote the "Oval Room" as a quiet space and as a 'Safe Haven'.	DoL D&W	Feb 2016		New facility launched in January for students who would benefit from having lunch and breaks in a quiet space than the Refectory and or Bistro. Update: The Oval Room has become established as the quiet area for those students who need some quiet time out from the main College. January 2018 - This is now well established.