

AIMS

Richmond Adult Community College is committed to the belief that learning changes lives and life chances. Consequently the College aims to create and promote a diverse and successful working and learning environment consistent with an ethos of respect and tolerance. The College aims to be a leading proponent and advocate of equal opportunities and diversity and carry out its functions in such a way as to eliminate unlawful discrimination, promote equality and tackle any persistent and long-standing issues of disadvantage.

OUR SERVICES

The College welcomes all people regardless of their gender, age, race, marital status, language, cultural, social or religious background, and physical, sensory or intellectual difficulty, sexual orientation or HIV status. The College will ensure that equal opportunity considerations are included in the assessment of need, planning and provision of services. It will provide learning opportunities and support services to all sections of the community and seek the views of those sections of the community which are particularly vulnerable because of past and continuing discrimination. It will seek to identify any unmet need and review, and develop services in line with changing needs. It will make its premises as accessible as possible, or make alternative arrangements where this is not possible.

CURRICULUM

The College seeks to create a diverse learning community that has no barriers to entry and that supports learners to progress to employment, active citizenship and greater independence and self fulfilment. Through skilled facilitation and teaching and innovative learning programmes the College seeks to inspire and motivate learners by giving them the opportunity to achieve their potential whatever their background. Curriculum planning and development will take account of widening participation from under-represented groups. The College will ensure that courses and teaching methods are appropriate for the range of students enrolled and that entry requirements for courses are made clear. Learning materials will be free of images or language that may be offensive or stereotyping. Where appropriate the pace of work will be adapted to meet the needs of individual students and reasonable adjustments will be made wherever possible.

MARKETING & PUBLICITY

The College will provide information in a way which is accessible to all sections of the community. Advertisements, publicity materials and promotional activities will be designed to encourage participation from all sections of the community. Distribution of publicity will seek to ensure that all potential users have access to information about the College. The use of images or language that offend or stereotype will be avoided. The prospectus, syllabus forms and other information will be written to take account of a diversity of readers. The College will seek to promote its services to those parts of the community that are under-represented amongst its users. Enquirers will receive prompt positive attention whoever they are. The College will seek to ensure that no user of the College is discriminated against on the grounds of low income and that the facilities for fee payment are as flexible as possible.

OUR STAFF

The College is committed to the employment of employees of the best possible ability and to providing opportunities for employment and promotion of people from all backgrounds. The College will seek to attract applications and make appointments from as wide a cross section of the community as possible and will seek to recruit a workforce which reflects the diversity of the community.

Owner:	Christina Conroy	Approved by:	Governing Body
Review interval:	3 years	Approved on:	13 th July 2011
Date of next review:	July 2014	Post to website:	Yes

College employees have a responsibility to promote equality of opportunity and value diversity and will always challenge prejudice and inequality. All College employees will be trained to meet the diverse needs of students and other users through respect, courtesy, effectiveness and fair treatment. All employees are responsible for the implementation of this policy.

OUR STAKEHOLDERS

It will be expected that students, clients, suppliers and other service providers will also be expected to adopt the principles of equal opportunities in their dealings with the College. The College will work with all stakeholders to ensure this policy is implemented.

MAKING IT HAPPEN

The College will comply with current legislation in carrying out its equality and diversity general and specific duties as a public body. To support this policy the College will have a Single Equality Scheme and an annual Equality & Diversity Action Plan to ensure that equality and diversity principles are translated into action.

EQUALITY AND DIVERSITY COMMITTEE

The Committee is responsible for overseeing developments in the area of equality & diversity to ensure that the College is a leading proponent and advocate of equal opportunities and diversity. It will be responsible for monitoring, reviewing and evaluating performance and publishing an annual report on progress. The Committee will meet termly, will report to the Governing Body and be chaired by the Principal.

The specific duties will be to:

- To create and promote a diverse and successful working and learning environment consistent with an ethos of respect and tolerance.
- To provide strategic direction and set standards for College's equality and diversity activities.
- To publish and promote a Single Equality Scheme.
- To ensure that equality and diversity principles are translated into action and that an annual equality and diversity action plan is implemented.
- To keep up to date with legislative obligations & developments, including case law and best practice.
- To develop, collect & monitor key performance indicators to measure progress towards achieving agreed key objectives in respect to equality & diversity.
- To review all College policies and procedures from an equality & diversity perspective.
- To undertake impact assessment to secure equality & diversity and eliminate unlawful discrimination.
- To consult and engage College stakeholders on equality & diversity and undertake research when it is felt that current services are not taking account of the needs of disadvantaged groups.
- To promote equality & diversity in the curriculum including enrichment activities.
- To ensure that all staff are trained in equality & diversity.
- To set up a framework for corporate social responsibility.
- To review & monitor College's suppliers in relation to equality & diversity.
- To monitor complaints relating to equality & diversity and cases of breach of equality & diversity policy & good practice.

COMPLAINTS

People using the College are entitled to be treated with respect and fairness. The College will have a complaints procedure which is accessible at all College Centres. Discriminatory or offensive behaviour which breaches the Equality

Owner:	Christina Conroy	Approved by:	Governing Body
Review interval:	3 years	Approved on:	13 th July 2011
Date of next review:	July 2014	Post to website:	Yes

and Diversity Policy will not be tolerated. Incidents of discrimination or harassment will be dealt with through the College's Anti-Harassment and Bullying Procedures, College Complaints Procedure, Disciplinary or Grievance Procedure as appropriate.

Owner:	Christina Conroy	Approved by:	Governing Body
Review interval:	3 years	Approved on:	13 th July 2011
Date of next review:	July 2014	Post to website:	Yes