



## **Race Equality Policy**

### **1. Introduction**

1.1 This policy is an integral part of the College mission and key objectives.

1.2 It should be read in conjunction with the Social Inclusion Policy, the Harassment and Bullying Policy and in the context of the London Borough of Bromley's Equal Opportunities Policy and Race Equality Scheme and the Learning and Skills Council Race Equality Scheme.

### **2. Scope**

2.1 The Race Relations Act 1976 as amended by the Race Relations (Amendment) Act 2000 has placed a general duty on public authorities to promote race equality. This includes paying particular regard to the need to:

- Eliminate unlawful racial discrimination
- Promote equality of opportunity
- Promote good relations between people of different racial groups

2.2 The legislation has placed further specific duties on Further and Higher Education institutions:

- To prepare and publish a Race Equality Policy
- To put in place an action plan for implementing the Policy, publicising its contents and publicising the results for the monitoring of its effectiveness.
- To assess the impact that policies (including the Race Equality Policy) have on staff and learners of different racial groups
- To monitor the enrolment and progress of learners and the recruitment and career progress of staff of different racial groups.

### **3. Vision and Commitment**

3.1 BAEC will not tolerate racial discrimination. It is committed to achieving equality of opportunity for all actual and potential employees, learners and visitors and aims to ensure that no person receives less favourable treatment as a result of unlawful discrimination.

3.2 The College will treat all employees and learners with dignity and respect, and seek to provide a positive working and learning environment, free from racial discrimination, harassment or victimisation.

3.3 The College will ensure that racial discrimination and disadvantage are eliminated in all aspects of its management practice.

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3.4 The College will work towards the elimination of racism, whether overt or covert.

3.5 The College will ensure that staff, governors, learners and contracting partners are aware of the importance attached to equality of opportunity, the College's Race Equality Policy and the action needed for its implementation.

3.6 The College will ensure that staff and governors have access to the information and training that is necessary to enable them to carry out their responsibilities under the Policy.

3.7 The College will ensure that publicity materials do not present inappropriate or negative messages about any racial group.

3.8 The College will work to ensure that all learner experiences demonstrate sensitivity to issues of racial and cultural diversity, including:

- Information and advice
- Enrolment and access
- Course content
- Learning resources
- Assessment and achievement

3.9 The College will ensure that race equality issues are considered as part of all policy development and review processes.

### **4. Monitoring**

#### Staff and potential staff

4.1 The monitoring process will be used to ensure that staff are treated equally in terms of selection, promotion and development opportunities. To inform this monitoring process the following data will be collected and analysed by racial group:

- Job application rates
- Selection success rates
- Racial group profiles of employees by grade and type of work
- Type of contract (permanent/fixed term/full-time/part-time)
- Staff development
- Observation grades (tutors)
- Promotion application and success rates
- Disciplinary/capability proceedings
- Grievance proceedings
- Staff turnover (including reasons for leaving employment)
- Selection and appointment of governors

#### Learners and potential learners

4.2 The monitoring process will be used to ensure that learners and potential learners from different racial groups do not receive less favourable treatment.

To inform this process the following data will be collected and analysed by racial group:

- Enrolments
- Take up of additional support services
- Retention rates
- Achievement rates
- Complaints, including those about bullying and harassment
- Learner surveys
- Code of Conduct proceedings

## **5. Assessing the impact of College Policies (including the Race Equality Policy)**

5.1 Once the results of monitoring are available, the College will:

- Assess the impact of its policies on learners and staff of different racial groups.
- Agree realistic targets aimed at reducing any adverse impact suffered by particular racial groups of employees and learners. The targets will be published annually as part of the Self Assessment and Quality Improvement process. The College may adopt positive action measures temporarily to enable it to meet these targets. These measures will be kept under regular review and will cease when the under-representation no longer exists.

5.2 Results from the monitoring and assessment processes will be:

- Published annually through the Annual Report
- Published in the appropriate Termly Monitoring Report
- Presented to the Academic/Executive Committee of Governors.
- Made available to all staff and learners via the College Newsletter, Staff Handbook, College Intranet, BAEC Website and the main office in each centre.

## **6. Responsibilities**

6.1 All members of the College are responsible for ensuring that their own behaviour is consistent with this Policy and for challenging or reporting discrimination, whether intentional or unintentional, whenever it occurs. All members of the College are also responsible for encouraging good relations between people of different racial groups.

6.2 **The senior management team (SMT) are responsible for**

- Giving a high-profile and consistent lead on race equality issues and ensuring that any necessary actions are taken.
- Promoting the Race Equality Policy within the College.
- Ensuring that the Race Equality Policy is implemented and followed.
- Monitoring the implementation of the Race Equality Policy.

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- Ensuring that consultation with Bromley Race Equality Council (BREC) and other key stakeholders takes place annually as part of the review process.

### **6.3 The Race Equality Steering Group is responsible to the senior management team for**

- Recommending a Race Equality Policy to the SMT
- Recommending an Action Plan for implementing the Race Equality Policy

### **6.4 The Governors are responsible for**

- Ensuring that they are aware of the College's statutory duty in relation to race legislation
- Receiving and responding to the racial group monitoring information on learners and staff
- Reviewing the Policy on an annual basis

### **6.5 All line managers are responsible for**

- Putting the policy into practice
- Making sure that their staff know their responsibilities and receive support and training in carrying out their responsibilities
- Following the relevant procedures and taking action against staff or learners who unlawfully discriminate for reasons of race, colour, nationality, or ethnic or national origins.

### **6.6 All staff are responsible for:**

- Ensuring that they are able to recognise racial bias and stereotyping, and to challenge or report it if they witness it
- Taking up training and development opportunities to keep up to date with the law on race relations
- Promoting racial equality and good race relations.
- Ensuring that they do not unlawfully discriminate against anyone for reasons of race, colour, nationality, or ethnic or national origins.

### **6.7 Learners are responsible for**

- Ensuring that they do not discriminate against anyone because of race, colour nationality, or ethnic or national origins.
- Reporting or challenging racial bias and stereotyping if they witness it.

## **7. Publishing the Policy**

### **7.1 The College will publicise this Policy by:**

- Ensuring a summary statement is printed in learner handbooks and College Programmes and displayed on College notice boards, along with details of how to obtain a copy of the full Policy.
- Ensuring staff and governors receive a copy of the full Policy as part of the Staff Handbook.
- Including the College's commitment to racial equality as part of the staff induction programme.
- Ensuring the full Policy is available on the College intranet and website

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- Publishing the results of the monitoring and assessment processes in the Annual Report, Self-Assessment Report and the appropriate Termly Monitoring Report.

### **8. Reviewing the Policy**

8.1 The Principal and the Governing Body of the College will review the Policy annually.

8.2 As part of the review process, the College will take into account the views of stakeholders, including learners, and any appropriate equal opportunities body.

### **9. Breaches of the Policy**

9.1 The College will seek to provide a supportive environment for those who make claims of discrimination or harassment.

9.2 The College Complaints procedure will be followed to investigate any claims of discrimination or harassment made by learners or members of the public against staff or other learners. An act of racial discrimination, harassment or abuse will be treated as serious disciplinary offence.

9.3 Staff who feel they are being discriminated against on racial grounds by other members of staff should raise the matter under the Grievance Procedure, and it will, if the allegation is upheld, be treated as a serious disciplinary offence.

9.4 Any racist behaviour directed against staff by learners will be dealt with under the learner Code of Conduct procedure.

Appendix

## **Race Relations Act 1976**

### **What is unlawful racial discrimination?**

The Race Relations Act 1976 as amended by the Race Relations (Amendment) Act 2000 makes it unlawful to discriminate – directly or indirectly – against someone on racial grounds. Under the Act, ‘racial grounds’ means reasons of race, colour, nationality (including citizenship) or ethnic or national origins. Racial groups are defined accordingly. For example, African Caribbeans, Gypsies, Indians, Irish, Pakistanis, Bangladeshis, Irish Travellers, Jews, and Sikhs are among the groups recognised as racial groups under the Act.

**Direct racial discrimination** means treating a person less favourably than another on racial grounds. An example of direct discrimination would be applying harsher discipline to black learners because they are black.

**Indirect racial discrimination** means that a requirement or condition which is applied equally to everyone:

- can only be met by a considerably smaller proportion of people from a particular racial group;
- is to their detriment; and
- cannot be justified on non-racial grounds.

All three parts must apply. An example of unlawful indirect discrimination might be where a college’s rules do not allow for a particular racial group’s customs, and cannot be justified in terms of the college’s needs.

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Adapted from the Commission for Racial Equality Guidance *The duty to Promote Race Equality: A Guide for Further and Higher Education Institutions (2002)*, Appendix 2