



RAWDA COLLEGE

## Rawda College Equality and Diversity Policy

### **Introduction**

Rawda College aims to ensure that all employees, learners, and other stakeholders are treated equally and provided with equality of opportunity.

The purpose of this policy is to establish the principles that underpin the provision of equality of opportunity in the college. The policy will set out clear guidance on how equal opportunities will be provided and will describe the monitoring arrangements that will exist to ensure equality of opportunity is delivered. The policy will steer the way we work and will be applicable to all employees and learners in the college, governors, contractors, business partners, volunteers, and visitors.

### **Principles and Commitment**

The college believes that excellence will be achieved through recognizing the value of every individual. We aim to create an environment that respects the diversity of individuals and empowers them to attain their full potential. We wish to enable individuals working and learning in the college to make a full contribution to the organization and to derive maximum benefit, satisfaction, and enjoyment from their involvement in work of the college.

We aim to create an atmosphere which is welcoming for all students, staff, and visitors. At Rawda College, individuals will receive the same level and quality of service irrespective of their age, disability, marital status, pregnancy and maternity, race, ethnic origin, color, nationality, gender, or other distinguishable characteristics. Rawda College is opposed to all forms of unlawful and unfair discrimination.

In its employment policies and practices Rawda College will ensure that:

- Individuals are treated with respect and dignity
- No job applicant or employee is unfairly discriminated against on the basis of distinguishing characteristics such as age, race, color, ethnic origin, gender
- No applicant or employee is unfairly disadvantaged by factors that are not directly relevant to the requirements of the post.

However, the college understands that there may be some occupational roles and associated requirements that need staff with particular skills. The college



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will, therefore, undertake positive action, permissible within the law, to deal with these matters.

In its work with learners Rawda College will ensure that:

- All members of the student body are treated with respect and dignity
- Learners will be treated fairly regarding all college procedures
- The needs of individual learners are addressed, as far as possible. The college will make any reasonable adjustments, as far as practicable, and take account of any special considerations
- Learners will receive appropriate support, so they can benefit from the opportunities available and can attain their full potential.

### **Delivering Equality of Opportunity**

We will:

- Make clear our expectations and commitments to equality and diversity during the recruitment and selection process and induction of staff and learners
- Provide training so that the principles underpinning equal opportunities are understood, recognized, and embedded in the work of the college
- Provide reasonable adjustments as far as possible for staff and learners who are or who become disabled
- Ensure all members of the college staff understand how to provide good client care and equality and diversity in teaching and learning
- Ensure all our marketing materials and events which inform prospective staff, students, and visitors are representative of the college community and fully explain the college's commitment to equality and diversity
- Use college marketing material, events, and tutorial activities to celebrate equality and diversity as appropriate
- Endeavor to provide an environment for teaching and learning, which takes account of individual need and cultural backgrounds
- Ensure that we embed equality and diversity within curriculum planning, teaching and learning, and assessment materials
- Provide reasonable, additional learning provision to meet the individual needs of learners who require support for their learning and progression, in line with current funding streams

The policy will be publicized as widely as possible to include staff, learners, governors, and the community and will be available in a number of formats on request.



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Rawda College will encourage any individual who wishes to report any instances of discrimination and will provide a confidential process by which these concerns can be dealt with by means of the formal complaints procedure.

Rawda College will take action against anyone who is in breach of the equality and diversity policy.

### Monitoring the Implementation of the Policy

The college will ensure effective systems to monitor and evaluate equality and diversity. This will include the following.

- Collecting and analyzing data on learner applications, enrollment, retention, and achievement in terms of age, ethnicity, gender, and disability so that any trends can be identified
- Collecting and analyzing data on learner progression in terms of age, ethnicity, gender, and disability, including progression within Rawda College, progression onto higher educational institutions, and progression to employment.
- Monitoring and analyzing staff recruitment and retention data, staff progression, and any issues associated with pay gaps in relation to age, gender, and disability.
- Collecting and analyzing data on the use of college grievance, complaints policies and disciplinary processes, as they relate to this policy
- Monitoring and analyzing the take-up of training and development opportunities for staff
- Ensuring college policies in relation to equality and diversity are regularly monitored, reviewed, and updated, in line with legal requirements and awarding body recommendations
- Producing an annual equality and diversity report for discussion with senior managers.

### **Responsibility**

The overall responsibility for ensuring this policy is implemented effectively belongs with the Vice Principal at the college. He/she will work closely with other key staff such as the Head of Personnel and the Curriculum Managers. This will ensure there is a whole organization approach to the implementation of the principles stated in this policy. The Vice Principal will be responsible for the preparation of the annual report for senior managers and updating this policy in accordance with the college's policy review processes and any changes in legislation. The Vice Principal will have overall responsibility for managing



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any complaints with regard to equality and diversity and the implementation of this policy, unless the complaint is made against the Vice Principal. In this case, the Principal will manage the complaints process.

Policy Version 1 was issued on 01/02/24 by Director of Education.

This policy is effective from 01/02/24

Next review is due on 31/01/25