Single Equality Scheme and Implementation Plan 2013-14

| **Area of Action** | **Aim of the Action** | **Next Actions** | **By who** | **By When** | **Evidence of Actions Achieved** |
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| **Effective Leadership** | 1 To create a supportive climate of fairness and respect where no learner is left behind so that the College is considered by its local community to be exceptionally inclusive | Review learner inductions to maximise the impact on the learner of the college’s values and promotion of inclusion. | Corporate Head of Student Services/  E&D Co-ordinator | 31/7/14 | Teaching notes for the relevant tutorials  Heads of Campus Induction Notes |
| E&D presentation at all staff inductions to ensure E&D policies and procedures are fully understood. | HR Operations Manager/  E&D Co-ordinator | Monthly | E&D Co-ordinator Presentation Slides |
| Ensure learners, staff, governors and the wider community are consulted on and informed about the College’s E&D objectives and how the College is performing in achieving these objectives. | Deputy CEO (Student Experience)/  E&D Co-ordinator/  E&D Committee | 31/12/13 | Single Equality Scheme, Annual E&D Action Plan, E&D Annual Report including information on learner access and achievements |
| Improve the use of self-assessment reports to identify any inclusion issues and improvement actions required | Director of Curriculum and Quality 14-19/  E&D Co-ordinator/  Curriculum Leads | 31/12/13 | Quality Improvement Plans and Self-assessment Reports |
| Regularly review College website, social media and publications to ensure it is up to date and has positive examples of learners from diverse groups. | E&D Co-ordinator and Head of Marketing | 31/7/14 | College Website including Cornwall College Business |
| 2 The impact of policies and practices on learners is understood and fairness and inclusion are ensured. | 3 year plan to review policies on a rolling basis | E&D Co-ordinator/  Key Managers | Ongoing | Impact Assessment Reports on Intranet |
| 3 Contractors and commissioned services are inclusive. | All subcontracting partners to have E&D policies and reviewed annually. | Purchasing Manager/  Project Support Manager/ Partnerships Manager | Ongoing | Partnership files held by the Partnership Manager and Project Services |
| Provide equality and diversity materials to partner organisations and work based learning employers. | Head of Cornwall College Business/ Head of Duchy Training Agency | 31/7/14 | Relevant materials and lists of partners and employers which have received them |
| 4 Community relations, harassment and hate crimes are monitored and analysed regularly and appropriate plans to address issues arising are in place. | All E&D Incidents to be logged and followed up to ensure appropriate action taken. | E&D Co-ordinator | 31/7/14 | E&D Co-ordinator’s Log |
| Contribute to the Safer Cornwall Partnership. Participate in the Third Party Reporting Centre for Hate Crime and the Safe Place Schemes. | E&D Co-ordinator/  Deputy CEO (Student Experience) | 31/12/13 | Hate Crime leaflets and posters available  Safe Place Scheme in place |
| **Learning, teaching and assessment** | 5 The need to close any achievement gaps between learners is understood and improvements in teaching and learning are made. | A further 200 staff to do the Learner Led staff training to promote good teaching and learning matched to learners’ different needs | Head of School of Education and Training | 31/7/14 | Course outline and registers |
| 6 Social inclusion is promoted. | Active promotion of E&D required in SSA lesson observation reports. Monitor reports and feedback to E&D Committee. | Head of School of Education and Training/E&D Co-ordinator | 31/7/14 | Report to E&D Committee |
| 7 There is appreciation of cultural diversity in the curriculum | Annual Celebrating Diversity Week with emphasis on the showcasing of work identified in Schemes of Work. | Celebrating Diversity Co-ordinator/ All Staff | 7/3/14 | Celebrating Diversity Report |
| 8 All staff are confident in promoting equality and diversity and challenging discrimination. | Share best practice. | Celebrating Diversity Co-ordinator | 31/7/14 | Examples of E&D Moodle |
| **Getting the curriculum right – being inclusive** | 9 The curriculum matches learner needs and priorities of employers and the local community | “Big Conversation” consultation with staff, learners, employers and the local community | Principal | 31/12/13 | Report to Board of Governors |
| 10 The ‘Learner Voice’ is influential and improving learner outcomes. | Improve feedback and response to Student Group Reviews, Student Portal and text service in relation to E&D issues. | Corporate Head of Student Services/CCSU | 31/7/14 | Relevant reports |
| Increased learner representation on the E&D Committee in particular to increase awareness of the needs of different groups | E&D Co-ordinator/  CCSU President | 30/9/13 | E&D Terms of Reference |
| 11 Appropriate actions are identified as a result of learner views surveys, are implemented and reviewed regularly. | Analyse impact of learner surveys. | Corporate Head of Student Services/  E&D Co-ordinator | 31/12/13 | Reports to E&D Committee |
| Regular review of issues raised by CCSU and feedback on actions taken. | Heads of Campus | 31/7/14 | Reports |
| **Learner access, achievement, progression and destinations** | 12 Learner data on access, retention, achievement, progression and destination are monitored, actions required are noted and reviewed to ensure actions are taken | Review final 12-13 learner data, agree E&D actions required and monitor results. | Principal/  E&D Co-ordinator/  Curriculum Leads | 31/12/13 | Reports to E&D Committee |
| Review 13-14 learner data regularly and follow up on any issues identified. | Principal/  E&D Co-ordinator/  Curriculum Leads | 31/7/14 | Reports to E&D Committee |
| Review initial learner data on faith and sexual orientation on enrolment as benchmark on access and recruitment. | Principal/  E&D Co-ordinator/  Curriculum Leads | 31/7/14 | Report to E&D Committee |
| 13 Initial assessment ensures that learners are on the right course and have the right support | Review admissions procedure and recording of learner support needs to ensure adequate measures are taken at an early stage. | Corporate Head of Student Services | 31/12/13 | New procedure |
| 14 The needs of different groups of learners are taken into account when designing and providing services | Regularly consult with the new CCSU Liberation Officers to identify emerging needs. | E&D Co-ordinator | Ongoing | Reports to E&D Committee |
| Review access to IT and the costs of printing materials and assessments. | E&D Co-ordinator/  CCSU President | 31/3/14 | TBC |
| Use Cornwall Disability Audit of the Falmouth Redevelopment to review other sites. | Estates Manager | 31/7/14 | Copy of audit and Estates Review |
| Undertake audit of audiology provision and work towards gaining the Louder than Words Quality Mark. | Estates Manager  /Disability Officers | 31/3/14 | Audit and application to award |
| Promote increasing work experience placements at the college including LLDD learners. | CCL Prep for Life/Director of Systems | 31/7/14 | Details of Placements |
| Provide training to the new work based learning recruitment teams. | Heads of Cornwall College Business & Duchy Training Agency | 31/3/14 | HR Learning and Development database |
| 15 Instances of bullying, harassment and learner grievances are monitored to ensure action is taken. | Complaints and grievances are regularly report to E&D Committee. Training provided where needed. | Corporate Head of Student Services/  Data Protection Manager | 31/7/14 | Reports to E&D Committee |
| Review learner grievance procedure to ensure appropriate support is given to learners by senior tutors. | Corporate Head of Student Services | 31/3/14 | New procedure |
| Staff Development | 16 Workforce data is reviewed and actions are put in place to address barriers. | Compare staff data with census data when available and report to E&D Committee. | HR Operations Manager | 31/1/14 | Reports to E&D Committee |
| 17 Action is taken to advance equality outcomes for all groups of staff. | Identify, train and support LGBT Staff Mentors. Develop LGBT Staff area on the Staff Intranet. | Marketing Manager/  Deputy CEO (LGB Champion)/  E&D Co-ordinator | 31/12/13 | HR Learning and Development database |
| 18 Regard is given to the cause of pay difference and the effects of this cause in the workplace. | Pay for all new starters and requests for increments are reviewed against benchmarks. | HR Operations Manager/Line Managers | 31/7/14 | HR files and line manager files |
| Review findings of staff focus groups and consider proposals. | HR Operations Manager/  E&D Co-ordinator | 31/3/14 | Report to E&D Committee |
| 19 All staff understand their role in supporting learner achievement through a programme of continuing professional development and this is reflected in the appraisal system. | Ensure all staff have refreshed their E&D training every three years. | HR Operations Manager/  E&D Co-ordinator | 31/7/14 | HR Learning and Development database |
| Facilitate further sessions with course teams on promoting E&D and understanding E&D data. Share good practice. | Celebrating Diversity Co-ordinator/  E&D Co-ordinator | 31/3/14 | HR Learning and Development database |
| Roll out positive behaviour management training. | HR Operations Manager/  E&D Co-ordinator | 31/7/14 | HR Learning and Development database |
| Consider adding specific E&D section to staff appraisals | HR Operations Manager | 31/12/13 | Staff Appraisal forms |
| 20 Bullying and harassment incidents are monitored and appropriate action is taken | Monitor complaints and grievances and regularly report to E&D Committee. Training provided where need identified. | HR Operations Manager/  E&D Co-ordinator | Ongoing | Reports to E&D Committee |