



St David's
Coleg Catholig Dewi Sant
Catholic Sixth Form College

Equality and Diversity Policy and Strategy

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Saint David's Catholic Sixth Form College
HR Department

Equality and Diversity Policy and Strategy

1. Context

- 1.1 “You are, all of you, Children of God through faith in Child Jesus. All baptized in Christ, you have all clothed yourself in Christ and there are no more distinctions between Jew and Greek, slave and free, male and female, but all of you are one in Christ Jesus” - Galatians 3: 26-29
- 1.2 The College believes that each person possesses a basic dignity, which comes from God; not from any human quality or accomplishment; not from race or gender or age or economic status. The test, therefore of every institution or policy is whether it enhances or threatens human dignity and indeed human life itself. Policies, which treat people only as economic units, or policies which reduce people to a passive state of dependency on welfare, do not do justice to the dignity of the human person - (“The Common Good” Bishops Conference).
- 1.3 The source of any Catholic College’s Equal Opportunities Policy lies within its Gospel values and its desire to respect and dignify all within a Christ centred vision. Therefore, diversity resulting from age, gender, racial and social origins, culture and practice are regarded as enriching total Catholic community and should not create any order of esteem. Equality of opportunity is the concern of the whole of St. David’s College and is integral to its ethos. It covers all aspects of the curriculum as well as its relationship to the community it serves. An awareness of this responsibility should influence the formulation of the College’s aims and objectives and the whole curriculum, including the pastoral and guidance programme.

2. Introduction

- 2.1 The College is committed to supporting the principle of equal opportunities, and opposes all forms of unlawful discrimination including on the grounds of colour, race, nationality, ethnic origin, sex, marital status, disability, part-time or fixed term status, parental responsibilities, age, religion/belief, or sexual orientation. In its support of equal opportunities, the College will take into account relevant guidance issued by the Catholic Education Service, (as amended from time to time).
- 2.2 The College is committed to ensuring that all staff and students work in a climate free from unlawful discrimination, victimisation and harassment. The College aims to promote good relations among its staff and students and to create a working and learning environment within which all members of the College community can realise their individual potential to the highest level possible.
- 2.3 The College is committed, within its available resources, to the active promotion and support of educational and other initiatives designed to eliminate discrimination and to the active promotion support of initiatives designed to further the principle of equality of opportunity.

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2.4 Within the context and requirements of a Catholic College, the

College wishes to recruit, train and promote the best person for the job, to make full use of the talents and resources of all its employees.

2.5 All employees and students will be made aware of the requirements of this policy and will be obliged to co-operate to ensure that the policy is carried out effectively. Any form of discrimination may be unlawful. Actions or omissions by employees which amount to either a breach of this policy or to unlawful discrimination will be treated as a disciplinary offence resulting, if appropriate, in disciplinary action. The College is committed, within its available resources to making training in equal opportunities awareness available to all employees.

2.6 The College expects high standards of behaviour from all students. The College recognises that the United Kingdom is a diverse society made up of people from many different cultural, racial, ethnic, religious, linguistic and socio-economic backgrounds. It is important that all students are adequately prepared to live in such a diverse society. All students are treated fairly and without discrimination and the College expects all students to behave in a manner that conforms with this Policy.

3. Definitions

3.1 "Discrimination" means less favourable and detrimental treatment on grounds of colour, race, nationality, ethnic origin, sex, marital status, disability, part-time or fixed term status, parental responsibilities, age, religion/belief or sexual orientation.

3.2 The law recognises three forms of discrimination:

3.2.1 **Direct discrimination.** This occurs when an individual is treated less favourably than another in relation to employment on grounds of colour, race, nationality, ethnic origin, sex, marital status, disability, part-time or fixed term status, parental responsibilities, age, religion/belief, or sexual orientation.

3.2.2 **Indirect discrimination.** This occurs when a job requirement is applied equally to all but it has a disproportionate and detrimental effect on one section of the workforce, because fewer of that group can comply with it, *and* the requirement cannot be justified in relation to the job.

3.2.3 **Failure to make adjustments.** In a case of disability if the College's premises or equipment, materials or working arrangements, put a disabled person at a substantial disadvantage, then it is unlawful discrimination not to make any reasonable adjustment which remove or minimise that effect.

3.3 **Harassment** is a form of direct discrimination. It can be defined as unwanted and unwelcome behaviour which causes discomfort or upset to an individual and which has an adverse effect on working relationships. It creates an intimidating, hostile or humiliating work environment for the individual.

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3.4 **Victimisation** is where a person is treated less favourably than another when they have made allegations, brought proceedings, given evidence or complained about the behaviour of someone who has been harassing or discriminating against them or others.

4. **Scope of policy**

4.1 The aim of this policy is to ensure that whilst acting within its powers as set out in the Trust Deed and in accordance with the ethos of the College, all of the College's policies, procedures and practices are non-discriminatory and that positive action is taken to safeguard equality both in employment practices, and in the provision of services to students. All aspects of College life are governed by this policy, including recruitment, terms and conditions of employment, training, career development, promotion, grievance and disciplinary procedures and all other aspects of employment and the working and studying environment.

4.2 All employees are required to comply with this policy when dealing with other employees (including temporary or agency staff and consultants), students of the College, job applicants, clients, suppliers, customers and contacts of the College, and anyone else with whom they come into contact during the course of their employment duties.

4.3 All students of the College are expected to behave in a manner that conforms with this Policy and to co-operate with it operating effectively.

5. **Responsibilities**

5.1 The **Governing Body** is responsible for ensuring that the College complies with applicable legislation, relating to equal opportunities and discrimination, taking into account the provisions of the Trust deed.

5.2 The **Governing Body**, through its Community Committee, and the **College Principal**, have responsibility for implementing appropriate courses of action to enable the College to adhere to this Equal Opportunities Policy and to monitor adherence to it.

5.3 The **Principal** has responsibility to ensure that staff receive training and are informed of the implications of this Equal Opportunities Policy so as to support all staff in their responsibility to combat inequality, discrimination or prejudice, contrary to this Policy. The Principal also has responsibility for ensuring that the Policy is implemented consistently throughout the College community.

5.4 **All College staff** have a responsibility to read, understand and comply with this Policy. Failure to comply with College's Equal Opportunities Policy or to co-operate with it operating effectively is a disciplinary offence, which may lead to disciplinary action (including dismissal).

5.5 In addition, **all teaching staff** are responsible for keeping up-to-date with legislation dealing with equality matters, so as to promote diversity and be able to identify and challenge behaviour that does not accord with this Policy. In their teaching, all teaching staff should encourage

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positive working relationships between students and ensure that all College students are included and have access to the curriculum.

5.6 The **Religious Education (RE) Co-ordinator** is responsible for ensuring that religious education within the College is in line with Archdiocesan guidance; that religious education is taught in a positive, balanced way; that different viewpoints are always valued and respected and that stereotypical views of particular faith groups are not perpetuated, but are examined in an objective, relevant way.

5.7 **Pastoral Tutors** are responsible for ensuring that diversity issues are addressed in the implementation of the College's Pastoral Support Programme. The aim of this is to foster and develop attitudes and values which promote the understanding of diversity and equality issues, to encourage positive behaviour and treatment of others in line with this Policy.

5.8 The **Human Resources Team** are the appointed Equal Opportunities Officers, and will, with the assistance and co-operation of the senior management team and other employees, take steps to ensure compliance with this Policy throughout the College.

6. Strategy

The success of a business depends on people. Capitalising on what is unique about individuals and drawing on their different perspectives and experiences will add value to the way we do business. By accessing, recruiting and developing talent from the widest possible talent pool, we can gain an insight into different markets and generate greater creativity in anticipating customer needs.

We will constantly strive to create a productive environment, representative of and responsive to different cultures and groups, where everyone has an equal chance to succeed.

We all have a responsibility to embrace and support this vision and must continue to challenge behaviour and attitudes that prevent us from achieving this.

Using fair, objective and innovative employment practices, our aim is to ensure that:

- all employees and potential employees are treated fairly and with respect at all stages of their employment
- all employees have an equal chance to contribute and to achieve their potential, irrespective of any defining feature that may give rise to unfair discrimination.
- the diversity of the communities we serve is reflected at all levels within our workforce.

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Protected Characteristics

All employees have the right to be free from harassment and bullying of any description, or any other form of unwanted behaviour, whether based on sex, trans-gender status, marital status, civil partnership status, pregnancy, race, disability, age, political or religious belief or sexuality

6.1 Gender

Women and men are fully and properly represented and rewarded for their contribution at all levels of the organisation through:

Challenging gender stereotypes

Supporting employees in balancing their life at work and at home

Supporting employees who become pregnant and taking active steps to facilitate their return to work after maternity leave.

6.2 Trans-gender status

People who plan to undergo, are undergoing, or have undergone gender re-assignment are protected against all forms of discrimination and harassment. The employer will take positive steps to support a trans-gender person and ensure they are treated with dignity and respect.

6.3 Marital status

People are treated fairly and equally in the workplace irrespective of their marital, civil partnership or family status.

6.4 Race

The racial and cultural diversity of our communities is represented at all levels of the organisation through:

Challenging racial stereotypes

Understanding, respecting and valuing different racial and cultural backgrounds and perspectives.

6.5 Disability

The abilities of disabled people are recognised and valued at all levels of the organisation through:

Focusing on what people can do rather than on what they cannot

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Challenging stereotypes about people with disabilities

Making appropriate adjustments in the workplace to help people with disabilities achieve their full career potential.

6.6 **Age**

Age diversity within the workforce is promoted and valued through:

Challenging age stereotyping

Recognising the benefits of a mixed-age workforce.

6.7 **Religious belief and political opinion**

People are treated fairly in the workplace irrespective of their religious beliefs and practices or political opinions by recognising individuals' freedom of belief and right to protection from intolerance and persecution.

6.8 **HIV**

Discrimination against an employee or potential employee on grounds that he or she has, or is thought to have, HIV or AIDS is not acceptable, and confidentiality will be respected in line with the wishes of an individual with HIV or AIDS.

6.9 **Sexuality**

People are treated fairly in the workplace irrespective of their sexuality through:

- Respecting different lifestyles
- Challenging negative stereotypical views.

7. **Terms and Conditions of Employment**

7.1 The College will ensure that terms and conditions of employment are free from all forms of direct and indirect discrimination and apply equally regardless of colour, race, nationality, ethnic origin, sex, marital status, disability, part-time or fixed term status, parental responsibilities, age, religion/belief or sexual orientation. No requirements or conditions will be imposed, directly or indirectly, which will or might place a group of employees at an unfair or unlawful disadvantage.

7.2 The College recognises that flexibility with regard to working patterns will assist the broadest range of people to work for the College. The College will give careful consideration to any request for non-standard working patterns and accommodate this wherever possible.

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7.3 Grievance and disciplinary procedures will be operated

without discrimination on the grounds of colour, race, nationality, ethnic origin, sex, marital status, disability, part-time or fixed term status, parental responsibilities, age, religion/belief or sexual orientation.

8. **Staff Training, Career Development and Promotion**

8.1 All employees will be provided with the appropriate training (according to business need) to enable them to improve their performance and to achieve the performance standards and targets set for them by the College, regardless of colour, race, nationality, ethnic origin, sex, marital status, disability, part-time or fixed term status, parental responsibilities, age, religion/belief or sexual orientation.

8.2 The College will also ensure that opportunities for training and career development are made equally available to all employees in order that individual skills and expertise can be developed to the full.

8.3 Promotion within the College is based on personal merit and the reasonable requirements of the job regardless of colour, race, nationality, ethnic origin, sex, marital status, disability, part-time or fixed term status, parental responsibilities, age, religion/belief or sexual orientation.

9. **Complaints**

9.1 Members of staff, that have any complaints relating to equal opportunities, may prefer to seek to resolve the matter informally with the individuals involved. Alternatively, or if the complaint has not been resolved informally, the College's Grievance Procedure should be followed.

10. **Monitoring**

The HR Manager will report to the SLT and the Governors to identify any trends or patterns emerging and, if so, to analyse whether or not these are justified. The College is committed to identifying and taking all steps necessary to eliminate any unjustified discrimination, which is revealed by this monitoring process.

11. **Communication of Policy**

This Policy:

- is published on the College's Intranet and included in the Staff Induction Handbook
- is sent to all staff via the online HR System
- will be translated on request.

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Note that this Equal Opportunities Policy does not form part of employees' contracts of employment or part of any contract with students and may be changed by the College in its absolute discretion from time to time.