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| **St.Patrick’s International College**  Image result for st patrick's college london |
| Equal Opportunities Policy |
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| **[2018]** |

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# Policy Statement

* 1. Under the Equality Act 2010, people are legally protected from discrimination in society, which applies equally to protection for employees in their workplace and for students in their study environment.
  2. The various forms of discrimination can be broadly allocated within the following categories:
* Direct discrimination – where a person is not treated equally due to any of the protected characteristics appended, or for any other unlawful reason. This includes discrimination based on association, where a person is treated less favourably because of their association with another person who has a protected characteristic, and discrimination based on perception, where a person is treated less favourably because of a mistaken perception that they have a protected characteristic.
* Indirect discrimination – where a requirement, situation or condition, which is applied to all, has a potentially adverse effect on one or more groups.
* Harassment – which is unwanted conduct that violates a person’s dignity or creates an intimidating, hostile, degrading, humiliating or offensive environment.
* Victimisation occurs where someone is treated unfavourably because he/she has raised a complaint under this policy or taken legal action, in relation to any alleged act of unlawful discrimination, against the Company or because he/she has supported someone else in doing this.
  1. ST PATRICK’S COLLEGE is fully committed to providing equality of opportunities for all within its academic community. All individuals with whom ST PATRICK’S COLLEGE deals will be treated fairly, and with dignity and respect, regardless of their race, ethnicity, religious belief, gender, sexual orientation, gender identity, gender reassignment, marital or civil partnership status, pregnancy, maternity, age or disability, including mental health.
  2. In showing due regard for the Equality Act, ST PATRICK’S COLLEGE will design its policies, processes and practices in such a way that:
* eliminates unlawful discrimination, harassment and victimisation and other conduct;
* advances equality of opportunity between people who share a protected characteristic (as defined in the Equality Act) and those who do not;
* fosters good relations between people who share a protected characteristic and those who do not.
  1. ST PATRICK’S COLLEGE aims, as far as reasonably practicable, to ensure that all working practices and learning opportunities are applied fairly and consistently and, where necessary, will take reasonable steps to avoid or overcome any particular disadvantage these may cause and to promote equality.

# Key aims and Principles

St Patrick’s College:

* ensures that its activities are, and remain, free from all forms of unjustifiable discrimination as specified in 1.2;
* maintains an open, tolerant and inclusive community, which encourages mutual respect and promotes diversity;
* enables staff and students to understand the importance of ethical and effective legal practice of equal opportunities, non-discrimination and diversity;
* enables students to understand, work within and serve a diverse multicultural, multi-ethnic and multi-racial academic community;
* adopts appropriate equality standards for all aspects of its work and implements them through all its policies, processes and practices.

# Access to Learning Opportunities for Students and Delegates

ST PATRICK’S COLLEGE will ensure equality of access to all its learning opportunities and will encourage the recruitment of students and delegates from the widest possible audience. This will be reinforced by:

* material information about learning opportunities and recruitment advice conveyed in manner which is accessible and mindful of the diverse needs of its intended audience;
* an admissions process, which is sensitive and supportive to the needs of all students and delegates, includes a comprehensive induction process and provides for assessment of learning support for those students who may have special educational needs;
* course review processes that monitors the curriculum, student progress and achievement to ensure that equality of opportunity has taken place;
* study and assessment materials which are subject to evaluation prior to issue to make sure that they do not contain anything which could be considered discriminatory or offensive to individual students or groups.
* A clearly publicised complaints and anti-bullying and harassment procedures, allowing students or delegates to raise concerns about instances of discriminatory behaviour.
* (on its FHEQ-credit bearing programmes) a general commitment to widening access and participation from groups underrepresented in Higher Education, as set out in the Business’ School’s *Access and Participation Statement*;

# Special Educational Needs (SEN)

* 1. ST PATRICK’S COLLEGE’s modes of delivering higher education are designed with the diverse needs of students in mind and to provide students with flexibility and choice to help overcome some of the barriers they may face to learning. ST PATRICK’S COLLEGE also recognises that individual students may have specific disability needs that may require additional support and special arrangements to be made.
  2. ST PATRICK’S COLLEGE is committed to dealing in a fair and considerate manner with any special educational needs a student or delegate may have and where required, make appropriate reasonable adjustments to its learning environment and operating procedures to accommodate those needs, whilst maintaining the integrity of the academic standards and quality of the qualifications it offers.
  3. Students are expected to make a disability known either to their Recruitment Advisor at point of application or to their Student Support team as soon as the disability becomes known to them. ST PATRICK’S COLLEGE will endeavour to assess the student’s needs and the implications for their study. Where appropriate, evidence may be required to support a request for special arrangements to be made.

*ST PATRICK’S COLLEGE’s Inclusive Practice Handbook outlines the procedures in place to mitigate the effects of a disability, long-term injury or specific learning difficulty.*

# Student or Delegates Seeking to Raise a Concern

* 1. Students or delegates who feel that they have been subject to discriminatory behaviour, or wish to raise a concern on someone else’ behalf, should use ST PATRICK’S COLLEGE’s

*Anti-bullying and Harassment procedures.*

* 1. Complaints about the behaviour of students or delegates towards each other are investigated using the *Student Disciplinary Procedures.*
  2. Complaints relating to the recruitment and admissions processes can be raised using the

*Admissions Complaints Policy and Procedure.*

* 1. All other complaints should be directed though the

*Student Complaints Policy and Procedures*

# Employment and Development Opportunities for Staff

* 1. ST PATRICK’S COLLEGE aims to ensure that no job applicant, Employee, worker or customer is treated less favourably or placed at a disadvantage on the grounds of their part-time status or trade union activities.
  2. This applies in the advertisement of jobs, recruitment, appointment, provision of benefits, allocation of training, promotion, disciplinary proceedings, dismissal, conditions of work, pay, giving a reference, the provision of goods or services and every other activity and aspect of employment.
  3. Employees that have a disability for the purposes of the Equality Act must let their Line Manager or the HR Department know of this disability so that reasonable adjustments can be considered and where appropriate implemented.
  4. ST PATRICK’S COLLEGE does not tolerate any unlawful or unfair discrimination and anyone found to be acting in a discriminatory manner will face Disciplinary action which could result in their dismissal from the Company. Everyone has a duty to report unlawful or unfair discriminatory behaviour to a member of Management. The Company actively promotes equality of opportunity.

# Staff Members Seeking to Raise a Concern

Any employee who has been subject to discriminatory behaviour or otherwise suspects a breach of this policy should immediately report the matter to their Line Manager or the HR Department so that it can be investigated and resolved.

*Further information can be found in the Employee handbook.*

# Responsibility for this Policy

* 1. Responsibility for implementation of this policy is shared across all functions of ST PATRICK’S COLLEGE. It is the duty of all staff, students and trainees to take responsibility for their behaviour and modify it if necessary. Failure to do so could result in disciplinary action under the appropriate procedures.
  2. Staff and students have a responsibility to understand and comply with this policy at all times, and to report any breach of it immediately to their Line Manager or student administration team.
  3. It is the responsibility of the Academic Board monitor the effectiveness with which the organisation monitors and responds to breaches of this policy. Concerns raised about breaches of this policy (whether informal or raised though the complaints procedures) or issues raised under the under the Anti-bullying and Harassment procedures will be reviewed by the Academic Board to assess if they reflect wider trends or risks within the culture of the institution; in such cases the board will specify remedial action accordingly.
  4. Staff in supervisory or management positions must ensure that, as far as they are able, they act immediately if they become aware of any harassment or bullying taking place, and are supportive towards any individual who complains.
  5. Responsibility for reviewing and evaluating the effectiveness of the Equality and Diversity Policy lies initially with ST PATRICK’S COLLEGE’s Board of Governors. Formal responsibility for monitoring and evaluation of this provision lies with the Academic Board.

# Monitoring and Evaluation of the Policy

* 1. Where there is a change in policy, or an operational or strategic decision that could affect one or more groups of people presenting with a protected characteristic, ST PATRICK’S COLLEGE will undertake an Equality Impact Assessment (EIA). This will ensure that any detrimental effect of the policy or decision is appropriately mitigated, or where possible eliminated.
  2. Where an Equality Impact Assessment (EIA) is required, the owner of the policy or head of function is responsible for conducting an equality impact assessment.
  3. The body responsible for approving the policy will consider the EIA as part of the overall sign-off process; this body will usually be the Senior Management Team or the Academic Board, depending on the nature of the policy or decision.

# Additional Information

* 1. ST PATRICK’S COLLEGE will ensure that this policy is widely publicised and their contents made known to all staff, students/trainees and, where practicable, contractors and visitors.
  2. Compliance with this policy is written into employees’ and students’ contracts with ST PATRICK’S COLLEGE; it will be reviewed annually and may be amended at any time.
  3. Any questions about the policy should be directed to the ST PATRICK’S COLLEGE Registrar.
  4. Further information on themes of equality and the protected characteristics can be found on the Equality and Human Rights Commission’s website:

<https://www.equalityhumanrights.com/en/equality-act/protected-characteristics>