



BUCKINGHAMSHIRE  
**UTC**<sup>®</sup>

## **Buckinghamshire University Technical College**

### **Equality and Diversity Policy**

Responsible Officer: Vice Principal Curriculum and Quality  
Date of issue: September 2014  
Next review date: Evergreen  
Policy available: VLE/Website  
Policy Authorised by: Governing Body

**Purpose:**

This policy deals with the promotion of equality of opportunity for all at Bucks UTC in accordance with the Equality Act 2010, including the 'Public Sector Equality Duty' or 'General Duty' to:

- Eliminate unlawful discrimination, harassment or victimisation
- Advance Equality of opportunity between different groups
- Foster good relations between different groups

With two 'specific duties' to:

1. Publish information to show compliance with the Equality Duty
2. Publish Equality objectives at least every 4 years which are specific and measurable

**Scope:**

This policy applies to all members and potential members of the UTC community, including staff, students, trustees, governors, employer partners, applicants for jobs and courses, contractors and work placement providers

**Vision:**

Bucks UTC is an innovative, dynamic employer-led enterprise which integrates business with education, creating work ready young people who will become highly skilled employees of the future.

**Mission:**

- Build exciting partnerships in the IT and Construction industries to create a relevant and sustainable curriculum offer
- Develop professional and motivated staff and students who will proactively engage with the values and ethos of the UTC
- Enable our students to achieve their full potential and be successful in their future careers

**Values:**

- Mutual respect in all that we do
- Goal driven, one team approach
- Integrity, honesty and openness
- Valuing difference
- Exceeding expectations
- Can do attitude

## **Statement of Policy:**

Bucks UTC is committed to the promotion of equality of opportunity and places great value on the diversity of its community. The provision of equality of opportunity and respect for the needs and rights of the individual are fundamental to the stated mission and values of the UTC

Bucks UTC fulfils its general and specific duties in relation to equality of opportunity and actively demonstrates due regard to the need to eliminate discrimination, advance equality of opportunity, and foster good relations between different people when carrying out their activities, in all strands as identified in the Equality Act 2010, these being:

- Age
- Disability
- Gender reassignment
- Pregnancy and maternity
- Race – this includes ethnic or national origins, colour or nationality
- Religion or belief – this includes lack of belief
- Sex
- Sexual orientation
- Marital status/civil partnerships
- Socio-economic Disadvantage

Bucks UTC will treat all employees, students and other members of the UTC community with respect and dignity, and seek to provide a safe and positive working and learning environment, free from discrimination, harassment or victimisation

Bucks UTC recognises that passive support for Equality and Diversity is not enough. Inequalities created by direct or indirect discrimination, less favourable treatment, stereotyping and other inequalities affect everyone and challenging them must be the responsibility of all

Bucks UTC is a secular UTC. The UTC respects the diverse cultural and religious traditions of all its students and staff and accepts the rights of individuals and groups peaceably to worship and to fulfil their cultural obligations. Accordingly, the UTC will neither promote, nor permit to be promoted, any one religious faith or culture. Whilst Buckinghamshire UTC facilities exist primarily for the delivery of educational activities, arrangements will be made, where practicable, for students and staff to carry out essential religious observance. Dedicated facilities cannot be provided for particular faith groups

Bucks UTC will publish equality objectives which will represent the UTC's priorities, taking into account national and local priorities and issues. We will evaluate our success in meeting the Public Service Equality Duties by the extent to which we achieve outcomes for different groups. We will produce equality data analysis which will inform discussions about the equality objectives.

Bucks UTC will draw up a written three year plan to increase over time accessibility to the UTC premises, the curriculum and information to disabled students within the resources we can afford.

Bucks UTC will provide a portfolio of programmes that enables us to meet a wide range of students' needs, goals and aspirations

Bucks UTC will ensure:

- Students engaged on work placements will be placed with employers who comply with the values and ethos of the UTC's Equality and Diversity Policy
- Our procedures for recruiting and selecting staff will be sensitive to, and promote Equality and Diversity
- Information about its programmes of study and services is made available to the widest possible audience. Publicity materials will be available in a range of formats and will avoid prejudice and stereotyping.
- The ethos and environment of the UTC enables all students and staff to feel welcome, supported and valued, with access for all to our facilities and services

Bucks UTC will encourage students and staff to recognise, understand and value diversity

Bucks UTC will actively celebrate the diversity of our community

Bucks UTC will develop our students' induction and tutorial programmes so as to enable our students to understand our policy, its implications, and how they can contribute to greater equality of opportunity for all

Bucks UTC will provide training for all UTC staff; trustees and governors to enable them to understand our policy, participate in its implementation and promote Equality and Diversity

The gender, ethnic origin and socio-economic background of all applicants and enrollers will be monitored to inform admissions policies and curriculum development.

Bucks UTC originated curriculum materials will be monitored and evaluated on a regular basis to ensure that they do not promote racism, sexism or any other form of discrimination. (An exception may be permitted with the inclusion of materials used for illustrative purposes within the context of the subject being taught). Monitoring will be through moderation of materials such as those submitted for distribution on UTC wide systems and through lesson observation. Other monitoring systems will be introduced as appropriate.

Bucks UTC annual Quality Assurance procedures and Quality Systems will require course and support teams to assess and embed equality and diversity issues into their activities and curriculum provision. Course teams will produce action plans showing how they intend to promote equality and diversity.

Bucks UTC will monitor the effectiveness of the Equality and Diversity policy through the following policies:

- Dignity in the Workplace (staff)
- Grievance Policy (staff)
- Compliments, Comments and Complaints (all)
- Anti-Bullying Policy (students)
- Safeguarding Children and Young People Policy (students)

Bucks UTC will consider Equality and Diversity issues in all aspects of UTC life and business and ensure that all UTC policies and procedures are developed to positively support and develop Equality and Diversity

Bucks UTC will develop links and partnerships with external community organisations to support the development of Equality and Diversity in our locality

### **Breaches of the Policy**

Any student who believes they have experienced discrimination at Bucks UTC should seek advice and support from their Course Tutor, or another member of staff. Any student may raise their concerns through the UTC's Comments, Compliments and Complaints Policy, the Student Anti-Bullying Policy or the Safeguarding Children and Young People Policy.

Staff requiring advice when supporting in this situation should contact the Vice Principal Curriculum and Quality or the Business Services Director.

Any member of staff or applicants for employment who believes they have experienced or observed discrimination should seek advice and support from the Business Services Director. Any member of staff may raise their concerns through the UTC's Grievance and Dignity in the Workplace procedures as appropriate.

Any Trustee or Governor who believes they have experienced discrimination should seek advice and support from the Clerk to the Governing Body.

Any other member of the UTC community, including applicants for courses, contractors and work placement providers, who believes they have experienced or observed discrimination, should raise their concerns with the Business Services Director.

### **Responsibilities**

**The Governing Body of Buckinghamshire UTC has responsibility for:**

- Promoting Equality and Diversity through the establishment of the educational character and ethos of the UTC.
- Ensuring the UTC complies with legislation and that this policy and related procedures and actions are implemented

- Ensuring that effective policies and procedures are established and robustly monitored
- Ensuring Equality and Diversity matters and issues for all areas of the UTC work are identified and discussed and then subsequently delivered , monitored and reported back for the active input of the Governing Body
- Establishment of an Equality and Diversity link Governor
- Ensure that equality and diversity is embedded throughout the UTC.
- Annual review of the Equality and Diversity Policy and evaluation of the UTC's equalities work taking account of quantitative and qualitative evidence

**The Principal has overall responsibility for and delegates to the Senior Leadership Team:**

- Ensuring that Equality and Diversity is continuously promoted and comprehensively implemented in all aspects of the UTC's operation
  - Anti-discrimination legislation and appropriate codes of practice applying to employment will be adhered to by the UTC and its staff.
  - A work place is created where all staff are confident of equitable and fair access to opportunities, development and training and terms and conditions of service.
  - A workforce profile is developed that as far as practicable reflects the diverse community at large because the UTC values the individual contribution of people irrespective of gender, race, colour, religion or belief, ethnic or national origins, marital status, disability, age, sexual orientation or social background.
  - To explain managerial decisions to employees that directly affect them individually or as a group to avoid misunderstanding and to ensure that there is a clear understanding about the reasons for the decision in terms of equity and fairness.
  - To ensure that all managers uphold the values and participate in the development of the policy.
- Co-ordination, monitoring and evaluating the effectiveness of the Equality and Diversity Policy.
- Establishing and implementing an annual Single Equality Scheme action plan for the organisation, setting and monitoring Equality and Diversity Impact Measures.

**The Business Services Director is responsible for:**

- Ensuring that the UTC's employment policies, procedures and practices are implemented in accordance with legislation and with the UTC's Equality and Diversity Policy
- Producing an annual report on the policy's effectiveness for the Governing Body at the end of each academic year with the Vice Principal Curriculum and Quality

**Teaching and Support Staff are responsible for:**

- Promoting an inclusive and collaborative ethos in their classroom
- Challenging prejudice and discrimination
- Dealing fairly and professionally with any prejudice-related incidents that may occur

- Planning and delivering curricula and lessons that reflect the UTC's principles, for example, in providing materials that give positive images in terms of race, gender and disability
- Maintaining the highest expectations of success for all students
- Supporting different groups of students in their class through differentiated planning and teaching, especially those who may (sometimes temporarily) find aspects of academic learning difficult
- Keeping up-to-date with equalities legislation relevant to their work.

**All employees of Bucks UTC are responsible for:**

- Having a duty to actively promote Equality and Diversity in every aspect of their role
- All employees should ensure that they understand and uphold the principles of the Equal Opportunities Policy, and will be committed to the development of this strategic initiative through the agreed action plan.
- No employee should discriminate in influencing or making a decision in matters of selection, recruitment, employment, promotion, transfer or training.
- Employees should not victimise other employees because they have made complaints or provided information about alleged incidents of discrimination or harassment.
- All employees should be aware of their own prejudices and stereotypes and make efforts to contribute constructively to the development of equal opportunities in the UTC
- All employees should ensure that discriminatory acts or practices are brought to the attention of their manager, or another senior manager if they feel unable to speak to their manager.
- All employees should ensure that, in the course of their work, services are provided to all sections of the community fairly and equitably.
- All employees should be prepared to challenge behaviour, which is inappropriate in terms of discrimination.
- Employees can make a difference in the development of equal opportunities through customer care initiatives, improved communication, fair recruitment and selection practices, discouraging discriminatory behaviour, thinking from someone else's viewpoint.

All members of Bucks UTC community have a personal responsibility for implementing and applying the Equality and Diversity Policy. Students and staff are required to treat all members of the UTC community with consideration, respect, showing fairness and honesty. Bullying and harassment will not be tolerated. This zero tolerance approach means they must not:

- Demonstrate behaviour which is unwanted, inappropriate, causes distress or is unacceptable to others
- Threaten to undermine the safety of themselves or others
- Persecute others by intimidation, unfair, sarcastic or malicious behaviour
- Illegally or unfairly discriminate against others
- Use language which is offensive or disrespectful to others

**Checklist:****Impact on Students/Staff:**

Members of the UTC community have the right to:

- Effective support for learning in order to success in their personal goals
- Be treated fairly in all aspects of their involvement with the UTC
- Be treated with respect by all members of the UTC community
- Be valued for their contribution to the life of the UTC in an environment which;
- Encourage each and every person to contribute fully on an equal basis
- A working environment that is free from discrimination, harassment and bullying
- A working environment that is supportive of Equality and Diversity
- A working environment that takes sensitive, supportive and effective action if discrimination, harassment and/or bullying is suspected

**Impact on Diversity:**

This is an inclusive policy

**Impact on Health & Safety:**

The policy is seeking to provide a safe and positive working and learning environment free from discrimination, harassment or victimisation

**Impact on Data Protection/Freedom of Information:**

This policy will be accessible to the public through the website and upon request

**Communication/Consultation Plan:**

The policy will be accessible on the policies area on the VLE and on the UTC website. Consultation will take place through Team Meetings and Student Council . The policy summary statement will be included in the Student and Parent Handbook

**Process of review:**

The Policy will be reviewed and updated on an annual basis or with legislative changes

**Process of review of effectiveness:**

The effectiveness of the policy is reviewed throughout the year by the Senior Leadership Team with achievement of actions monitored against the single equality action plan. The Deputy Director Human Resources and the Vice Principal Curriculum and Quality will produce an annual report on the policy's effectiveness for the Governing Body at the end of each academic year.

**Legal authority:**

Buckinghamshire UTC aims to comply with and exceed the requirements of relevant legislation and associated guidelines including:

- Equality Act (2010)
- Special Education Needs and Disability Act (2001)
- Work and Families Act (2006)
- Human Rights Act 1998

This list is not exhaustive

**Responsibility for maintaining this policy rests with:**

Vice Principal Curriculum and Quality

**Links to other policies:**

Anti-Bullying Policy (students)  
Safeguarding Children and Young People Policy (students)  
Behaviour Policy (students)  
Single Equality Scheme  
Dignity in the Workplace (staff)  
Grievance Policy (staff)  
Compliments, Comments and Complaints (all)