

Equality, Diversity & Inclusion (EDI) Policy

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Confetti Institute of Creative Technologies

Confetti Institute of Creative Technologies (Confetti ICT) is based in Nottingham with its main campus in the city centre. As a training provider with a diverse catchment area, Confetti ICT is proud of its diversity and welcomes the way in which it enriches the experience of all students, staff and visitors.

Mission Statement

"I promise my team at Confetti will work to the very best of their ability to help you achieve to the very best of yours" Craig Chettle, Managing Director.

Scope

This policy sets out the requirements and responsibilities of Confetti ICT for ensuring and advancing equity and fairness to all members of the Confetti ICT community. The policy also establishes clear guidance; principles; structures and monitoring arrangements with regard to EDI. The content and guidance should be applied to all Confetti ICT community including: visitors; contractors; employers; parents and other third parties. Confetti ICT is proud of its diversity and values the way in which this diversity enriches the life of Confetti ICT and the experience of all its community.

Our Values

Confetti ICT has identified the following core values, which underpin all its activities:

Valuing learners

- Removing barriers to learning
- Listening and responding to learners' needs
- Striving for continuous improvement in services provided
- Providing a supportive and stimulating learning environment
- Encouraging learners to develop the skills and aptitudes for effective citizenship.

Valuing staff

- Providing opportunities for training and development
- Encouraging staff to contribute fully to the mission of Confetti ICT
- Encouraging a commitment and pride in working together for a common purpose
- Embracing best practice in employment and employee relations.

Valuing our communities

- Treating all with parity of esteem
- Providing equality of access to resources
- Assisting people to contribute to the life of their community through learning
- Reflecting and celebrating the cultural diversity of greater Nottingham
- Providing clear and accessible learning pathways
- Working in partnership and common purpose with community groups, employers, schools and other providers.

Valuing the environment

- Providing learning which encourages individual and corporate responsibility for a sustainable future
- Managing our resources to support the development of Confetti ICT and its future
- Providing a safe, pleasant and healthy environment.

Overview

Confetti is committed to advancing Equality, Diversity and Inclusion (EDI) by:

- Eliminating discrimination, harassment, victimisation and fostering good relations
- Ensuring EDI is holistically embedded into the culture of Confetti ICT
- Ensuring strategic planning, direction and policy formulation is informed by EDI via Equality Analysis (EA)
- Advancing social cohesion and building community links
- Respecting the dignity of all people who visit, study and work at Confetti ICT
- Ensuring conditions encourage all learners to participate, progress and achieve in their learning
- Ensuring conditions encourage all staff to participate, progress and achieve in their career
- Actively challenging and resolving unacceptable actions and behaviours such as harassment or bullying
- Advancing a culture of non-discrimination and respect in order to promote equality and to enable fair treatment of actual or potential employees, learners and visitors.

The commitment to EDI is endorsed and led by the Equality and Diversity Group. All Confetti ICT staff and learners have responsibilities in relation to EDI and are encouraged to advance awareness of equality and actively challenge all instances of inequality, thus helping to remove barriers to access, achievement and progression. Confetti ICT is committed to equality of opportunity and will not tolerate unfair discrimination, harassment or victimisation relating to any of the nine protected characteristics in the Equality Act 2010:

- Age
- Disability
- Gender
- Gender Reassignment
- Marriage & Civil Partnership (in employment practices only)
- Pregnancy & Maternity
- Race – (this includes ethnic or national origins, colour and nationality)
- Religion or Belief
- Sexual Orientation

Confetti ICT respects the dignity and diversity of all our learners and employees, regardless of personal characteristics and differences. It is our aim to give everyone the greatest opportunity to develop and fulfil individuals' potential. We value the contribution each person can make to Confetti ICT. We believe that treating people fairly is right and makes good business sense. This means that Confetti ICT will:

- Not tolerate any form of victimisation, discrimination or harassment on any grounds
- Provide appropriate, sensitive and accessible services to everyone
- Work with communities to eradicate prejudice, discrimination, harassment and negative stereotyping
- Support campaigns for fair laws which treat people equally and protect groups from discrimination

- Ensure that everybody who studies or works at Confetti ICT is respected and valued
- Make reasonable adjustments for disabled learners and staff to ensure fair and equal access to services and opportunities
- Treat people fairly and develop staff and learners so that they are able to reach their full potential.

Equality Act 2010 protects people at work as employees, or people using a service from discrimination, harassment and victimisation. Our commitment to advancing equality of opportunities as an employer and education provider goes beyond legislative compliance to promoting positive relationships with all stakeholders, partners and the local community.

Our aim is to create an environment where people give of their best, allowing them to develop and grow and achieve their full potential. We aim to achieve this commitment by treating all Confetti ICT users equitably, and by removing barriers to advancing a cohesive community and a culture of fairness.

How will Confetti ICT ensure that equality, diversity and inclusion are at the heart of all activity?

- By requiring senior staff to lead by example in treating all staff and learners with respect and being fair and reasonable
- By expecting all staff and learners to behave in a way that others will see is respectful and fair to them
- By continuing to review systems by which any behaviour that is intimidating, discriminatory or otherwise contrary to the EDI policy, can be dealt with rapidly and effectively, in an environment which positively supports those who challenge such behaviours.

Responsibilities and Structures

Leadership and Management

Confetti ICT will integrate the following principles into all aspects of leadership and management:

- Proactivity in promoting equality and diversity and good race relations
- Tackling unlawful discrimination
- Encouraging, supporting and enabling all students and staff to reach their full potential
- Working in partnership with stakeholders and, in particular, the wider community to tackle all forms of discrimination and establish, promote and disseminate racial equality good practice
- Seeking to ensure that all staff, students and other members of Confetti ICT promote, support and comply with the policy.

The Senior Management Team

It is the responsibility of the Senior Management Team of the Confetti Media Group to:

- Ensure a strategic framework that fosters a positive ethos with regard to equality and diversity and the elimination of all forms of discrimination
- Ensure that members are aware of the Senior Management Team's statutory responsibilities in relation to equalities legislation
- Ensure that Confetti ICT complies with all equality and diversity related legislation including the general and specific duties contained in the Equality Act 2010
- Ensure that the policy is implemented.

The Managing Director

It is the responsibility of the Managing Director to:

- Give a consistent and high profile lead on equality and diversity issues
- Promote the equality and diversity policy inside and outside of the organisation

- Ensure that the policy, its related procedures and strategies are implemented
- Ensure that all staff are aware of their responsibilities under the policy and are given appropriate training so that they can fulfil their responsibilities
- Ensure that students are aware of their responsibilities under the policy
- Ensure that disciplinary action is taken against staff and students who discriminate or harass others.

All Managers of Confetti ICT

It is the responsibility of Managers of Confetti ICT to:

- Take the lead in creating a positive ethos in relation to equality and diversity and in putting the policy into practice
- Ensure that they are aware of Confetti ICT's statutory duties in relation to equalities legislation
- Treat all concerns with regard to equalities issues raised by students and staff seriously and with sensitivity, to investigate and, if appropriate, instigate disciplinary action against staff and students who discriminate or harass others
- Deal with incidents of discrimination and harassment.

All Staff of Confetti ICT

Everyone in the Confetti ICT community has a responsibility to give full and active support for the EDI policy by ensuring:

- the policy is known, understood and implemented
- their behaviour at all times takes into account the sensibilities of others
- everyone is treated with respect and dignity
- behaviour not in accordance with the EDI policy is challenged and acted upon.

It is the responsibility of all Confetti ICT staff to:

- Inform themselves of the content and implications of the policy and to put the policy into practice
- To seek appropriate training to ensure that they are confident that their own actions and professional practice (including customer interface, lesson plans, schemes of work, the design and content of materials used, relationships with colleagues etc.) are consistent with the policy and that they can confidently challenge bias, stereotyping, discrimination and harassment as it arises
- Deal with incidents of discrimination
- Not discriminate on any grounds
- Keep up to date with equalities legislation by attending training events and take note of related information organised and disseminated by Confetti ICT.

Students of Confetti ICT

It is the responsibility of students of Confetti ICT to:

- Ensure that they are aware of the content and implications of the policy
- Ensure that they treat all members of Confetti ICT with respect and do not engage in bias, stereotyping, harassment or discrimination
- Report any incident that contravenes this policy to a member of staff.

Partners and Contractors

It is the responsibility of all Confetti ICT partners and contractors to:

- Ensure that they are aware of the content and implications of the policy
- Ensure that they treat all members of Confetti ICT with respect and do not engage in bias, stereotyping, harassment or discrimination
- Report any incident that contravenes this policy to a member of staff.

Key Principles and Commitments

Confetti ICT strongly believes that the diversity of the local communities is one of our greatest strengths and our most valuable asset. Confetti ICT is fully committed to EDI and believes that all individuals have an equal right to develop and achieve their full potential. We firmly believe that our work within Confetti ICT, with local communities, partners and other agencies, will assist in pulling together a means to promote a culture and a community that celebrates and welcomes diversity.

In accordance with the Equality Act 2010, Confetti ICT supports the development of a society in which:

- People's ability to achieve their potential is not limited by prejudice or discrimination
- There is respect for and protection of each individual's human rights
- There is respect for the dignity and worth of each individual
- Each individual has an equal opportunity to participate in society
- There is mutual respect between groups based on understanding and valuing of diversity and on shared respect for equality and human rights.

Confetti ICT believes that all forms of prejudice and discrimination are unacceptable.

Confetti ICT recognises its obligations and responsibilities as an employer and as a major provider of education. Confetti ICT will seek to reflect its commitment to EDI in its dealings with members of the public, other agencies and suppliers of services and supplies.

Confetti ICT will seek to challenge inequality, prejudice and discrimination whether direct, indirect, associative or by perception and embraces diversity in all its aspects, and aims to employ a diverse workforce.

Confetti ICT treats all members of its community with respect and dignity, and seeks to provide a culture and environment free from discrimination, harassment and victimisation. Confetti ICT will not tolerate any form of prejudice or discriminatory behaviour against members of its community, from either inside or from out.

In seeking to achieve a balanced workforce at all levels, Confetti ICT will ensure that no employee, job applicant or candidate for promotion will be disadvantaged, or treated less favourably because of conditions or requirements that are not related to the job. Reasonable adjustments will be made to arrangements and premises to ensure equal access for disabled members of the Confetti ICT community, or potential members.

In order to ensure that all members, or potential members of the Confetti ICT community, are treated with equality and fairness at all stages of employment and enrolment and that their treatment is based solely on open, fair and objective criteria, Confetti ICT will ensure that equality issues are embedded into all its policies and procedures through the effective implementation of Equality Analyses.

Confetti ICT is committed to the social model of disability in that we will aim to recognise and remove the barriers that prevent or make it difficult for disabled people to use our services or to be employed by us, wherever reasonably possible. These barriers include those not just in the physical environment but the attitudes and behaviour of staff, our policies, systems and processes that govern how we carry out our functions.

Implementation

Curriculum

Confetti ICT will:

- Avoid perpetuation of stereotyping in the content and range of its provision
- Provide progression routes to enable students to reach their maximum potential
- Monitor and evaluate the recruitment, progress and achievement of different groups of learners and review against benchmark data to identify areas for improvement
- Ensure that the curriculum deals effectively with issues of equality and diversity.

Teaching and Learning

Confetti ICT will:

- Ensure that curriculum planning, staff selection, induction and professional development and course review are all designed to foster teaching and learning strategies which promote equality and diversity
- Ensure that teaching and learning strategies make explicit commitment to the use of lesson planning, schemes of work, learning resources and activities which promote equality and celebrate diversity
- Ensure, through the above and other training, that teaching staff create an environment free of prejudice, discrimination and harassment where students can contribute fully and freely and feel valued
- Ensure that the internal inspection, observation and self-assessment process will be designed to review the impact of teaching and learning on different groups of learners and to identify and address any inequalities.

Marketing

Confetti ICT will:

- Promote the use of positive images regarding gender, race, age and disability
- Engages in market research which will identify groups which do not participate and their perceptions of the barriers to their participation
- Take appropriate actions to break down identified barriers and actively encourage participation.

Admissions and Access

Confetti ICT will:

- Ensure that it takes steps that attracts learners from a diverse range of backgrounds
- Ensure that admissions processes are applied consistently and fairly to all applicants
- Ensure that everyone involved in interviewing and selecting applicants knows about the Equality and Diversity Policy and that they have received training in putting the policy into practice
- Provide clear, accessible and welcoming information and advice about learning opportunities
- Work to customer care standards designed to promote access and participation from all groups
- Interview and assess applicants against clear and transparent criteria to ensure that they are placed on courses where they can succeed
- Inform course placement by explicit entry criteria and ensure that placement decisions are transparent and equitable
- Ensure that recruitment is monitored to identify and address inequality.

Guidance and Student Support

A range of services is available for all students according to their needs including:

- Initial advice and guidance, tutor support and progression guidance
- Assessment of individual needs so that appropriate additional support can be provided
- Flexible examination and assessment arrangements for students with additional needs
- Welfare advice, including referral to childcare facilities and specialist counselling
- The use of guidance and support services to identify and address any inequalities.

Achievement, Progression and Assessment

Confetti ICT will:

- Ensure that Confetti ICT staff use a range of assessment strategies to meet the particular needs of individual learners within the frameworks set by awarding bodies
- Ensure that learners receive regular, planned formative assessment to monitor groups who have been traditionally under-represented in education and training
- Monitor retention and achievement by ethnicity, gender and disability and ensure that curriculum leaders and teaching staff take action to address identified inequalities.

Customer Satisfaction

Confetti ICT will make use of information obtained from customer surveys and feedback processes to:

- Ascertain the views of students on the quality and effectiveness of its services and provision
- Analyse according to different client groups and compare with available benchmark data to inform improvement strategies and action plans.

Staff Recruitment and Selection, Induction and Professional Development

Confetti ICT is committed to:

- Providing Equality training for all staff as a condition of employment
- Developing its policies and procedures to include strategies which will redress imbalances and reduce barriers to employment for under-represented groups
- Ensuring that employment, promotion and development opportunities are advertised locally or nationally as appropriate
- Promoting family friendly policies and be sensitive to the religious needs of staff
- Ensuring that all recruitment and selection processes are free from bias and discriminatory practice
- Ensuring that everyone who is involved in recruitment and selection is effectively trained and knows what to do to avoid discriminating intentionally or otherwise
- Ensuring that the quality of induction for new staff enhances their potential for success within the job in question
- Ensuring that the induction of new staff covers all aspects of Confetti ICT's policy and practice
- Ensuring that all staff are aware of their entitlement to training particularly such training as is required to support them in working with new groups or individual learners with particular learning, access and/or support needs
- Principles of equality being integrated within processes for determining salaries and grading.

Quality Assurance

Confetti ICT recognises the centrality of equality to quality assessment and improvement and will as part of the regular staff and student monitoring:

- Ensure that there is an Annual Equality and Diversity Report which reports detailed patterns of participation and progress amongst all groups of learners and staff
- Ensure that (where they exist) equality and diversity benchmarks are used in setting and monitoring targets and performance measures
- Ensure that the annual self-assessment and internal inspection processes and procedures highlight the impact of curriculum and service delivery on equality and diversity

- Ensure that the outcomes of equality and diversity monitoring and assessment inform quality improvement plans at all levels and that these plans address identified inequalities and target improvements.

Student Induction

Confetti ICT will:

- Ensure that students are provided with a general induction, which, amongst other elements, covers information about Confetti ICT's approach
- Provide supplementary student material which promotes equality and ensures that students are aware of their rights, their responsibilities and how to get help and support in relation to issues of harassment and/or discrimination.

Student Discipline and Exclusions

Confetti ICT will:

- Ensure that there is a published, clear and transparent code of discipline for students
- Ensure that all processes relating to the disciplining of students are fair and transparent
- Ensure that students facing disciplinary situations or hearings are aware of their rights.

Social Infrastructure

Confetti ICT recognises the need to positively develop an ethos that celebrates diversity and promotes tolerance, respect and equality. Confetti ICT will:

- Ensure that the extra curricular activities and events cater for the interests or needs of all students and take account of any concerns about religion, belief or culture
- Develop and organise events which celebrate cultural, religious and racial diversity and understanding
- Ensure that world events with the potential to cause tension and divisions within Confetti ICT are treated sensitively by the staff and student body, and take the opportunity to further promote understanding, tolerance and respect
- Ensure that the visual and physical environment reinforces messages related to celebration of diversity and the promotion of equality.

Procurement and Outsourcing

Confetti ICT acknowledges that our duty to promote for example: disability, race and gender equality extends into those situations where any of our functions or services are contracted, or sub-contracted, to other companies, organisations, groups or individuals, as well as direct works such as building works and repairs.

Confetti ICT will:

- Ensure that it meets its duty as defined by legislation in functions that it carries out under contract or under other service agreements
- Take account of equality and diversity in contractual and other arrangements for delivering services
- Ensure that sanctions are taken against contractors or providers of services who do not follow the Confetti ICT Equality and Diversity Policy.

Confetti ICT Partnerships and Community Links

Confetti ICT recognises the crucial importance of a wide range of community and business partnerships in order to develop learning opportunities and services appropriate to and utilised by the diverse communities that Confetti ICT serves. Confetti ICT will:

- Develop extensive partnerships designed to promote participation amongst under-represented groups

- Work collaboratively with external organisations and partners to inform our own approach to equality and participate in such collaboration as required to contribute to equality and diversity work across the conurbation.

Finance and Physical Resources

Confetti ICT will:

- Continue to ensure its buildings and facilities are accessible for students with mobility or sensory difficulties through its accommodation strategy
- Provide a welcoming and safe environment for a range of students with additional needs in liaison with specialist agencies
- Make financial resources available to fund appropriate improvements as are deemed reasonable.

Planning, Monitoring, Evaluation and Communication

Planning

- The Equality and Diversity Policy will be reviewed on an annual basis
- Monitoring will be a continuous process of data gathering, analysis, questioning, investigation, proposals and change
- Ethnicity monitoring will utilise the Home Office recommended categorisation framework and will also take full account of the Data Protection Act 1998 in the collection, storing and analysis of ethnicity data
- Monitoring will be undertaken in accordance with best practice recommendations, particularly from bodies such as the Equality and Human Rights Commission and with regard to data protection principles
- Confetti ICT will collect and utilise monitoring data to monitor the recruitment, retention, achievement and progression of all students and will use this data to set targets for removing any identified disparities between groups of students. Monitoring data will also be used on attendance, formal disciplinaries, and complaints and will be used to inform planning and decision making
- Confetti ICT will collect and utilise monitoring data to monitor the recruitment, retention, development and progression of all staff and will use this data to set targets for removing any identified disparities between groups of staff.

The policy and its strategy will be monitored and evaluated to ensure progress and effectiveness in the following areas:

- The elimination of all forms of discrimination
- The promotion of equality and diversity
- The promotion of good race relations
- The utilisation of the results of reviews and assessments to inform planning and decision making.

Progress

Progress under the policy and against the implementation plan will be published annually in the Equality and Diversity Report that will be considered by the following groups:

- The Senior Management Team of Confetti Media Group
- The Confetti ICT Equality & Diversity Group.

Training and Development

- Training and development for students and staff will form an integral part of implementing the policy and the effectiveness of training will be monitored and evaluated.

Communication and Dissemination

Confetti ICT is committed to obtaining and listening to the experiences of different groups within the Confetti ICT community.

The policy will be published to students, staff and visitors to Confetti ICT.

Breaches of Policy and Complaints

Proven acts of discrimination, harassment, abuse or victimisation will be treated as a serious disciplinary offence. Staff and learners who feel they are being discriminated against should seek resolution through the complaints procedure outlined below if unable to resolve through informal means. Disciplinary action could include dismissal in the case of staff and expulsion in the case of learners.

Staff or learners who feel that they have experienced discrimination from third party members will receive support from Confetti ICT and Confetti ICT will take appropriate action where discrimination has been found.

Prospective staff who are dissatisfied with any aspect of the recruitment and selection procedure should write giving details to the Human Resources (HR) Manager. Prospective learners who consider that they have been unfairly treated with respect to their application should write giving details to the Head of Student Services. All complaints will be investigated and the complainant informed of any action taken.

No member of the Confetti ICT community shall be victimised as a result of giving information about any act by a person who contravenes this Policy. Persons making allegations, which are proved to be false, will be dealt with in accordance with Confetti ICT grievance, harassment and disciplinary procedures, as will any person who bullies or harasses another person who they believe has made an accusation against them, whether it be proved or not. All members of Confetti ICT will be able to report matters detailed in the Public Interest Disclosure Act 1998 without fear.

How to make a comment, compliment or complaint about this policy or any aspects or experiences of Confetti ICT:

- Learners should contact their personal tutor. They may also raise the issue with any of the following: course leader, Head of Department, Education Support Team
- Employees who wish to make a formal complaint should contact their line manager, a member of the Equality and Diversity Group or the HR Manager
- Parents/Carers should feel free to approach their son's or daughter's personal tutor or course leader
- Other third parties and members of the community can address their concerns by writing to: Head of Student Services, Confetti ICT, 6-10 Convent Street, Nottingham, NG1 3LL.

Legislative Requirements

This college policy statement affirms its commitment to the Equality Act 2010 which has strengthened and harmonised the current and previous equality legislation:

- Equal Pay Act 1970 (and 1983 Amendments)
- Special Educational Needs Act 2001
- Rehabilitation of Offenders Act 1974
- European Equal Treatment Directive 1976
- Sex Discrimination Act 1975 & 1986
- Sex Discrimination (Gender Reassignment) Regulations 1999
- Gender Equality Duty 2007
- Race Relations Act 1976
- Race Relations Amendment Act 2000
- Part Time Workers Regulations 2000
- Disability Discrimination Act 1995
- Disability Discrimination Act 2005
- Employment Equality (Sexual Orientation) Regulations 2003
- Employment Equality (Religion or Belief) Regulations 2003
- Employment Rights Act 1996
- Education and Skills Act 2006
- Protection from Harassment Act 1997
- Equality Act 2006
- Equality Act 2010
- Data Protection Act 1998
- Human Rights Act 1998
- Learning and Skills Act 2000
- Employment Equality (Age) Regulations 2006