



JOHN WHEATLEY COLLEGE

BOARD OF MANAGEMENT

RACE EQUALITY POLICY

1.0 Introduction

This is the approved Policy of the Board of Management of John Wheatley College produced in partnership with management, trades unions, professional association, student and staff representatives. John Wheatley College recognises the strength of a multi-cultural society and is committed to promoting equality of opportunity for all. The College values the diversity of its workforce and student population. The Race Equality Policy applies to all staff, students, partnership organisations, contractors and service providers who shall be required to follow the College's Race Equality Policy and associated policies.

The Race Relations Act 1976 places a general duty on most public authorities to promote race equality. Public authorities, including Further Education Colleges, are required by the Race Relations (Amendment) Act 2000 to have due regard to this general duty in everything they do. The aim of the policy is to fulfil the three requirements of the general duty by mainstreaming race equality throughout the College in all its policies and functions. The College must have due regard for the need:

- to eliminate unlawful racial discrimination; and
- to promote equality of opportunity and promote good race relations between people of different racial groups.

In addition, there are specific duties to assist the College in fulfilling the general duty. These specific duties were introduced as a result of the Race Relations Act 1976 (Statutory Duties) (Scotland) Order 2002. The

College is required to comply with the specific duties, which are outlined below:

- prepare a written statement of its policy for promoting race equality;
- have in place arrangements for fulfilling, as soon as reasonably practicable its duties under the Act;
- maintain a copy of its race equality policy;
- fulfil its duties in accordance with its arrangements;
- assess the impact of its policies, including its Race Equality Policy, on students and staff of different racial groups;
- monitor by reference to racial groups, the admission and progress of students and the recruitment and career progress of staff;
- include in its written statement of its Race Equality Policy an indication of its arrangements for publishing that statement and the results of its assessment and monitoring arrangements; and
- take such steps as are reasonably practicable to publish annually the results of its monitoring.

This policy and its implementation aims to meet these general and specific duties.

2.0 Format of this Policy

The purpose of this Policy is to clearly indicate how the College addresses its general and specific duties derived from the Race Relations Act 1976, the Race Relations (Amendment) Act 2000 and the Race Relations Act 1976 (Statutory Duties) (Scotland) Order 2002.

The College seeks to incorporate the general and specific duties within the mission and vision of the College and will address this with its Strategic and Operational Plans.

Mission Statement

John Wheatley College strives to provide an excellent lifelong learning environment for Glasgow's East End, Greater Easterhouse and the other communities it serves.

Vision Statement

John Wheatley College seeks to offer opportunities in Lifelong Learning of the highest quality to raise educational attainment levels in the East End of Glasgow and Greater Easterhouse to the Glasgow norm.

It also seeks to play a central role in the economic and social regeneration of these and other communities in its catchment area.

This policy indicates the functions of the College for which there is direct application of the Race Equality Policy. It also outlines the responsibilities of the Board, the Principal, managers, staff and students, in the College with respect to the application of the policy. The policy goes on to outline how it will be assessed, monitored and reviewed. The requirements of ethnic monitoring are defined along with the methods of promotion and publicity of the policy and the monitoring reviews.

The College recognises that the implementation of this policy must be undertaken by all of the College's staff in collaboration and goes on to outline the methods of consultation with staff, students and the communities it serves.

3.0 Functions of the College

The College's main function is to provide teaching and learning. Related functions to which the Race Equality Policy applies includes particular areas such as:

- student admissions and access;
- student achievement and assessment;
- provision of student guidance and support;
- curriculum design and delivery;
- staff recruitment, selection, career progression and professional development;
- working in partnership with the community and establishing community links;
- service delivery and procurement; and
- quality assurance in all policies and functions.

4.0 Responsibilities

The Board of Management of John Wheatley College recognises the positive benefits of a diverse staff and student body and its contribution to social and economic growth of the College and the communities it serves. It is the responsibility of the Board to ensure that the College fulfils its legal responsibilities under the Race Relations Act 1976, the Race Relations (Amendment) Act 2000 and the Race Relations Act 1976 (Statutory Duties) (Scotland) Order 2002. These responsibilities are outlined below.

4.1 The Board of Management shall therefore ensure that:

- the College complies with all race relations legislation requirements;
- procedures related to this policy and Race Equality Action Plan are implemented to promote the effectiveness of the Race Equality Policy;
- procedures related to this policy are implemented to enable all those responsible under the Act, to acknowledge their roles, responsibilities and accountabilities;
- the Race Equality Policy, Procedures and Action Plan are implemented, monitored, evaluated and reviewed continuously;
- the Personnel and Staffing Committee monitor and oversee the implementation of the College's statutory duties and monitor progress of the College's policies in respect of Race Equality (it shall be assisted in this process by the College's Equal Opportunities Development Forum and Joint Consultative Committees);
- the College's Strategic and Operational Plan demonstrate the Board's commitment to the Acts' general and specific legislative duties;
- positive race relations is promoted within the local and wider communities;
- all Board Members have a full understanding of the requirements of the Acts and, where appropriate, undertake the relevant training and development; and
- its members are proactive in seeking to promote and encourage Committee membership from ethnic groups.

4.2 The Principal has the duty and responsibility to ensure that:

- the policy and related procedures, mechanisms and strategies are implemented, monitored and reviewed effectively;
- the setting of strategic and operational targets seek to identify and reflect a fair representation of the College's communities;
- staff are clear about their role, responsibility and accountability under the Policy and appropriate training and support is provided to enable all staff to meet these responsibilities;

- positive race equality, race relations and best practice is promoted within and beyond the College and its communities;
- the spirit of the Policy is communicated to the College's partners and stakeholders to encourage challenging racism;
- the College adheres to the schedule established to review all existing policies and procedures to ensure compliance with the Race Equality Policy and relevant legislation;
- the College monitors and reports relevant data through the College's annual Equal Opportunities Monitoring Review to the College's Board of Management and its Committees;
- the impact of the Race Equality Policy and its application to other policies of the College on staff and students is assessed and reported regularly to the Board of Management and its Committees;
- action is taken, as defined by the Policy, against staff and students who are found to be discriminatory on racial grounds in any manner and, if appropriate, further awareness raising and training are provided;
- appropriate external parties are invited to participate in attending the College's Equal Opportunities Development Forum sub-committee to facilitate external consultation to promote race equality and good race relations within the community;
- the College's Race Equality Action Plan which governs the implementation of the Race Equality Policy and monitors, evaluates and reviews progress against targets is implemented;
- the progress of the Action Plan is reported regularly to the Board of Management and its Committees; and
- any external bodies, such as partners, contractors and service providers have in place a Race Equality Policy or are willing to undertake to follow the College's policy. External bodies shall be provided with a copy of the College's Policy and associated policies prior to the commencement of any contract or the provision of a service and services.

4.3 The Depute Principal has the responsibility for:

- co-ordinating the College's work on race equality and good race relations through chairing the College's Equal Opportunities Development Forum and any sub committees there of;
- implementing the College's Action Plan which shall govern the implementation of the Policy and monitor, evaluate and review progress against targets; and
- reporting regularly to the Board of Management and its Committees the progress of the Action Plan.

- 4.4 Senior, operational and line managers shall have the duty and responsibility to give full support to the College's Board of Management and the Principal in these matters by:
- putting the Policy, the Race Equality Action Plan and related procedures, mechanisms and strategies into practice and ensuring that they are implemented and monitored effectively;
 - making sure that all staff know their responsibilities and receive support and training;
 - following the relevant procedures and taking action against staff or students who may be discriminating unlawfully for reasons of race, colour, nationality, ethnic or national origins;
 - identifying a named person within their area of responsibility who shall provide advice and support within the sections or project teams on race equality and ensure that additional training is provided for these individuals; and
 - ensuring that any external bodies, such as partners, contractors and service providers have in place a Race Equality Policy or are willing to undertake to follow the College's policy. External bodies shall be provided with a copy of the College's Policy and associated policies prior to the commencement of any contract or the provision of a service or services.

4.5 Staff shall have the duty and responsibility for:

- dealing with racist incidents and for being able to recognise and challenge racial bias, stereotyping and racial discrimination;
- ensuring their attendance at training and development events and making themselves aware of documentary information provided by the College in relation to racial discrimination;
- promoting equal opportunities and good race relations, and avoiding discriminating unlawfully against anyone for reasons of race, colour, nationality, ethnic or national origins; and
- contributing within their area of responsibility to the development and promotion of good race relations and race equality through informal and formal mechanisms within the College such as service provision, programme planning, curriculum development and staff development.

4.6 Students shall have the duty and responsibility for:

- following the College's Race Equality Policy and other associated policies;

- promoting equal opportunities and good race relations, and avoiding discriminating unlawfully against anyone for reasons of race, colour, nationality, ethnic or national origins
- recognising and highlighting racial discrimination, stereotyping, racial bias; and
- contributing to the College's commitment to promote race equality and good race relations.

4.7 All partners, contractors and service providers are responsible for:

- demonstrating that they have in place a Race Equality Policy or agree to undertake to follow the College's policy and associated policies;
- following the College's Race Equality Policy and other associated policies, and any race equality conditions in contracts or agreements; and
- assisting the College to promote race equality and good race relations.

5.0 Functions and Policies

The College shall promote race equality and good race relations throughout all its policies and functions. It is recognised that the College has specific duties under the Act to assess and monitor the effect of its policies and functions on students and staff from different racial groups. The College shall consider race equality and good race relations at all stages when developing, assessing, implementing and monitoring its policies and functions.

5.1 Planning and Developing Policies

When planning, developing and implementing policies and functions the College shall:

- build the implications of race equality and good race relations into the development and implementation process of all policies and strategies by taking cognisance of the College's Race Equality Policy at all stages;
- develop and implement policies in partnership with management, Trades Unions, Professional Associations, student and staff representatives (and external bodies where appropriate);
- present all draft policies and procedures to the Equal Opportunities Development Forum for critical review in respect of their potential impact on students and staff;

- present all draft policies and procedures to senior and operational management for consultation and comment; and
- present all draft policies and procedures to the relevant College Committees.

5.2 Assessing and Reviewing Policies

Following the implementation of any policy the College will undertake a process of assessment to establish the impact individual policies and functions have on race equality. The details of any assessment shall be presented to the relevant Board of Management Committee.

Assessments of policies and functions will be in accordance with the College's Race Equality Action Plan and the College's Strategic and Operational Plans.

The processes will include an annual assessment of the impact and implementation of policies and functions. This will be achieved through mechanisms such as:

- student satisfaction surveys, student enrolments, student achievement, student and public commendations and complaints, student and staff discipline, staff grievance, (informal and formal) staff complaints, statistics from the Employee Counselling Service, exit interviews with staff and student retention levels;
- the Senior Lecturers' Forum, Joint Consultative Committee and Equal Opportunities Development Forum;
- the College's annual planning process in relation to Strategic and Operational plans and Academic Plans;
- the review of programmes, processes and services provided on a regular basis to ensure that they meet the needs of communities and take appropriate steps to remedy deficiencies identified;
- the Programme Planning process which should make every effort to identify and remove unnecessary or unjustifiable barriers;
- monitoring and reviewing policies and functions to seek to provide appropriate facilities and conditions of service to meet the specific needs of disadvantaged or under represented groups; and
- annual team self evaluation reports, presented to the senior management team where appropriate or relevant Board of Management Committees.

5.3 Ethnic Monitoring

The College will monitor, review and report to the College's Board of Management Committees on a regular basis ethnic data on staff and students. The College recognises the benefits of monitoring in highlighting possible inequalities, to analyse how policies, functions, practices and procedures affect different ethnic groups. The College will monitor service delivery, identifying users and under represented groups to enable the College to assess progress against its Race Equality Action Plan.

Ethnic monitoring shall include:

- monitoring student applications, admissions, level of achievement and reasons for leaving and report the findings to the College's Board of Management Committees as appropriate;
- maintaining records of the racial origin of employees, students and applicants as well as nationality, gender and disability;
- producing a workforce profile on an annual basis;
- monitoring reported changes in the community profile;
- conducting exit interviews with all staff leaving the employment of the College;
- monitoring staff and Board applications through the College's recruitment and selection procedures both externally and internally, in all areas, at pre interview and post interview stages;
- monitoring internal staff movement, promotions, acting up positions;
- monitoring the professional development of staff, evaluate the relevant programmes and reporting to the appropriate Board of Management Committees; and
- providing monitoring information for external bodies such as the Scottish Further Education Funding Council.

Where monitoring identifies areas that suggest that practice raises some concerns, the appropriate manager will investigate these initially. Issues of practice, which is at a standard less than the College would expect, shall be managed and rectified appropriately. The College will endeavour to disseminate examples of good practice throughout the College.

The College will take full account of the Data Protection Act 1998 when collecting, processing, storing and analysing sensitive personal data relating to ethnic origin. Access to individual information will be strictly restricted to specific personnel. Where necessary, employees may check and amend their own record of these details.

6.0 Methods of Publication

The College will report regularly and, at least, annually all race relations monitoring information collected and analysed to the relevant College Committees as appropriate. The results of assessment and monitoring data shall be published on annual basis through the College's Equal Opportunities Monitoring Review. This will be presented to the Joint Consultative Committee and the Board of Management Committees. Copies of the report shall be made available upon request to job applicants, through recruitment advertising. The availability of the report shall be advertised when appropriate in the Staff Newsletter, 'Staff' email and through team briefings. Existing staff and students can access the report through the College's Intranet or can obtain a copy from the College's Personnel Service. Copies of minutes from the Board of Management and its Committee meetings are available in the College Libraries and via the Intranet which are accessible to staff and students.

7.0 Methods of Promotion

To promote race equality and good race relations the College will:

- seek to recruit staff, Board members and students appropriately regardless of racial origin, nationality, gender or disability;
- adopt positive strategies to ensure that the recruitment and selection process is accessible to people irrespective of ethnicity. For example, by advertising external vacancies through representative groups and appropriate media;
- encourage under represented groups to apply for vacancies and College programmes;
- regularly consult with employees and students from ethnic groups through the Equal Opportunities Development Forum sub-group, the Race Equality Implementation Group, to obtain staff and student views and opinions of the College's employment conditions and the services provided in relation to equality of opportunity;
- review all teaching and learning materials on a regular basis to ensure that they seek to embed race awareness and diversity;
- review all College materials to ensure that they seek to embed race awareness and diversity;
- encourage external contractors, partnership organisations and agencies to support the College's practice on race issues;
- incorporate responsibilities of management and staff into job descriptions;
- produce appropriate printed materials on request;

- provide additional support and guidance for students from under represented groups as required; and
- consider the development of race equality sessions to be embedded in all teaching programmes within the College.

8.0 Training and Development

The College will provide staff training to provide information on the responsibilities of staff under the Race Relations (Amendment) Act. A staff training programme will be developed by the Associate Principal (Quality) and incorporated into the College's Staff Development Plan. The training programme will be developed with a view to prioritising the requirements in the various legislative documents and the needs of the College identified through monitoring and assessment.

In its commitment to race equality the College shall:

- ensure that staff involved in recruitment, interview and selection processes for staff and students have received training in equal opportunities;
- wherever possible, provide training for under represented groups to address disadvantage and prepare them to compete on genuinely equal terms for jobs and promotion (actual recruitment to all jobs will be strictly on merit);
- include race awareness in the induction process for students and staff;
- provide training and awareness raising events on a regular basis for all staff; and
- provide training for staff in the effective management of racist incidents and behaviour.

9.0 Breaches of the Policy

The College has made the commitment to implement the requirements of the Race Relations Acts and as such will take action to challenge racial discrimination and racial bias and any related unlawful act.

Each and every breach of the College's policy will result in action by the College or its staff. The complaints procedures are outlined below.

9.1 Employees

Employees who believe that they have suffered any form of racial discrimination are encouraged to raise the matter through the College's agreed policies and procedures.

These policies and procedures are the:

- Dignity at Work Policy and Procedure;
- Grievance Procedure; and
- Disciplinary and Appeals Procedure.

A copy of these policies and procedures will be issued to all new entrants along with their letter of appointment. A copy is available from the Personnel Section, the College Intranet, Library and Information Centres. All complaints of this nature will be treated seriously and will be dealt with promptly and confidentially.

9.2 Students

Students who believe that they have suffered any form of racial discrimination are encouraged to raise the matter through the College's agreed policies and procedures. These policies and procedures are the:

- Dignity at Work Policy and Procedure;
- Commendations and Complaints Procedure; and
- Code of Student Discipline.

A copy of the policies and procedures can be found in the Students' Handbook or are available from the College's Administration Office, Easterhouse and Shettleston Buildings.

These policies and procedures will be brought to the attention of all new students at induction. A copy is available from the Senior Lecturers or Associate Principals, College Intranet, Library and Information Centres.

All complaints of this nature will be treated seriously and will be dealt with promptly and confidentially.

9.3 External Contractors, Agency staff, and Partnership Organisations

Any person contracted to work for the College, agency worker or member of a partnership organisation working with the College who believes that they have suffered any form of racial discrimination are encouraged to raise the matter through the College's agreed policies and procedures. These policies and procedures are the:

- Dignity at Work Policy and Procedure; and
- Commendations and Complaints Procedure.

A copy of the Race Equality Policy, along with the College's Equal Opportunities Policy and Dignity at Work Policy and Procedure, shall be issued to all contractors, agency workers and staff from partnership organisations prior to the commencement of any contact or service provision with the College or during the induction process if applicable. A copy is available from the Personnel Section, College Intranet, Library and Information Centres.

All complaints of this nature will be treated seriously and will be dealt with promptly and confidentially.

These internal procedures do not replace or detract from the right of the employee to pursue complaints under the Sex Discrimination Act 1995, Race Relations Act 1976 (amended by Race Relations (Amendment) Act 2000), Disability Discrimination Act 1995 (amended by Disability Discrimination (Amendment) Act 1999), Human Rights Act 1998 or other pieces of legislation to an employment tribunal. Further information on relevant legislation can be found in the College Library.

Every effort will be made to ensure that any person making a complaint is not victimised. Any complaint of victimisation will be treated seriously and will be dealt with promptly and confidentially. Victimisation may result in disciplinary action and may warrant dismissal.

Any individual found guilty of breaching the College's Race Equality Policy may be subject to disciplinary action up to and including dismissal. The College will seek, in appropriate circumstances, to provide additional race awareness and training.

10.0 Supporting Policies and Procedures

- Dignity at Work Policy and Procedure
- Grievance Policy and Procedure
- Code of Discipline, Disciplinary and Appeals Procedure
- Commendations and Complaints Procedure
- Public Interest Disclosure Policy Code of Practice and Procedure for Recruitment and Selection
- Family and Parental Leave Policy and Procedure
- Personal and Domestic Leave Policy and Procedure

11.0 REVIEW AND MONITORING

The content, effectiveness and operation of the Race Equality Policy will be reviewed, at least, on an annual basis at the end of each academic session by the Equal Opportunities Committee's Race Equality Implementation Group and updated in partnership with management, Trades Unions, Professional Association, staff and student representatives and external parties. Account will also be taken of any developments in legislation and case law.