

## **Four Year Equality Objectives 2016-2020**

SMT and governors agreed that the original five objective areas should be maintained but with revised measures in line with progress already made. Within this it was felt that measures adopted should:

- reflect the need to maintain current progress
- make further improvement over the new four year period.

### **Objective 1 : Capel Manor College's vision and policy for Equality and Diversity will be communicated to everyone: to ensure awareness, understanding, responsibility and ownership:**

- **to all students from enrolment, through induction, the student handbook, lessons, tutorials, posters and all aspects of College life**
- **to all staff through the communication of the equality and diversity policy and single equality scheme, the core staff, academic and management competencies that staff are measured against (customer focus & managing diversity), staff training and through the Quality Improvement Plan**
- **conveyed to all stakeholders, partners and the local community through publications and communications**

This objective will support all of aims and specifically the following aims:

- promote equality of opportunity, positive attitudes and foster good relations between all members of the College community;
- provide relevant equality and diversity training to all staff to help them carry out their role with respect to the promotion of equality of opportunity in the College community;

### **Measures/timeframes:**

Continue to deliver training and briefing to students and staff, inform them about their rights and responsibilities and promote equality for all protected characteristics'.

- Staff trained in welcoming equality and diversity will be maintained at 80% or above, this will include new starters and existing staff being refreshed on a 3 year basis.
- Every year there will be minimum of two events at each centre to promote equality and help foster good relations.
- All learners will be provided with access to the College Equality standards, expectations and aims through various media.
- All teaching staff will be expected to undertake embedding equality training/sharing best practice within a core teacher development programme.
- Each year the College Continuing Professional Development (CPD) programme will include at least one half day training on supporting learners with equality needs e.g. mental health, sexual orientation.
- British Values and Prevent will be embedded into teaching and learning and CPD/materials will be provided to support this.

- Equality Posters will be visible at each College centre.
- Annual Equality reports and Equality Policies/schemes will continue to be published on the College Website with feedback encouraged. The reports will also be published on Moodle or a College Intranet and staff will be encouraged to provide feedback.
- The College Staff Development budget will continue to support Equality training in relation to need, Equality based training will be set out in both the annual equality report and the staff development report to ensure visibility and monitoring can be undertaken by all.
- Individual Student Information will continue to be shared in order to properly support with all members of staff who may have to deal with a specific situation. This would include library & restaurant staff, reception staff & drivers. One page profiles will be shared on a proactive basis with the appropriate staff at the appropriate time.

**Objective 2 : Capel Manor College will continue to embed Equality and Diversity into our functions and service delivery:**

- **Equality and Diversity will be key to the College's Quality Improvement Plan**
- **Customer Focus and Managing Diversity will continue to be part of staff x 2 and management competencies**
- **All Staff will continue to be trained to welcome and support equality and diversity, appropriate staff will be trained in equality subjects to support specific areas e.g. embedding equality into the curriculum**
- **Equality and Diversity will be embedded into all Schemes of Work and within appropriate lesson plans**
- **Analysis of Staff and Learners Satisfaction to determine areas of focus and action**

This objective will support all aims and specifically the following aims:

- be a champion of equality and diversity, promoting and encouraging all members of The College; students and staff, to realise their full potential;
- promote equality of opportunity, positive attitudes and foster good relations between all members of the College community;
- provide relevant equality and diversity training to all staff to help them carry out their role with respect to the promotion of equality of opportunity in the College community;

**Measures/timeframes:**

- A number of measures set out under objective one will support achievement of Objective 2, in addition to those measures the following will be undertaken.

- The Annual College QIP will continue to include actions that relate to improving equality. The Director of HR (alongside Academic Management taken from their SAR) will inform QIP actions based on the production of the annual student equality report which will be drafted together with the College SAR to ensure alignment and no duplication (Equality Actions in the QIP will be noted in the College SES Annual Action Plan from 2017).
- The Annual Student report will include a summary of Learner Satisfaction re the 12 Equality related questions (identified in the review above) and identify actions to improve this where appropriate for example focus group analysis.
- Aim for learner satisfaction re embedding equality measured through the question 'on my course my teacher talked about equality' to increase from the current agreement level of 84% to 90% or above by the exit survey in May 2018 through increased staff development and sharing of best practice in this area.
- The College will maintain the current equality questions in the staff survey (13 questions). If responses to any question fall below an 85% agreement level focus groups will be held to understand the issues and identify actions to return satisfaction to the required levels.
- Increase student involvement in Equality i.e. student delivering equality events, working on community projects, student voice re equality.
- Lesson Observation assessments will continue to include embedding equality as a key criteria as will Scheme of Work templates and Lesson Plan templates to ensure priority is clear and consistency is achieved.
- All new Managers to Capel will be trained in Recruitment and Selection to ensure they support equality and safeguarding and do not discriminate either directly or indirectly. Whilst managers remain untrained they will be supported in any recruitment process by a member of trained staff from either HR or another trained College manager.
- Ensure compliance with building standards ensure checklist for accessibility of new build and refurbishments completed on each occasion to improve disabled access and ease of use of College sites.
- Improve interpretation within the gardens to support people with disabilities and other visitors.
- Marketing and Events manager will be required to gather visitor feedback (on an annual basis) on offer in terms of equality and the Garden's Master Plan should then reflect (alongside the SES Annual Action Plan) any plans to improve based on the feedback received.

**Objective 3 : Capel Manor College will monitor and analyse Equality and Diversity data for both Staff and Students to determine areas of under representation and differences in satisfaction, retention, achievement and success:**

- **Annual Staff Data report to be produced by 31 January each year and then reported to the E&D Group and the Finance and General Purposes (Governing Body) Committee – the Single Equality Scheme Annual Action Plan will then be developed following the analysis**

- **Annual Student Data report to be produced by 31 January each year and then reported to the E&D Group and Curriculum and Quality (Governing Body) Committee – the Single Equality Scheme Annual Action Plan will then be developed following the analysis**

This objective will support all of the College's aims and specifically the following aims:

- eliminate unlawful discrimination, harassment and victimisation in connection with the named protected characteristics. Investigate all complaints of discrimination, victimisation or harassment and take prompt and appropriate action;
- monitor complaints received from, and the disciplinary sanctions taken against any member of the College community (this is actioned in the annual E&D reports);
- take positive steps where workable to address any under-representation of minority groups in the provision of employment and training or widening participation to include socially or economically disadvantaged learners in the provision of education;
- carry out an annual review of the procedures for supporting students who have disabilities and learning difficulties;
- take steps to balance the rights of individuals where the rights of individuals may appear to conflict. This will be done in a sensitive, fair and where possible in a non-discriminatory manner. (The College recognises that rights must be exercised in a way which is compatible with the rights and interests of others. In these circumstances the College may take steps to discriminate against a particular group and objectively justify its position that the action is a proportionate means of achieving a legitimate aim or a necessary means for the efficient and peaceful running of the College.);
- carry out an annual self assessment exercise to evaluate the implementation of the Equality and Diversity policy and produce reports which will summarise any action that needs to be taken to address any identified areas of weakness. In doing this the College will undertake consultation/discussion with Staff and students (via course reps) and other stakeholders (where possible which may include external community groups who represent minority groups).

**Measures/timeframes:**

- The reports will be published on the College website by 31<sup>st</sup> of January each year
- The reports will continue to be maintained at the breath currently achieved but the Student report will include a summary of Learner Satisfaction as identified in Objective 2 measures.
- The Student report will be produced alongside the SAR to ensure join up and will inform the College QIP process better in terms of timing.
- The E&D group will continue to use the annual reports to inform actions for the SES annual action plan.

**Objective 4: Capel Manor College will aim to continue to increase the Equality and Diversity mix of our staff, students and governors over 4 years to 2020:**

**Measures/timeframes:**

- **Staff**

- Maintain current diversity levels as a minimum and aim to increase:
  - Increase percentage of all staff 'Non-White' groups by 5% meaning that overall increases from 14.89% (in 2016) to 15.7% or above by 2020
  - Increase percentage of non-white managers by 5%+ meaning that group increases from 9.31% to 10% or above by 2016
  - Increase percentage of female managers from 48.8% to 50% or above
  - Maintain level of data not provided re sexual orientation to 10% or below.
  - Increase percentage of non-hetrosexual staff from 3.41% to 4% or above by 2020
  - Improve level of data not provided re Religion to 25% or below; currently this is 32.77%. Decrease gap between Capel Manor College religion profile compared to the London census 2011 by 2020.
  - Maintain current (positive) levels of disabled staff, current level is 7.66% throughout four year period.
- **Students**
  - Decrease the current gaps in terms of ethnicity when comparing College student profile with the London Census profile. Currently Capel Manor College is 74.8% White British where as the census is 44.9%. Aim for a year on year decrease.
  - Decrease the current gaps in terms of gender across the college when comparing College student profile with the London Cenus profile. Currently Capel Manor College is 59.4% female where as the census is 50.7%. At the same time increase the level of females participating in Arboriculture courses and Males participating Floristry.
  - Identify any significant achievement gaps in achievement between equality areas analysed (gender, ethnicity, race and disability).
  - Increase the level of data collected/shared by learners re Sexual Orientation (only 19.5% provided data) and Religion (only 43% provided data). The Head of MIS is looking into different methods of capturing/collecting data to improve this.
- **Governors**
  - Maintain current diversity levels as a minimum and aim to decrease gap between current profile (as at 31/1/16) with the London Census Profile in terms of:
    - Ethnicity
    - Gender
    - Religion
  - Increase non-hetrosexual profile from 0 to 1.

**Objective 5 : Capel Manor College will consult further with its stakeholders and wider community, especially our students re Equality and Diversity to ensure the College is listening to their needs and advancing the Equality and Diversity agenda in a really meaningful way:**

- **Capel Manor College's Equality Objectives will be circulated and consulted upon once agreed in principle and confirmed by the full Governing Body in**

**July 2016 (this will include all staff, course reps, the E&D group and EREC) – the E&D policy and Single Equality Scheme will be updated in line with objective by the Director of HR.**

- **Equality and Diversity will continue to be a standing agenda item on the monthly course representative group meetings, Course Representatives will be consulted on these objectives. Other Students beyond the Student Governors will be encouraged to join the student Equality and Diversity Group.**
- **The College will set up further Equality groups as requested e.g. a Student Equality group or a BME Staff Focus group etc. – Currently there has not been sufficient interest in creating such groups – all are welcome to join the E&D Group is now chaired by the Principal. Equality and Diversity will continue to be a standing agenda items on the Manager and Quality meeting agendas.**

This objective will support all of the College's aims and specifically the following aims:

- take steps to balance the rights of individuals where the rights of individuals may appear to conflict. This will be done in a sensitive, fair and where possible in a non-discriminatory manner. (The College recognises that rights must be exercised in a way which is compatible with the rights and interests of others. In these circumstances the College may take steps to discriminate against a particular group and objectively justify its position that the action is a proportionate means of achieving a legitimate aim or a necessary means for the efficient and peaceful running of the College.);
- carry out an annual self assessment exercise to evaluate the implementation of the Equality and Diversity policy and produce reports which will summarise any action that needs to be taken to address any identified areas of weakness. In doing this the College will undertake consultation/discussion with Staff and students (via course reps) and other stakeholders (where possible which may include external community groups who represent minority groups).