

Single Equality Action Plan 2009-2012

A. Planning, Monitoring & Evaluation

Objective 1: to embed within the College structure coherent and robust planning and decision-making processes associated with the provision of services/support for all students, staff and users irrespective of age, disability, gender, gender identity, race, religion or belief, sexual orientation and socio-economic background

Objective 2: to ensure that the College's commitment to all students, staff and users irrespective of age, disability, gender, gender identity, race, religion or belief, sexual orientation and socio-economic background is embedded in its practices and policies

Objective 3: to carry out systematic evaluation, as an integral part of the College's planning and review cycle, of the practices and policies designed to meet the needs of all students, staff and users irrespective of age, disability, gender, gender identity, race, religion or belief, sexual orientation and socio-economic background

Area	Action & evidence/performance indicators	Timescale (date to be completed by)	Name of staff responsible (including Senior Manager)	Evaluation/Impact	Review Body & Date
A1 To ensure the actions featured in the Single Equality Action Plan are linked to other vehicles for College improvement including Self-Assessment Reports and Operational Plan so that actions are embedded within the College structure.	Part of the electronic operational plan – living document to be updated as needed. Actions carried onto Whole College actions from Operational Plan. Profile of Equality and Diversity issues to be raised in Self-Assessment reports	As soon as Single Equality Action Plan completed, actions can be transferred on to Operational Plan.	GPB/LJ		SMG Autumn 2010

Area	Action & evidence/performance indicators	Timescale (date to be completed by)	Name of staff responsible (including Senior Manager)	Evaluation/Impact	Review Body & Date
<p>A2 To ensure the objectives of the Single Equality Action Plan are monitored and reviewed regularly by SMG, Equality and Diversity Committee and by governors.</p>	<p>Plan for a prompt to be sent to all relevant staff to update all aspects of Operational Plan monthly</p>	<p>September 2010</p>	<p>GPB</p>		<p>SMG Autumn 2010</p> <p>Equality & Diversity Committee Summer 2011</p> <p>Governors Summer 2011</p>
<p>A3 To ensure relevant stakeholders contribute to the delivery of the actions contained within the Single Equality Action Plan including members of teaching and support staff, students and members of Senior Management.</p>	<p>Actions need to permeate all aspects of college life. Senior Managers need to ensure that all colleagues are aware of actions and the ways in which they can contribute to their delivery. Equality and Diversity issues and actions need to be discussed and addressed regularly in meetings and in College practices/policies. A whole college approach is required and students need to be aware of the value of their contributions. Minutes of meetings need to indicate relevant discussions and actions.</p>	<p>Ongoing</p>	<p>SMG</p>		<p>SMG Autumn 2010</p>

Area	Action & evidence/performance indicators	Timescale (date to be completed by)	Name of staff responsible (including Senior Manager)	Evaluation/Impact	Review Body & Date
<p>A4 To ensure the College's commitment to equality and diversity continues to be highlighted in key College documents including the Mission Statement, the prospectus, staff handbook, annual financial statement</p>	<p>All members of SMG to ensure this is done in their areas of responsibility. Key College documents need to indicate commitment to equality and diversity and should be impact assessed.</p>	<p>Autumn 2010</p>	<p>SMG</p>		<p>Equality & Diversity Committee SMG Autumn 2010</p>
<p>A5 To develop the analysis of equality data on student applications, withdrawal of applications and premature leavers and take action as appropriate.</p>	<p>This data is currently available in various places but is not analysed. Making this data readily accessible is a priority and forms part of the overall data development strategy. Analysis of data to be reported on at Equality and Diversity Committee</p>	<p>Spring 2011</p>	<p>SMG</p>		<p>Equality & Diversity Committee SMG Summer 2011</p>
<p>A6 To continue to analyse equality data on student success rates and take action as appropriate.</p>	<p>This will continue to be reported on in the Equality & Diversity KPI report and appropriate actions and targets will continue to be set</p>	<p>Autumn 2010</p>	<p>GPB/ SDH/LJ</p>		<p>Equality & Diversity Committee SMG Governors Autumn 2010</p>

Area	Action & evidence/performance indicators	Timescale (date to be completed by)	Name of staff responsible (including Senior Manager)	Evaluation/Impact	Review Body & Date
<p>A7 To develop equality data on students transferring from first year to second year of a two year Advanced Level programme and take action as appropriate.</p>	<p>Needs to form part of the E&D KPI report</p>	<p>Autumn 2010</p>	<p>GPB/SDH/ LJ/CH</p>		<p>Equality & Diversity Committee SMG Governors Autumn 2010</p>
<p>A8 To make available and analyse equality data on the progression of students to HE and take action as appropriate.</p>	<p>Needs to form part of the E&D KPI report</p>	<p>Autumn 2010</p>	<p>GPB/LJ/SB/CH</p>		<p>Equality & Diversity Committee SMG Governors Autumn 2010</p>
<p>A9 To begin to review formally the equality impact assessment of College policies and procedures and to include equality impact assessment from the point of inception for all new College policies and procedures.</p>	<p>Training on Equality Impact Assessments needs to be developed and undertaken by SMG, Governors, members of Equality and Diversity Committee before being rolled out to all relevant staff. Auditing of college practices and policies to indicate high priority ones needs to occur.</p>	<p>Autumn 2010</p>	<p>LJ</p>		<p>Equality & Diversity Committee SMG Governors Autumn 2010</p>
<p>A10 To ensure Staff Development regularly includes issues connected with equality and diversity.</p>	<p>Include an item on the staff development and appraisal committee on equality and diversity at least once a year.</p>	<p>Autumn 2010</p>	<p>JW</p>		<p>Staff Development & Appraisal Committee SMG Autumn 2010</p>

Area	Action & evidence/performance indicators	Timescale (date to be completed by)	Name of staff responsible (including Senior Manager)	Evaluation/Impact	Review Body & Date
<p>A11 To ensure equality and diversity issues are featured in staff and student induction programmes</p>	<p>Include equality and diversity in all staff induction programmes as appropriate</p>	<p>Autumn 2010</p>	<p>JW</p>		<p>SMG Autumn 2010</p>
<p>A12 To develop College's recording of complaints and to monitor and act upon any relating to equality and diversity issues</p>	<p>To develop system of recording complaints which is applied consistently by key staff. Procedures regarding equality and diversity are to be employed. Assistance with making complaints to be outlined in Charter</p>	<p>Autumn 2010</p>	<p>TJF/AB/SDH</p>		<p>SMG Autumn 2010</p>

B. Marketing/Recruitment

- Objective 1:* to ensure that the College's strategic objective and commitment of valuing diversity and embedding equality in all that we do is communicated clearly to all prospective students, staff and users of the College
- Objective 2:* to ensure that the College's procedures for recruitment of students and staff are fully accessible to all applicants irrespective of age, disability, gender, gender identity, race, religion or belief, sexual orientation and socio-economic background
- Objective 3:* to record equality information disclosed about students/staff on College's Management Information Systems and to consider the implications of this information for the student's and member of staff's experience at the College

Area	Action & evidence/performance indicators	Timescale (date to be completed by)	Name of staff responsible (including Senior Manager)	Evaluation/Impact	Review Body & Date
<p>B1 Continue to promote and market the opportunities offered by the College to all students and staff irrespective of age, disability, gender, gender identity, race, religion or belief, sexual orientation and socio-economic background. Ensure the College's commitment to equality and diversity is highlighted in all documents potentially used by prospective students, staff and users of the College</p>	<p>Continue to scrutinise publicly available documentation and marketing and recruitment materials to ensure that College's commitment to equality and diversity is clearly flagged up. Update materials for adult and community education. Agree a common OE statement and strap line which is included on all materials; ensure images reflect the diversity of our</p>	<p>Ongoing. First phase – prospectus and materials for liaison and Open Evenings November 2010. Second phase – Summer 2011</p>	<p>AB/JAH/DD</p>		<p>SMG Equality & Diversity Committee Summer 2011</p>

Area	Action & evidence/performance indicators	Timescale (date to be completed by)	Name of staff responsible (including Senior Manager)	Evaluation/Impact	Review Body & Date
including marketing and recruitment materials. Continue to produce diverse, non-stereotypical images in all marketing materials.	college and local community and serve to promote an aspirational culture.				
B2 To continue to give a high profile to equality and diversity at Open Evenings	Ensure wall displays, images and student representatives reflect and promote diversity. Highlight equality and diversity messages in Principal's talk. Identify visitors with access/mobility difficulties or other needs and make appropriate arrangements. Advertise how College can accommodate needs in advance. Include an appropriate question relating to this on Open Evening evaluation questionnaire	Autumn 2010	TJF/AB/LJ/SDH /JAH/JOC/ Directors		GMG Autumn 2010
B3 To continue to challenge stereotypes in subject choices	Scrutinise department literature and marketing materials. Incorporate awareness into staff training: bridging/ enrolment training; subject and Programme Area meetings	Ongoing Autumn 2011	AB/SDH/LJ/ Directors		Combined Meeting Autumn 2011

Area	Action & evidence/performance indicators	Timescale (date to be completed by)	Name of staff responsible (including Senior Manager)	Evaluation/Impact	Review Body & Date
<p>B4 To continue to provide methods of disclosure on student and staff application forms and to ensure students/staff know why disclosure is sought</p>	<p>Review the staff and student application forms to ensure disclosure is appropriately highlighted. Review the equal opportunities staff monitoring form to ensure compliance with legislation and the information the College wishes to collect. Ensure staff are aware of the equality and diversity data that is collated for every appointment</p>	<p>Ongoing Summer 2011</p>	<p>TJF/AB/DD/LJ</p>		<p>Equality & Diversity Committee Autumn 2011</p>
<p>B5 To continue to record student and staff application disclosures appropriately and sensitively on the College MIS system</p>	<p>Further develop procedures and Unit-e to ensure staff have access to relevant information relating to the needs of students. Ensure that the annual Staff Individual Record is compliant with regulations</p>	<p>Autumn 2011</p>	<p>JOC/CH/AB/DD/TJF</p>		<p>GMG Autumn 2011 Audit Committee Summer 2011</p>
<p>B6 To continue to ensure students and staff with disabilities receive appropriate support and advice at application and recruitment stages</p>	<p>Appropriate information is collected via the application form and at interviews. Relevant action is taken to ensure support.</p>	<p>Autumn 2011</p>	<p>JOC/AB/DD/TJF</p>		<p>Staff/Student Disability Equality Focus Group Disability, Equality & Diversity Committee Autumn 2011</p>

Area	Action & evidence/performance indicators	Timescale (date to be completed by)	Name of staff responsible (including Senior Manager)	Evaluation/Impact	Review Body & Date
<p>B7 To continue to ensure there is sufficient time to discuss equality issues at application and enrolment stages</p>	<p>An annual staff questionnaire is distributed relating to disability and support needs. A similar student questionnaire and guidelines for referral post enrolment are in place. Review of such procedures/practices will take place. Learning Support records and records of staff support interviews are held. This is built in to guidance/enrolment procedures and practice. Further emphasis will be placed on this in guidance/enrolment training and materials. Appropriate questions will be included on the enrolment evaluation questionnaires.</p>	<p>Summer 2010</p>	<p>AB/SDH/JOC/DD</p>		<p>Equality & Diversity Committee Staff/Student Disability Focus Group Spring 2010</p>
<p>B8 To analyse recruitment trends for students/staff over a 3 year period and take actions as appropriate</p>	<p>Manage data to ensure clear presentation and easy analysis. Further develop awareness via staff training and incorporate into new SA reporting</p>	<p>Summer 2011</p>	<p>AB/LJ/SDH/GPB/TJF/DD</p>		<p>Equality & Diversity Committee Summer 2011</p>

Area	Action & evidence/performance indicators	Timescale (date to be completed by)	Name of staff responsible (including Senior Manager)	Evaluation/Impact	Review Body & Date
<p>B9 To ensure that contractors employed by the College and any work experience placements are aware of the College's expectations regarding equality</p>	<p>Review materials sent out and ensure that contractors and work placement providers are sent details of the College's Equality and Diversity Policy</p>	<p>Autumn 2010</p>	<p>JAH/AB/WDT /TJF</p>		<p>Equality & Diversity Committee Spring 2010</p>

C. Support, Guidance & Welfare

Objective 1: to provide clear and coherent pastoral support for all students and staff irrespective of age, disability, gender, gender identity, race, religion or belief, sexual orientation and socio-economic background

Objective 2: to ensure accessibility to the full range of Guidance and Welfare Services for all students and staff irrespective of age, disability, gender, gender identity, race, religion or belief, sexual orientation and socio-economic background

Area	Action & evidence/performance indicators	Timescale (date to be completed by)	Name of staff responsible (including Senior Manager)	Evaluation/Impact	Review Body & Date
C1 To continue to ensure disclosures are passed on to relevant staff as appropriate and when a student changes tutor/teacher	Develop use of database to record equality needs/issues. Develop dissemination of data to relevant staff, especially at key transition points	Autumn Term 2010	AB/JOC		Combined meeting Autumn 2010
C2 To continue to ensure equality needs are met in tutorial provision	Review content and delivery of tutorial programme to ensure equality and diversity issues are discussed and students receive equality of opportunity. Develop tutorial programme in Spring Term	Autumn Term 2010	AB/LJ/Principal Tutors		GMG Autumn 2010

Area	Action & evidence/performance indicators	Timescale (date to be completed by)	Name of staff responsible (including Senior Manager)	Evaluation/Impact	Review Body & Date
<p>C3 To continue to promote the college's commitment to valuing diversity through events to celebrate Black History Month and LGBT History Month and through community cohesion and "Make a Difference" events</p>	<p>Raise profile even further of Black History Month, LGBT History Month, 'Make a Difference' event and work of various community groups. Activities in tutorial programme and discussions at SA meetings to increase even further. Raise profile of Chaplain and her multi-faith remit.</p>	<p>Summer 2011</p>	<p>LJ/AB/JOC</p>		<p>Equality & Diversity Committee Summer 2011</p>
<p>C4 To explore the use of data to indicate the profile of students who access student support services such as mentors, HE/Careers advisers, College counsellor</p>	<p>Work with Data Manager to see feasibility of recording access and disaggregating data. Have data systems in place</p>	<p>Autumn Term 2011</p>	<p>AB/LJ/ SH/CH</p>		<p>Equality & Diversity Committee Spring 2012</p>
<p>C5 To develop the use of the "Learner Voice" through representative focus groups and by disaggregating results of student views questionnaires</p>	<p>Develop role of student focus groups and ensure composition reflects diversity of College. Consider how student views expressed on questionnaires which, at present, are anonymous can be disaggregated</p>	<p>Spring 2011</p>	<p>GPB/LJ</p>		<p>CMG/GMG/SMG Summer 2011</p>

Area	Action & evidence/performance indicators	Timescale (date to be completed by)	Name of staff responsible (including Senior Manager)	Evaluation/Impact	Review Body & Date
<p>C6 To continue to ensure students contribute fully to the College's decision-making practices through involvement in committees; role of SA Executive and in appointments of staff. Ensure that students involved are representative of the College's student body</p>	<p>Continue to ensure decision making processes include representative students and that there are appropriate mechanisms for students to express their views. Minutes of meetings to indicate these practices</p>	<p>Ongoing</p>	<p>SMG</p>		<p>SMG Summer 2011</p>
<p>C7 To publicise the College's Learner Support Fund, Transport Subsidy Scheme and Darlington Educational Charity further to ensure all students who are eligible have access to financial help.</p>	<p>Publicise sources of financial help to ensure equality of opportunity to current and prospective students via student planner, marketing materials, Bulletin, website and SA meetings</p>	<p>Summer 2011</p>	<p>LJ/ AB/SH/ Finance staff</p>		<p>SMG Summer 2011</p>
<p>C8 To continue to ensure that equality and diversity issues are regularly discussed in support, guidance and welfare meetings and that support for students/staff is publicised and made available</p>	<p>Equality & Diversity issues to feature prominently in range of College meetings and committees to ensure appropriate support in place for students and staff and to ensure diversity is celebrated. Minutes of meetings to record these discussions</p>	<p>Ongoing</p>	<p>SMG</p>		<p>GMG/CMG SMG Summer 2010</p>

D. Teaching & Learning/Curriculum

- Objective 1:* to provide a clear, coherent and positive learning experience for all students irrespective of age, disability, gender, gender identity, race, religion or belief, sexual orientation and socio-economic background
- Objective 2:* to maximise the opportunities for all students to achieve their potential irrespective of age, disability, gender, gender identity, race, religion or belief, sexual orientation and socio-economic background
- Objective 3:* to design all teaching to be accessible wherever possible to all students irrespective of age, disability, gender, gender identity, race, religion or belief, sexual orientation and socio-economic background
- Objective 4:* to provide accessible examination and assessment arrangements, wherever possible, to all students irrespective of age, disability, gender, gender identity, race, religion or belief, sexual orientation and socio-economic background

Area	Action & evidence/performance indicators	Timescale (date to be completed by)	Name of staff responsible (including Senior Manager)	Evaluation/Impact	Review Body & Date
D1 To continue to meet the needs of all students irrespective of age, disability, gender, gender identity, race, religion or belief, sexual orientation and Socio-economic background by staff being constantly sensitive to possible different learning needs and to diversity of students	Include as a regular item on Curriculum/Programme Area meetings. Continue to monitor success rates of students regarding disability, gender and race and take appropriate actions.	Spring 2011	SDH/Directors/ Course leaders		CMG SMG Equality & Diversity Committee Summer 2011

Area	Action & evidence/performance indicators	Timescale (date to be completed by)	Name of staff responsible (including Senior Manager)	Evaluation/Impact	Review Body & Date
<p>D2 To continue to include diverse non-stereotypical images and examples in any teaching and learning materials the College produces or uses</p>	<p>Include in an agenda item on Curriculum Programme Area meetings. Minutes of meetings</p>	<p>Spring 2011</p>	<p>SDH/ Directors /Course Leaders</p>		<p>CMG/SMG Summer 2011</p>
<p>D3 To develop the use of teaching and learning strategies which maximise the opportunities for the achievements of all students and which contribute to the promotion of equality and diversity in the classroom</p>	<p>Staff development on teaching and learning to take place. Evidence of ranges of learning styles being addressed in Schemes of Work and in lesson plans.</p>	<p>Ongoing</p>	<p>GPB/JW/SDH</p>		<p>CMG/SMG Summer 2011</p>
<p>D4 To develop the use of resources and specialist equipment which allow all students to achieve</p>	<p>Respond in a positive way to requests for specialist equipment and resources.</p>	<p>Ongoing</p>	<p>SDH/JW</p>		<p>Staff/Student Disability Equality Focus Group Equality & Diversity Committee Summer 2011</p>
<p>D5 To develop the College's Lesson Observation scheme to ensure good practice regarding equality and diversity is shared and staff development needs are able to be met</p>	<p>Build into the lesson observation scheme procedures for responding to staff development needs and opportunities. Appropriate training for observers. Reference to Equality and</p>	<p>Spring 2011</p>	<p>GPB/JW/LJ</p>		<p>CMG/SMG Summer 2011</p>

Area	Action & evidence/performance indicators	Timescale (date to be completed by)	Name of staff responsible (including Senior Manager)	Evaluation/Impact	Review Body & Date
	Diversity in feedback sessions				
D6 To develop further the inclusion of equality and diversity data and actions in Programme Area/Course action plans and Self-Assessment reports	To be included in SAR processes for new Common Inspection Framework from 2010. Data and evaluation included in SARs and plans.	Autumn 2011	SDH Directors Course Leaders		SMG Autumn 2011
D7 To develop the recording of teaching and learning practices related to equality and diversity into schemes of work and lesson plans.	References to Equality and Diversity in Schemes of Work	Spring 2011	SDH Directors Course Leaders		SMG Summer 2011
D8 To continue to ensure that equality and diversity issues are discussed regularly in curriculum and teaching and learning meetings	Included in agendas and minutes	Ongoing	SDH Directors Course Leaders		CMG SMG Spring 2011

E. Accessible Documentation & Communication

Objective 1: to ensure that where practicable all College documentation, publications and means of communication are accessible to all students, staff, governors and the wider community irrespective of age, disability, gender, gender identity, race, religion or belief, sexual orientation and socio-economic background

Area	Action & evidence/performance indicators	Timescale (date to be completed by)	Name of staff responsible (including Senior Manager)	Evaluation/Impact	Review Body & Date
E1 To continue to ensure that all users of the College are aware that publications can be made available in different formats and languages	Update model publication scheme and guidance to include clear statement regarding alternative formats and language availability.	August 2010	JW/LJ		SMG Equality & Diversity Committee Autumn 2010
E2 To develop staff training and resources to ensure that members of staff can communicate effectively with all users of the College	Continue to improve communication methods in College and ensure staff are trained as appropriate.	Ongoing	JD/JW		SMG Spring 2011
E3 To ensure that all College documentation and communication (including website) is accessible for all College users	Continue to offer College documentation in a variety of formats and languages. Review all College web based materials to ensure that they are accessible for all College users.	Ongoing	AB/JW		SMG Spring 2011

Area	Action & evidence/performance indicators	Timescale (date to be completed by)	Name of staff responsible (including Senior Manager)	Evaluation/Impact	Review Body & Date
<p>E4 To ensure departmental systems are in place to review resources and documentation for accessibility and to consider ways in which material can be transferred to alternative formats as responses to individual requests.</p>	<p>Have agenda item on Equality and Diversity Committee to discuss resources and documentation in respect to accessibility.</p> <p>Have agenda item on Curriculum/Programme Area meetings</p>	<p>Summer 2011</p>	<p>LJ/SDH/JOC</p>		<p>CMG Equality & Diversity Committee SMG Autumn 2011</p>

F. Accessible Buildings & Resources

Objective 1: to ensure that, where practicable, all new and existing College buildings are accessible to all users of the College

Objective 2: to ensure that access issues are built into new policies and procedures as these are developed and into new projects whether new build or refurbishment

Area	Action & evidence/performance indicators	Timescale (date to be completed by)	Name of staff responsible (including Senior Manager)	Evaluation/Impact	Review Body & Date
F1 To maintain ease of wheelchair access wherever possible to all areas of the College	Visual inspection of corridors. Keeping colleagues and students aware of the mission	ongoing	TJF/WDT		SMG Autumn 2010
F2 To maintain staff awareness of the availability of keys for the lifts	Regular checks with relevant members of staff	ongoing	TJF/WDT		SMG Autumn 2010
F3 To ease the opening of doors to make them less "heavy"	Replace or renovate doors at student entrance to improve suitability	December 2010	TJF/WDT		SMG Spring 2011
F4 To continue to keep reviewing the number and geography of disabled parking spaces to meet needs of students, staff and users	Maintain regular review and reporting via Estates meeting and WDT's weekly meeting to TJF	ongoing	TJF/WDT		Estates meeting and WDT weekly meeting with TJF

Area	Action & evidence/performance indicators	Timescale (date to be completed by)	Name of staff responsible (including Senior Manager)	Evaluation/Impact	Review Body & Date
<p>F5 To provide further study/social space for students with disabilities in consultation with relevant students</p>	<p>Allocate Room 117 to Learning Support function</p>	<p>September 2010</p>	<p>JOC/WDT/TJF</p>		<p>GMG Spring 2011</p>
<p>F6 To continue to ensure risk assessment and fire safety procedures are reviewed for students with disabilities</p>	<p>Ensure relevant policies and procedures are reviewed. Incorporate discussion of provision of safety for disabled students and staff in regular dialogues/visits with fire safety officer.</p>	<p>ongoing</p>	<p>WDT/LJ/TJF</p>		<p>WDT weekly meeting with TJF</p>
<p>F7 To monitor the plans of all further new buildings and refurbishment to ensure accessibility for all staff, students, governors and users of the College</p>	<p>Ensure that accessibility issues are thoroughly considered and appropriate actions taken during the design and build stages of any future estate development of the College and/or Arts Centre sites.</p>	<p>ongoing</p>	<p>TJF</p>		<p>SMG Spring 2011</p>