

POLICY

Title: Equality and Diversity

Policy Holder: Chief Operating Officer

Approval Board: The Corporation Board

Version No: v3.7

Last reviewed: June 2026

Review period¹: 1 Year

Summary: The purpose of this statement is to define and encourage best practice, and to guide our compliance with the Equality Act 2010 and Public Sector Equality Duty (PSED).

Accessibility: If you would like this information in an alternative format, e.g. Easy to Read, large print, Braille or audio tape, or if you would like the procedure explained to you in your language, please contact the College's marketing team on 01603 773 169.

Further information: If you have any queries about this policy or procedure, please contact the named policy holder or the College's marketing team on 01603 773 169.



Legislation or Regulation:	Equality Act 2010
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Version Control Document			
Date	Version No.	Reason for Change	Author
June 2014		Policy creation	R.Luckett
May 2015	v 1.1	No amendments required	R.Luckett
June 2016	v 2.0	Minor amendment to policy list	R.Luckett
Jan 2017	v 2.1	Checked/Updated Terminology (Governors Academy Councils)	T.Mansbridge
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March 2020	v3.1	Review	
June 2020	v 3.2	Removal of NA references	P.Beacock
Mar 2021	v 3.3	Removal of TEN Group references	P.Beacock
Jan 2022	v 3.4	Removal of NES references	P.Beacock
July 2022	v.3.4	Review of Equality Statement and Objectives	J.Mitchell
July 2023	v.3.5	Review	J Mitchell
Sept 2024	v.3.6	Review	J Mitchell
June 2026	V.3.7	Review	J. Eves

¹ The Review Period refers to our internal policy review process. The published policy is current and is the most recent approved version.

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1. Purpose

The purpose of this statement is to define and encourage best practice, and to guide our compliance with the Equality Act 2010 and Public Sector Equality Duty (PSED).

2. Policy Statement

City College Norwich ("The College") believes that diversity is natural and equality is right and that equality, diversity and inclusion are everyone's responsibility. The College intends to lead by example on equality and diversity by being pro-active, practical and positive.

City College has a zero-tolerance approach towards any form of discrimination, harassment or victimisation. We will actively challenge inequality and take prompt action against any incidents of discrimination that arise.

We promote equality because we know it's the right thing to do.

Research shows that more equal societies are better for everyone (www.equalitytrust.org.uk). Equality is about being valued for who and what we are. This helps us to achieve our best without unfair obstacles, stigma or stereotyping, or being restricted by anyone's expectations of our ability.

In practice, equality means three things for all of us:

- Being able to get to, in to and around our sites and complete the learning journey, with equal ease and dignity.
- Having a sense of belonging and well-being.
- Feeling the place, the programmes and the policies have been designed with us all in mind.

We value diversity because it makes the College a more creative place to learn and work.

We celebrate the fact that our students and staff, are from different social and ethnic backgrounds; women, men, non binary and transgender; people of all racial and ethnic backgrounds; of all ages, cultures and faiths; lesbian, gay, bisexual and straight; disabled and non-disabled; from nearby and further afield.

We know that diverse teams make better decisions, and diverse classrooms produce richer learning. Diverse groups are much more likely to be more in tune with reality.

In practice, this means:

- Seeing and hearing people like ourselves around, as learners and staff, so that our College mirrors the diversity of society.
- Listening to different points of view to improve how we run our College.
- Valuing our differences as well as the things we have in common.

3. Scope

This policy applies to all Students, Governors and all permanent and temporary employees of the College and includes any contractors, agency or visiting professionals employed to provide services on their behalf.

The Equality, Diversity and Inclusion Policy (EDI) sets out the principles on which City College Norwich aims to provide an inclusive and supportive environment, where all individuals are treated with dignity and respect. This promotes equality of opportunity across our campuses and celebrates the diversity of our community.

We comply with equality legislation and meet our public sector duty, to proactively tackle barriers, bias and discrimination, and to empower and support staff and students to challenge inequality.

4. Legal requirements

The Equality Act 2010 and the Equality Act 2010 (Specific Duties) Regulations 2011 make it a general public duty to:

- Eliminate unlawful discrimination and harassment.
- Advance equality of opportunity between people who share a protected characteristic and those who do not.
- Foster good relations between people who share a protected characteristic and those who do not.

Organisations working in the public sector have a specific duty to:

- Publish information and analysis on equality performance
- Demonstrate the effect of policies and practices on students and staff
- Set equality objectives

5. Definitions

Discrimination is the act of prejudice against a person because they have a certain set of characteristics. It can come in any of the following forms:

- **Direct discrimination:** treating someone with a protected characteristic less favourably than others.
- **Indirect discrimination:** putting rules or arrangements in place that apply to everyone, but that put someone with a protected characteristic at a disadvantage.
- **Harassment:** unwanted behaviour linked to a protected characteristic that violates someone's dignity or creates an offensive environment for them.
- **Victimisation:** treating someone unfairly because they've complained about discrimination or harassment.

Protected characteristics:

1. Age
2. Gender reassignment
3. Being married or in a civil partnership
4. Being pregnant or having a child
5. Disability
6. Race including colour, nationality, ethnic or national origin
7. Religion, belief or lack of religion/belief
8. Sex
9. Sexual orientation

6. Our Objectives

The below table outlines our ongoing Equality objectives to ensure that equality and diversity is maintained across the College. These objectives should be made available to the public; generally this will be through the College website.

Objectives: 2026-27:

Objectives	Outcomes
Conduct a thorough and inclusive review of existing EDI policies, practices and organisational culture.	• A comprehensive evidence base identifying key strengths, gaps and priority areas for improvement. • A good understanding of best practice and current innovations in EDI
Develop suitable frameworks to capture ideas, views and suggestions from a diverse range of staff, students and other relevant stakeholders	• Increased engagement and input from diverse stakeholders, including staff, students and community partners • Improved transparency and shared understanding of the College's current position and future direction.
Co-create and implement a detailed EDJIB (Equity, Diversity, Justice, Inclusion and Belonging) action plan with practical, measurable actions to identify and remove systemic barriers that impact access, progression and participation.	• Clear, time-bound actions with accountability assigned across departments and leadership levels. • Stronger alignment between policy, practice and lived experience across the College. • Enhanced confidence among staff and students in the College's commitment to equity and inclusion. • Develop an EDJIB Board to oversee the plan.
Foster a culture of psychological safety, inclusion, belonging and authenticity across all areas of the College.	• Staff and students feel safe to express ideas, challenge appropriately, and share experiences without fear of negative consequences. • Increased levels of trust, openness, belonging and engagement across teams and learning environments. • Improved wellbeing, collaboration and innovation. • Improved staff satisfaction, student experience and overall organisational culture
Embed accountability and continuous improvement in EDJIB practice	• Regular monitoring, evaluation and reporting on progress against the action plan. • Data-informed decision-making to drive ongoing improvements. • Sustained commitment to equity, diversity, justice, inclusion and belonging as a core part of the College's strategic framework.

7. Raising a complaint

7.1 It is a serious disciplinary offence to:

- Treat someone with a protected characteristic less favourably than others or to put someone with a protected characteristic at a disadvantage.
- Harass someone linked to a protected characteristic that violates their dignity or creates an offensive environment for them.
- Victimise or treat someone unfairly because they've complained about discrimination or harassment.

7.2 The College will take any allegation of discrimination very seriously. All complaints will be dealt with sensitively and fully investigated. If you feel that you have been discriminated against on the basis of one of the protected characteristics listed in section 5:

Students – please follow the procedure outlined in the appropriate college complaints policy.

Staff – please contact your line manager or HR Services in the first instance, who will advise the best course of action.

Individuals may also raise concerns under the College's Whistleblowing Policy where they feel that discrimination, harassment, or victimisation is systemic, being ignored, or not appropriately addressed. Concerns raised in good faith will be treated confidentially, taken seriously, and individuals will be protected from any form of detriment or retaliation.

8. Organisational Responsibilities

Members of the governing body

- Working towards ensuring Corporation Membership reflects the diversity of the college's local communities and its student population.
- Ensuring there is a Strategic Framework that fosters a positive ethos about equality and diversity and the elimination of discrimination.
- Ensuring the College complies with equalities legislation including the general and specific duties.
- Receiving reports on equality and diversity for staff and students so as to inform the carrying out of responsibilities and in doing so to be able to challenge the Principal and others as and when appropriate
- Ensuring they are aware of the Corporation's statutory responsibilities in relation to equalities legislation as an employer and service provider
- Monitor complaints.

Principal / CEO

- Develop plans to meet the stated objectives and PSED objectives.
- Ensure that equality and diversity training is available to all staff as part of Core training.
- Monitor progress against the stated objectives, PSED objectives and report progress to the relevant Boards.

The Group Leadership Team

- Ensuring the College's Strategic Framework includes a commitment to and promotes equality and diversity.
- Creating and leading a positive, inclusive culture in the College that promotes equality, diversity, and challenges prejudiced and discriminatory behaviour by learners, staff (including agency workers, sub-contractors, and volunteers) and others working with or accessing College services.
- Ensuring the College is compliant with equalities legislation and has effective equalities schemes, policies, procedures, and systems in place for staff, learners and others accessing College services.
- Ensuring that equalities schemes, policies, procedures, and systems are properly developed, implemented, and monitored within the College.
- Raising awareness of equality and diversity across the College and ensuring mandatory equality and diversity training is planned and provided for all staff and members of the Corporation.

All Managers

- Complying with equalities legislation and College schemes, policies, procedures, and systems.
- Ensuring that equality and diversity is promoted to learners through induction, tutorials, and classroom practice, including acceptable and unacceptable behaviours.
- Ensuring that staff recruitment is completed without prejudice, conscious or unconscious and ensuring we are adhering to our status of being a disability confident employer

All Staff

- Complying with equalities legislation and College schemes, policies, procedures, and systems.
- Informing themselves of the College's statutory duties regarding equality legislation and to inform themselves of the content and implications of the Equality Scheme and to put the Scheme into practice.
- Adhering to the College's equality and diversity schemes, policies, procedures, and systems.
- Ensuring that equality and diversity is promoted to learners at all appropriate times including through induction, tutorials and classroom practice.
- Raising awareness of equality and diversity within the student population and ensuring students are aware of their responsibilities.
- Promoting equality and diversity and challenging prejudiced and discriminatory behaviour and language by students, work placement providers, outside contractors or other members of staff whenever practicable.
- Attending mandatory training in equality and diversity and keeping up to date with equalities legislation by attending training events and taking note of related information organised and disseminated by the College.

All Students

- Ensuring they comply with the College's equality policies and behave appropriately towards other students, staff, and members of the College community.
- Ensuring they are aware of their responsibilities to report any incidents of discrimination, harassment, or victimisation either directed at them or that they are witness to

9. References to related policies

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|---------------------|---|
| • Staff Recruitment | • Dignity at Work (staff) |
| • Probation | • Family leave (including maternity and |

- Appraisals
- Learning and development
- Wellbeing
- Flexible working
- Student Engagement Procedure (student disciplinary section)
- Sexual harassment
- parental leave)
- Admissions
- Anti-bullying and harassment (students)
- Safeguarding

10. Contact

Please contact the Chief Operating Officer for advice on any aspect of this policy.

11. Equal Opportunities Statement

All policies are impact assessed to identify potential positive or negative impact on any of the groups with protected characteristics. This policy sets out our objectives and responsibilities to promote equality and diversity.

If you have any comments or suggestions in relation to equal opportunities of this policy or procedure, please contact the policy holder.