



Learning Development Unit (Quality)



EQUALITY & DIVERSITY POLICY

(Changes from Dec 2006 version are highlighted)

POLICY NO.	POL/007/000
APPROVED BY	Corporation
AUTHOR	Paul Baker
DATE ORIGINALLY APPROVED	15 December 2005 (Updated from the 2003 former Equal Opportunities Policy, and with new appendix)
UPDATED	14 December 2006 15 October 2009
REVISED (to incorporate screening and impact assessment in line with new equality duty legislation)	Approved by Senior Management Team on 24 April 2007



INVESTOR IN PEOPLE

EQUAL OPPORTUNITIES POLICY STATEMENT

COLLEGE MISSION STATEMENT

Stafford College will meet learner needs and aspirations through excellence in education and training

CORPORATE AIM

To provide an inclusive college committed to the principle of equality and diversity.

1. GENERAL EQUAL OPPORTUNITIES POLICY STATEMENT

Stafford College is committed to the implementation of a policy to achieve equality of opportunity for all staff and students while responding to the needs of the community it serves. Therefore, the College will actively work to achieve equality regardless of, for example, age, race, skin colour, disability, gender, marital status, sexual orientation or faith.

The College will ensure that all concerned parties including governors, staff, students, agents and sub-contractors are aware of the policy's existence and of their rights and responsibilities under the policy and the law.

In implementing this policy the College undertakes to observe the legal requirements placed on it through current government legislation and to take account of current best practice. For example, from December 2003 it has been unlawful to discriminate against, harass or victimise an individual on the grounds of sexual orientation, religion or belief. From October 2006 it has been unlawful to discriminate on the grounds of age. See Appendix 1 for a list of relevant current legislation.

2. SPECIFIC POLICY STATEMENTS

The numbers in brackets are the corresponding sections in the Equality and Diversity Code of Practice and Action Plan (QAL/033/000).

- 2.1 The Corporation is committed to reflecting in its membership the gender balance and ethnic minority representation of the community it serves.
- 2.2 The desire by the College to serve a diverse community is reflected in its promotional material, advertising and public relations activity (1).
- 2.3 The process of gaining admission to College programmes will be clearly expressed and structured to allow, wherever possible, ease of access to all students throughout the year where appropriate. Prospective students will be offered support and guidance at all stages (2).
- 2.4 Stafford College is an open access college that seeks to offer learning opportunities to all, whatever their previous level of achievement (3).
 - 2.4.1 By adapting and modifying the environment and facilities, where appropriate, the College will strive to make all individuals welcome.
 - 2.4.2 Through teaching and learning activities the College will strive to address the full range of individual learning needs.
 - 2.4.3 Equality of opportunity will be promoted and discrimination tackled

Policy no	POL/007/000
Page	2 of 29
Date	24 April 2007

so that all learners are able to achieve their potential.

- 2.4.4 There will be at least one event or activity each year to celebrate diversity.
- 2.4.5 Offensive material of a discriminatory nature will not be displayed in any part of the College.
- 2.4.6 College communications and publications (internal and external) will not use language or images which are potentially discriminatory against any group or individual.
- 2.4.7 A facility will be made available at the main College centre to meet religious needs, subject to anticipated needs and to the availability of resources.
- 2.4.8 Childcare facilities will be provided at the main College centre, subject to demands and to the availability of resources.
- 2.4.9 College catering facility menus will reflect the diversity of the College population.
- 2.4.10 The College will comply with the requirements of all current legislation pertaining to the access rights of people with mobility problems.
- 2.4.11 Consideration will continue to be given to the provision of off-site tuition, where appropriate, to meet the needs of disadvantaged groups.
- 2.4.12 The College will comply with its legal equality duties and undertake the necessary screening, reviews and equality impact assessments of policies, procedures, practices and plans (see section 7 and appendix 2).

- 2.5 Any student, customer or member of staff who feels she/he is being discriminated against for reason of, for example, age, race, skin colour, disability, gender, marital status, sexuality or faith may raise the matter informally with their personal tutor or the Quality Manager, or formally through the College's Complaints Procedure (see paragraph 6.2). In the case of staff, they may wish to initially raise any concerns with their line manager (4).
- 2.6 As an equal opportunity employer the College complies with current legislation in its staff recruitment, selection and employment practices (5).
- 2.7 Through staff induction and staff development programmes staff are made aware of the College's legal responsibilities to eliminate unlawful discrimination and to promote accessibility, equality of opportunity and good race relations (6).

3. OBJECTIVES OF THE POLICY

Governors, staff, students, agents and sub-contractors have roles, rights and responsibilities within the framework of the Equality and Diversity Policy. Objectives apply to all sectors of College activity as detailed within the Equality and Diversity Code of Practice and Action Plan (QAL/033/000).

4. IMPLEMENTATION

Implementation of the Policy is managed via:

- The Equality and Diversity Code of Practice and Action Plan (incorporating the Race Equality Action Plan)

Policy no	POL/007/000
Page	3 of 29
Date	24 April 2007

- College, Faculty and Unit plans which will take account of the College's commitment to equal opportunities and seek to implement its provisions
- Self assessment Quality Improvement Plans
- The College Disability Policy/Statement
- Additional Learning Support Procedure
- The College Charter
- The College Harassment Policy
- The College Student Admissions Policy
- The College Assessment Policy
- Staff Recruitment and Selection Policy

The Equality and Diversity Policy will be kept under review and revised in response to feedback or as circumstances change. Evaluation and comment are welcomed from interested parties.

5. MONITORING AND EVALUATION OF POLICY APPLICATION

The effectiveness of the Equality and Diversity and Race Equality Policies *in eliminating unlawful discrimination and in promoting equal opportunities and good race relations* will be monitored through the regular collection and analysis of data that should be as unobtrusive to individuals as possible.

6. REPORTING OF EQUAL OPPORTUNITIES MATTERS

- 6.1 Any comments or suggestions on equal opportunities matters should be sent to the Chair of the Equality and Diversity Committee (Vice Principal, Curriculum & Quality).
- 6.2 Any complaints on equal opportunities matters should be sent to the Quality Manager. He/she will deal with these according to the College Complaints and Accolades Procedure, and in addition will forward details to the Chair of the Equality and Diversity Committee. If any equal opportunities comments, suggestions or complaints are received on 'Help us to Help You' cards, a copy will also be forwarded for information.
- 6.3 The Quality Manager will report complaints on equal opportunities matters to the next meeting of the Equality and Diversity Committee.

7. EQUALITY AND DIVERSITY IMPACT ASSESSMENT (Single Equality Duty)

7.1 From Academic Year 2006/07 all existing college policies and procedures will be screened for their relevance (high, medium or low) to race, disability, gender, sexual orientation, religious belief and age equality. If relevance is assessed as high or medium then the policy or procedure will be reviewed (see appendix 2 for timetable). Also, from 2006/07 the relevance to race, disability, gender, sexual orientation, religious belief and age equality will be taken into account when all new policies and procedures and procedures are written.

7.2 Commencing in 2006/07 a programme of policy and procedure equality

Policy no	POL/007/000
Page	4 of 29
Date	24 April 2007

impact assessment will be undertaken. Following publication of a policy or procedure's first impact assessment further impact assessment assessments will be undertaken every 3 years (see appendix 2 for the timetable).

Related Documents

Disability Equality Scheme.....	POL/046/000
Equality and Diversity Code of Practice and Action Plan (incorporating Race Equality Action Plan)	QAL/033/000
Race Equality Policy	POL/030/000
Complaints Procedure	QAL/004/000
Student Assessment Appeals Procedure	QAL/006/000
College Student Disciplinary Procedure	QAL/005/000
Faculty and Curriculum Unit Student Disciplinary Procedure.....	QAL/035/000
Disclosure of Student Disability & Health Conditions during Application and Enrolment.....	QAL/034/000
Staff Disciplinary Procedures	QAL/038/000
Staff Grievance Procedures	QAL/039/000
Staff Retirement Procedure	QAL/042/000
Tutoring Policy	POL/001/000
Admissions Policy	POL/002/000
Student Induction Policy	POL/029/000
Child Protection Policy	POL/020/000
Child Protection Procedure	QAL/029/000
College Disability Policy/Statement	POL/006/000
Additional Learning Support Policy	POL/021/000
Data protection Policy	POL/024/000
Staff Recruitment and Selection Policy	POL/025/000
Protection of Pay and Conditions Policy	POL/026/000
Staff Development Policy	POL/028/000
Staff Harassment Policy	POL/034/000
College Assessment Policy	POL/035/000
Recruitment of Ex offenders.....	POL/041/000
Learner Voice Policy	POL/049/000
Learner Harassment Policy	POL/050/000
Information, Advice and Guidance Policy	POL/051/000
College Charter (on the Student Intranet)	

Policy no	POL/007/000
Page	5 of 29
Date	24 April 2007

Appendix 1

Legislation and Regulations Covering Equality and Diversity Matters

- Equal Pay Act (as amended)
- Health and Safety at Work Etc. Act (1974)
- Rehabilitation of Offenders Act 1974
- Sex Discrimination Act 1974 (as amended)
- Race Relations Act 1976
- Pensions Act 1995
- Disability Discrimination Act 1995
- Employment Rights Act 1996
- Asylum and Immigration Act 1996
- Protection from Harassment Act (1997)
- Human Rights Act 1998
- Employment Rights (Dispute Resolution) Act 1998
- Employment Relations Act (1999)
- Gender Reassignment Regulations 1999
- Maternal and Parental Leave etc Regulations 1999
- Freedom of Information Act (2000)
- Race Relations (Amendment) Act 2000
- Part-time Workers (Prevention of Less Favourable Treatment) Regulations 2000
- EU Equal Treatment Framework Directive (2000/78) 2000
- Special Educational Needs (SEN) and Disability Act 2001
- Maternity and Parental Leave (Amendment) Regulations 2002
- Flexible Working Eligibility (Complaints and Remedies) Regulations 2002
- Fixed-Term Employees (Prevention of Less Favourable Treatment) Regulations 2002
- The Race Relations Act 1976 (Amendment) Regulations 2003
- Employment Equality (Sexual Orientation) Regulations 2003
- Employment Equality (Religion or Belief) Regulations 2003
- Disability Discrimination Act 1995 (Amendment) Regulations 2003 - 1st October 2004
- Civil Partnership Act 2004
- Gender Recognition Act 2004
- Amendments to the Sex Discrimination Act 1975 - 5th October 2005
- Employment Equality (Age) Regulations 2006
- Equality Act 2006
- Work and Families Act 2006
- Disability Equality Duty 2006

Policy no	POL/007/000
Page	6 of 29
Date	24 April 2007

Appendix 2 – Policy and Procedure E & D Screening, Revision and Impact Assessment Timetables

EQUALITY & DIVERSITY SCREENING, REVISION & IMPACT ASSESSMENT TIMETABLE FOR COLLEGE POLICIES

(* unpublished policies)

(Screen policies for relevance to race, disability, gender, sexual orientation, religious belief and age equality)

Ref. no.	Title	Date of issue/last review date	Co-ordinating person	Equality relevance rating (indicate whether high/medium/low)				Year of last revision/Review	Date of publication of impact assessment
				Equality Duty	H	M	L		
POL/001/000	Tutoring Policy	18 December 2001	Ceri Mothershaw	Race Disability Gender Sexual orientation Religious belief Age	√ √ √ √ √ √			2005	August 2009
POL/002/000	Admissions Policy	14 July 2005	John Charleton	Race Disability Gender Sexual orientation Religious belief Age	√ √ √ √ √ √			2005	August 2009
POL/003/000	Accreditation of Prior Achievement Policy	18 December 2001	Paul Baker	Race Disability Gender Sexual orientation Religious belief Age	√ √ √ √ √ √			2001	August 2009
POL/004/000	Student Alcohol Related Incidents Policy	February 1998	Anne Piercy	Race Disability Gender Sexual orientation Religious belief Age				1998	July 2009
POL/005/000	Student Drugs Related Incidents Policy	5 February 2002	Anne Piercy	Race Disability Gender Sexual orientation				2002	July 2009

Policy no	POL/007/000
Page	7 of 29
Date	24 April 2007

Ref. no.	Title	Date of issue/last review date	Co-ordinating person	Equality relevance rating (indicate whether high/medium/low)			Year of last revision/Review	Date of publication of impact assessment
				Equality Duty	H	M		
				Religious belief Age				
POL/006/000	Disability Statement	14 December 2006	Ceri Mothershaw	Race Disability Gender Sexual orientation Religious belief Age	√			2009 September 2009
POL/007/000	Equality and Diversity Policy	14 December 2006	Anne Piercy	Race Disability Gender Sexual orientation Religious belief Age	√ √ √ √ √ √			2008 September 2009
POL/008/000	Health & Safety Policy	14 July 2005	Jeff Leach	Race Disability Gender Sexual orientation Religious belief Age				2008 August 2009
POL/009/000	Key Skills Policy	10 August 2004	Paul Baker	Race Disability Gender Sexual orientation Religious belief Age				2010 August 2009
POL/010/000	Stress Policy	September 2003	Jane Pountney	Race Disability Gender Sexual orientation Religious belief Age				2009 September 2009
POL/011/000	IT Acceptable Use Policy	3 September 2002	Carl Riding	Race Disability Gender Sexual orientation Religious belief Age				2009 August 2009

Policy no	POL/007/000
Page	8 of 29
Date	24 April 2007

Ref. no.	Title	Date of issue/last review date	Co-ordinating person	Equality relevance rating (indicate whether high/medium/low)			Year of last revision/Review	Date of publication of impact assessment	
				Equality Duty	H	M			L
POL/012/000	Public Interest Disclosure Policy (Formerly Disclosure of Malpractice Policy)	13 July 2006	Ian Rigby	Race Disability Gender Sexual orientation Religious belief Age				2007	August 2009
POL/013/000	Management of Change Policy	19 June 2006	Jane Pountney	Race Disability Gender Sexual orientation Religious belief Age				2006	August 2009
POL/014/000	Quality Policy	12 December 2001	Paul Baker	Race Disability Gender Sexual orientation Religious belief Age				2008	August 2009
POL/015/000	Careers Guidance Policy	29 January 2002	Cathy Webb	Race Disability Gender Sexual orientation Religious belief Age				2002	September 2009
POL/016/000	Learner Support Funds	14 July 2005	John Charleton	Race Disability Gender Sexual orientation Religious belief Age				2008	September 2009
POL/017/000	Learning Resources Policy	28 January 2004	Lynda Turner	Race Disability Gender Sexual orientation Religious belief Age				2004	September 2009
POL/018/000	Treasury Management	April 2003	Helen Daniel	Race Disability				2009	August 2009

Policy no	POL/007/000
Page	9 of 29
Date	24 April 2007

Ref. no.	Title	Date of issue/last review date	Co-ordinating person	Equality relevance rating (indicate whether high/medium/low)				Year of last revision/Review	Date of publication of impact assessment
				Equality Duty	H	M	L		
	Policy			Gender Sexual orientation Religious belief Age					
POL/019/000	Examinations Conduct	16 March 2000	Carl Riding	Race Disability Gender Sexual orientation Religious belief Age			2000	September 2009	
POL/020/000	Child Protection Policy	13 July 2006	Steve Willis	Race Disability Gender Sexual orientation Religious belief Age			2008	September 2009	
POL/021/000	Additional Learning Support Policy	16 September 2003	Carolyn Dixon	Race Disability Gender Sexual orientation Religious belief Age			2006	July 2009	
POL/022/000	Pre-16 Policy	10 October 2000	Helen Littlewood	Race Disability Gender Sexual orientation Religious belief Age			2009	September 2009	
POL/023/000	Tuition and Examination Fees 06/07 Tuition and Examination Fees 07/08	15 December 2005 14 December 2006	John Charleton	Race Disability Gender Sexual orientation Religious belief Age			2009	September 2009	
POL/024/000	Data Protection	16 December 2004	Paul Baker	Race Disability Gender Sexual orientation			2009	August 2009	

Policy no	POL/007/000
Page	10 of 29
Date	24 April 2007

Ref. no.	Title	Date of issue/last review date	Co-ordinating person	Equality relevance rating (indicate whether high/medium/low)				Year of last revision/Review	Date of publication of impact assessment
				Equality Duty	H	M	L		
				Religious belief Age					
POL/025/000	Recruitment & Selection Policy	6 July 2004	Jane Pountney	Race Disability Gender Sexual orientation Religious belief Age				2008 September 2009	
POL/026/000	Protection of pay & Conditions of Service	18 October 2001	Jane Pountney	Race Disability Gender Sexual orientation Religious belief Age				2001 September 2009	
POL/027/000	Environmental Policy	18 December 2001	Carl Riding	Race Disability Gender Sexual orientation Religious belief Age				2009 September 2009	
POL/028/000	Staff Development Policy	September 2003	Steve Crouch	Race Disability Gender Sexual orientation Religious belief Age				2008 August 2009	
POL/029/000	Student Induction Policy (from Sept. 2002)	5 February 2002	John Charleton	Race Disability Gender Sexual orientation Religious belief Age				2008 September 2009	
POL/030/00	Race Equality Policy	21 August 2003	Anne Piercy	Race Disability Gender Sexual orientation Religious belief Age				2003 August 2009	

Policy no	POL/007/000
Page	11 of 29
Date	24 April 2007

Ref. no.	Title	Date of issue/last review date	Co-ordinating person	Equality relevance rating (indicate whether high/medium/low)			Year of last revision/Review	Date of publication of impact assessment	
				Equality Duty	H	M			L
POL/031/000	Management of Sickness Absence Policy	11 July 2002	Jane Pountney	Race Disability Gender Sexual orientation Religious belief Age				2002	August 2009
POL/032/000	Risk Management policy	15 July 2004	Ian Rigby	Race Disability Gender Sexual orientation Religious belief Age				2009	September 2009
POL/033/000	Value for Money Strategy	14 December 2006	Ian Rigby	Race Disability Gender Sexual orientation Religious belief Age				2006	September 2009
POL/034/000	Harassment Policy	April 2003	Jane Pountney	Race Disability Gender Sexual orientation Religious belief Age				2003	September 2009
POL/035/000	Assessment Policy	September 2003	Steve Crouch	Race Disability Gender Sexual orientation Religious belief Age				2009	September 2009
POL/036/000	Policy for the appointment of members to the Corporation	23 October 2003	John Charleton	Race Disability Gender Sexual orientation Religious belief Age				2003	October 2009
POL/037/000	Training and development policy for	23 October 2003	John Charleton	Race Disability				2009	October 2009

Policy no	POL/007/000
Page	12 of 29
Date	24 April 2007

Ref. no.	Title	Date of issue/last review date	Co-ordinating person	Equality relevance rating (indicate whether high/medium/low)				Year of last revision/Review	Date of publication of impact assessment
				Equality Duty	H	M	L		
	Governors			Gender Sexual orientation Religious belief Age					
POL/038/000	College Closed Circuit Television Policy	26 February 2004	Carl Riding	Race Disability Gender Sexual orientation Religious belief Age			2004	September 2009	
POL/039/000	Access to Corporation Information	11 December 2003	John Charleton	Race Disability Gender Sexual orientation Religious belief Age			2008	August 2009	
POL/040/000	Student Attendance Policy	2 July 2004	Jim Baker	Race Disability Gender Sexual orientation Religious belief Age			2009	September 2009	
POL/041/000	Recruitment of Ex-Offenders	18 November 2005	Jane Pountney	Race Disability Gender Sexual orientation Religious belief Age			2005	August 2009	
POL/042/000	Gifts & Hospitality Policy	14 July 2005	John Charleton	Race Disability Gender Sexual orientation Religious belief Age			2008	August 2009	
*POL/043/000	Butterflies H&S Policy		Sue Tatler	Race Disability Gender Sexual orientation					

Policy no	POL/007/000
Page	13 of 29
Date	24 April 2007

Ref. no.	Title	Date of issue/last review date	Co-ordinating person	Equality relevance rating (indicate whether high/medium/low)				Year of last revision/Review	Date of publication of impact assessment
				Equality Duty	H	M	L		
				Religious belief Age					
POL044/000	Course Monitoring Policy	5 December 2006	Paul Baker	Race Disability Gender Sexual orientation Religious belief Age			2006	September 2009	
POL/045/000	Fraud, Corruption & Irregularity Policy	13 July 2006	Ian Rigby	Race Disability Gender Sexual orientation Religious belief Age			2006	August 2009	
*POL/049/000	Learner Voice Policy	23 February 2007	Anne Piercy	Race Disability Gender Sexual orientation Religious belief Age			2007	September 2009	
*POL/050/000	Learner Harassment Policy		Paul Baker	Race Disability Gender Sexual orientation Religious belief Age			2007	September 2009	
*POL/051/000	IAG Policy	17 April 2007	Paul Baker	Race Disability Gender Sexual orientation Religious belief Age			2007	September 2009	
POL/052/000	Policy for the Renumeration of Senior Postholders	26 April 2007	John Charleton?	Race Disability Gender Sexual orientation Religious belief Age			2007	August 2009	

Policy no	POL/007/000
Page	14 of 29
Date	24 April 2007

Ref. no.	Title	Date of issue/last review date	Co-ordinating person	Equality relevance rating (indicate whether high/medium/low)			Year of last revision/Review	Date of publication of impact assessment	
				Equality Duty	H	M			L
POL/053/000	Stafford College Gender Equality Scheme	27 April 2007	Paul Baker	Race Disability Gender Sexual orientation Religious belief Age				2008	August 2009
POL/054/000	Lone Worker Policy	18 September 2007	Paul Baker	Race Disability Gender Sexual orientation Religious belief Age				2007	August 2009
POL/055/000	Smoke-Free Policy	12 June 2007	Jane Pountney	Race Disability Gender Sexual orientation Religious belief Age				2007	September 2009
POL/056/000	Policy on the Submission of Students' Assignments	18 April 2008	Paul Baker	Race Disability Gender Sexual orientation Religious belief Age				2008	September 2009
POL/059/000	Policy for Employees Using Vehicles on College Business	13 October 2008	Jane Pountney	Race Disability Gender Sexual orientation Religious belief Age				2009	September 2009
POL/060/000	Family Leave Policy	17 March 2009	Jane Pountney	Race Disability Gender Sexual orientation Religious belief Age				2009	August 2009

Policy no	POL/007/000
Page	15 of 29
Date	24 April 2007

Ref. no.	Title	Date of issue/last review date	Co-ordinating person	Equality relevance rating (indicate whether high/medium/low)			Year of last revision/Review	Date of publication of impact assessment	
				Equality Duty	H	M			L
POL/062/000	Code of Practice on Freedom of Speech	9 July 2009	John Charleton	Race Disability Gender Sexual orientation Religious belief Age				2009	August 2009
POL/020/000	Safeguarding Children and Vulnerable Adults Policy (Replaces Child Protection Policy)	17 April 2000	Paul Baker	Race Disability Gender Sexual orientation Religious belief Age				2009	October 2009

Policy no	POL/007/000
Page	16 of 29
Date	24 April 2007

EQUALITY & DIVERSITY SCREENING, REVISION & IMPACT ASSESSMENT TIMETABLE FOR COLLEGE PROCEDURES

(* unpublished procedures)

(Screen procedures for relevance to race, disability, gender, sexual orientation, religious belief and age equality)

Ref. no.	Title	Date of issue/last review date	Co-ordinating person	Equality relevance rating (indicate whether high/medium/low)			Year of next revision/revision	Date of publication of impact assessment	
				Duty	H	M			L
QAL/001/000	Document Control Procedure	10 August 2004	Paul Baker	Race Disability Gender Sexual orientation Religious belief Age				2004	August 2009
QAL/002/000	External Verifier Procedure	21 September 2006	Paul Baker	Race Disability Gender Sexual orientation Religious belief Age				2007	September 2009
QAL/003/000	Internal Verification Procedure	01 November 2006	Paul Baker	Race Disability Gender Sexual orientation Religious belief Age				2009	September 2009
QAL/004/000	Complaints & Accolades Procedure	23 September 2003	Paul Baker	Race Disability Gender Sexual orientation Religious belief Age				2008	August 2009
QAL/005/000	College Student Disciplinary Procedure	20 October 2005	Rich Jones? Paul Baker?	Race Disability Gender Sexual orientation Religious belief				2005	September 2009

Policy no	POL/007/000
Page	17 of 29
Date	24 April 2007

Ref. no.	Title	Date of issue/last review date	Co-ordinating person	Equality relevance rating (indicate whether high/medium/low)				Year of next revision/revision	Date of publication of impact assessment
				Duty	H	M	L		
				Age					
QAL/006/000	Assessment Appeals Procedure	September 2003	Paul Baker	Race Disability Gender Sexual orientation Religious belief Age				2008 September 2009	
QAL/007/000	Issuing of Attendance Registers	5 February 2002	Gill Dale	Race Disability Gender Sexual orientation Religious belief Age				2002 September 2009	
QAL/008/000	Maintenance of Attendance Registers	5 February 2002	Gill Dale	Race Disability Gender Sexual orientation Religious belief Age				2002 September 2009	
QAL/009/000	Reporting Changes to Students' Learning Programmes	5 February 2002	Gill Dale	Race Disability Gender Sexual orientation Religious belief Age				2002 September 2009	
QAL/010/000	Admission of International Students	5 February 2002	John Charleton	Race Disability Gender Sexual orientation Religious belief Age				2009 August 2009	
QAL/011/000	Internal Audit/Inspection Procedure	18 December 2001	Paul Baker	Race Disability Gender Sexual orientation Religious belief Age				2001 September 2009	

Policy no	POL/007/000
Page	18 of 29
Date	24 April 2007

Ref. no.	Title	Date of issue/last review date	Co-ordinating person	Equality relevance rating (indicate whether high/medium/low)				Year of next revision/revision	Date of publication of impact assessment
				Duty	H	M	L		
QAL/012/000	Cancellation of Courses and Classes Procedure	19 March 2002	John Charleton	Race Disability Gender Sexual orientation Religious belief Age				2002	September 2009
QAL/013/000	Review of Charter	19 March 2000	Paul Baker	Race Disability Gender Sexual orientation Religious belief Age				2000	August 2009
QAL/014/000	Administration of Bids for External Funding	13 April 2000 Review March 2002	Helen Daniel	Race Disability Gender Sexual orientation Religious belief Age					
QAL/015/000	Student Visit Administration	14 October 2000	Mike Shaw	Race Disability Gender Sexual orientation Religious belief Age				2009	August 2009
QAL/016/000	SAR Auditing & Monitoring	18 December 2001	Paul Baker	Race Disability Gender Sexual orientation Religious belief Age				2001	August 2009
QAL/017/000	Security of Students'/Trainees' Portfolios	14 November 2000	Paul Baker	Race Disability Gender Sexual orientation Religious belief Age				2008	September 2009

Policy no	POL/007/000
Page	19 of 29
Date	24 April 2007

Ref. no.	Title	Date of issue/last review date	Co-ordinating person	Equality relevance rating (indicate whether high/medium/low)				Year of next revision/revision	Date of publication of impact assessment
				Duty	H	M	L		
QAL/018/000	Equal Opportunities Monitoring	13 March 2001	Anne Piercy	Race Disability Gender Sexual orientation Religious belief Age				2008 September 2009	
QAL/019/000	Tutoring	18 December 2001	John Morris	Race Disability Gender Sexual orientation Religious belief Age				2005 August 2009	
QAL/020/000	Processing Applications Which Disclose Prior Convictions	23 May 2006	Jan Gormley	Race Disability Gender Sexual orientation Religious belief Age				2006 August 2009	
QAL/021/000	Key Skills Internal Verification	10 August 2004	Paul Baker	Race Disability Gender Sexual orientation Religious belief Age				2004 August 2009	

Policy no	POL/007/000
Page	20 of 29
Date	24 April 2007

Ref. no.	Title	Date of issue/last review date	Co-ordinating person	Equality relevance rating (indicate whether high/medium/low)				Year of next revision/revision	Date of publication of impact assessment
				Duty	H	M	L		
QAL/022/000	New Course Approval	25 March 2003	Anne Piercy	Race Disability Gender Sexual orientation Religious belief Age				2003	August 2009
QAL/023/000	Managing College Records of Deceased Students	4 March 2005	Paul Baker	Race Disability Gender Sexual orientation Religious belief Age				2005	August 2009
QAL/024/000	Destination Data	25 June 2002	John Charleton	Race Disability Gender Sexual orientation Religious belief Age				2002	August 2009
QAL/025/000	Management of sickness absence	11 July 2002	Jane Pountney	Race Disability Gender Sexual orientation Religious belief Age				2002	August 2009
QAL/026/000	Health & Safety Procedures The above composite document is being gradually replaced by specialist separate H & S procedures:	12 December 2002	Jeff Leach	Race Disability Gender Sexual orientation Religious belief Age				2008	August 2009
QAL/026.03/000	Asbestos	6 September 2005		Race Disability Gender Sexual orientation Religious belief					

Policy no	POL/007/000
Page	21 of 29
Date	24 April 2007

Ref. no.	Title	Date of issue/last review date	Co-ordinating person	Equality relevance rating (indicate whether high/medium/low)				Year of next revision/revision	Date of publication of impact assessment
				Duty	H	M	L		
QAL/026.08/000	Display Screen Equipment	6 September 2005		Age Race Disability Gender Sexual orientation Religious belief Age					
QAL/026.10/000	Emergency Evacuation Procedure	13 February 2007		Age Race Disability Gender Sexual orientation Religious belief Age					
QAL/026.11/000	First Aid	6 September 2005		Age Race Disability Gender Sexual orientation Religious belief Age					
QAL/026.15/000	Interactive Whiteboards	6 September 2005		Age Race Disability Gender Sexual orientation Religious belief Age					
QAL/026.31/000	H&S for Work Based Learners and Learners' Work Placements	26 September 2006		Age Race Disability Gender Sexual orientation Religious belief Age					

Policy no	POL/007/000
Page	22 of 29
Date	24 April 2007

Ref. no.	Title	Date of issue/last review date	Co-ordinating person	Equality relevance rating (indicate whether high/medium/low)				Year of next revision/revision	Date of publication of impact assessment
				Duty	H	M	L		
QAL/027/000	Harassment Procedure	10 April 2003	Jane Pountney	Race Disability Gender Sexual orientation Religious belief Age				2003	September 2009
QAL/028/000	Staff Development Procedure (see Safeguarding Children and Vulnerable Adults Procedure)	August 2003	Steve Crouch	Race Disability Gender Sexual orientation Religious belief Age				2009	August 2009
QAL/029/000	Child Protection Procedure	15 December 2005	Steve Willis	Race Disability Gender Sexual orientation Religious belief Age				2008	September 2009
QAL/030/000	Key Skills Administration Procedure	10 August 2004	Paul Baker	Race Disability Gender Sexual orientation Religious belief Age				2004	August 2009
QAL/031/000	Emergency Management Plan	23 October 2003	Ian Rigby	Race Disability Gender Sexual orientation Religious belief Age				2008	August 2009
QAL/032/000	Appointment of Members to Corporation Procedure	23 October 2003	John Charleton	Race Disability Gender Sexual orientation Religious belief Age				2009	October 2009

Policy no	POL/007/000
Page	23 of 29
Date	24 April 2007

Ref. no.	Title	Date of issue/last review date	Co-ordinating person	Equality relevance rating (indicate whether high/medium/low)				Year of next revision/revision	Date of publication of impact assessment
				Duty	H	M	L		
QAL/033/000	Equality and Diversity Code of Practice and Action Plan	15 December 2005	Anne Piercy	Race Disability Gender Sexual orientation Religious belief Age				2008 September 2009	
QAL/034/000	Disclosure of Student Disability During Application and Enrolment	23 May 2006	Ceri Mothershaw	Race Disability Gender Sexual orientation Religious belief Age				2006 August 2009	
QAL/035/000	Faculty & Curriculum Unit Student Disciplinary Procedure	5 July 2005	Rich Jones	Race Disability Gender Sexual orientation Religious belief Age				2005 September 2009	
QAL/036/000	Money Laundering Procedure	13 July 2006	Ian Rigby	Race Disability Gender Sexual orientation Religious belief Age				2006 August 2009	
QAL/038/000	Disciplinary Procedure for College Staff (other than Senior Postholders)	26 April 2007	Jane Pountney	Race Disability Gender Sexual orientation Religious belief Age				2007 August 2009	
QAL/039/000	Grievance Procedure for College Staff (other than Senior Postholders)	21 August 2007	Jane Pountney	Race Disability Gender Sexual orientation Religious belief Age				2009 August 2009	
QAL040/000	Fraud Response Plan (<i>restricted circulation</i>)	14 December 2006	Ian Rigby	Race Disability					

Policy no	POL/007/000
Page	24 of 29
Date	24 April 2007

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				Duty	H	M	L		
				Gender Sexual orientation Religious belief Age					
QAL041/000	Procurement Strategy and Action Plan 2006/07	14 December 2006	Pat Eagle	Race Disability Gender Sexual orientation Religious belief Age				2007 September 2009	
QAL042/000	Staff Retirement Procedure	14 December 2006	Jane Pountney	Race Disability Gender Sexual orientation Religious belief Age				2006 September 2009	
QAL/043/000	Awarding Body Registration & Certification Procedures	5 December 2006	Paul Baker	Race Disability Gender Sexual orientation Religious belief Age				2009 September 2009	
QAL/044/000	Flu Pandemic Contingency Plan	14 February 2007	Ian Rigby	Race Disability Gender Sexual orientation Religious belief Age				2007 September 2009	

Policy no	POL/007/000
Page	25 of 29
Date	24 April 2007

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				Duty	H	M	L		
*QAL/026.4/000	Proc for Assisting People to Move		Jeff Leach	Race Disability Gender Sexual orientation Religious belief Age					
*QAL/037/000	Butterflies Nursery H & S Proc		Sue Tatler	Race Disability Gender Sexual orientation Religious belief Age					
*QAL/038/000	Staff Disciplinary Procedure	26 April 2007	Jane Pountney	Race Disability Gender Sexual orientation Religious belief Age			2007	September 2009	
*QAL/039/000	Staff Grievance Procedure	21 August 2007	Jane Pountney	Race Disability Gender Sexual orientation Religious belief Age			2009	September 2009	
*QAL/045/000	Discip & Griev Procs for senior postholders (based on AoC models)	10 July 2008	John Charleton	Race Disability Gender Sexual orientation Religious belief Age			2008	September 2009	
QAL/047/000	Procedure for Responding to Unreasonably Persistent and/or Vexatious Complainents	29 April 2008	John Charleton	Race Disability Gender Sexual orientation Religious belief Age			2008	September 2009	

Policy no	POL/007/000
Page	26 of 29
Date	24 April 2007

Ref. no.	Title	Date of issue/last review date	Co-ordinating person	Equality relevance rating (indicate whether high/medium/low)			Year of next revision/review	Date of publication of impact assessment	
				Duty	H	M			L
QAL/048/000	Procedure (including Policy Statement) for the Recruitment/Selection of Senior Postholders	2009		Race Disability Gender Sexual orientation Religious belief Age				2009	September 2009
QAL/029/000	Safeguarding Children and Vulnerable Adults Procedure (replaces Child Protection procedures)	2005	Paul Baker	Race Disability Gender Sexual orientation Religious belief Age				2009	October 2009

Policy no	POL/007/000
Page	27 of 29
Date	24 April 2007

STAFFORD COLLEGE
Pro-forma for Equality Duty Impact Assessment

(Electronically complete one form per policy/procedure/plan/practice being assessed, and email to the Quality Manager when the assessment has been concluded)

Name of policy/procedure/plan/practice being assessed: 	Name of impact assessment co-ordinator: Date of commencement of assessment: Date of completion of assessment:	
Is this a new or existing policy/procedure/plan/practice? New/Existing (delete as appropriate)	For existing policy/procedure/plan/practice please confirm that Appendix 2 (initial screening/review form) has been completed? Yes/No (delete as appropriate)	
1. In what areas are there concerns that the policy/procedure/plan/practice <u>could</u> have a differential impact? <i>(see definition below)</i>	race, disability, gender, sexual orientation, religious belief, age (delete those not applicable)	
2. Views must have been obtained from others (e.g. community organisations, staff, learners etc.)? Please specify and give details of method(s) of communication opposite.	Views received from 	Method of communication
3. Give details opposite of the concerns that the policy/procedure/plan/practice could have a differential impact .		
4. Give details opposite of the risks to staff/learners/college associated with the policy/procedure/plan/practice in relation to the differential impact? <i>(see definition of risk below)</i>		

Policy no	POL/007/000
Page	28 of 29
Date	24 April 2007

5. In the box opposite, outline the proposed changes/modifications that need to be made to the policy/procedure/plan/practice in the light of this Impact Assessment.		
6. Method(s) of communicating the proposed changes to interested parties (i.e. the groups which were adversely affected and those consulted).	Changes communicated to	Method(s) of communication
7. Proposed date for completion of the new or revised policy/procedure/plan/practice (enter in box opposite)		

Definitions

- Differential impact - one or more groups could be adversely/unfairly treated due to race, disability, gender, sexual orientation, religious belief or age.
- Risk – in addition to the health and safety of staff or learners, this could include legal risks and risks to the reputation of staff and/or the college if any potential differential impact was not addressed.

Policy no	POL/007/000
Page	29 of 29
Date	24 April 2007