

## Equality & Diversity action plan for 2020/21

<b>Outcome for Learners : Use data and information systems to monitor, analyse and raise the success rates for all students</b>						
<b>Key actions</b>		<b>How will this be done and or evidence sources</b>	<b>Lead department/person</b>	<b>By when</b>	<b>Achieved /progress to date</b>	<b>Status</b>
1.1	Analyse student applications and achievement rates by equality strands and address any success rates that are below College and national averages and identify any targeted support needs.	<ul style="list-style-type: none"> <li>• Application &amp; conversation rates</li> <li>• Performance reports looking at retention and achievement rates</li> <li>• Implement specific actions</li> <li>• Monitor impact of targeted support</li> <li>• Identify areas requiring additional support activity through campus and Directorate SARS- explicit actions required in the QIPs</li> <li>• Utilise maps of enrolment to establish causal links between home/ travel and achievement</li> <li>• Introduce campus –based award ceremonies to raise profile of success at lower levels and celebrate achievement for wider group of learners</li> </ul>	Group Director: Communications & Customer Services Group Director of Quality Group Director MIS	Oct 2021  July 2021		
1.2	Analyse student disciplinary Action by equality strands and address any adverse impact	<ul style="list-style-type: none"> <li>• Student disciplinary records</li> <li>• Timpson report</li> <li>• Attendance</li> </ul>	Deputy principals – campus level Principal with E&D oversight	Jan 2021  July 2021		
1.3	Analyse take up of student support services and enrichment activities	<ul style="list-style-type: none"> <li>• Enrichment and mentoring SAR</li> <li>• Ensure service and activities are accessible to learners</li> <li>• Feedback from students via focus groups</li> <li>• Personal Development, Behaviour and Welfare.</li> </ul>	Report by campus: safeguarding and enrichment leads	Ongoing Sept 2020		
1.4	Student complaints	<ul style="list-style-type: none"> <li>• Student complaints process</li> </ul>	Group Director: Communications & Customer Services	October 2021		
<b>Quality of Teaching Learning and Assessment: Embed equality and diversity into the student experience by removing barriers and ensuring all students have access to College resources</b>						
<b>Key actions</b>		<b>How will this be done and or evidence sources</b>	<b>Lead Department /person</b>	<b>By when</b>	<b>Achieved /progress to date</b>	<b>Status</b>
2.1	Identify and continue to ensure learners have access to appropriate support	<ul style="list-style-type: none"> <li>• Learner Support Service’s records</li> <li>• Review impact of support offered</li> <li>• Ensure service accessible to learners</li> <li>• Personal Development, Behaviour and Welfare.</li> <li>• Ensure non-compulsory disclosures are encouraged and supported during enrolment and induction to increase awareness of LACs/ non- EHCP covered learning needs as vulnerable groups</li> </ul>	GCD ALS  Campus Safeguarding & enrichment leads	First review November 2020  2 April 2021		
2.2	Continue to ensure curriculum and support services deliver activities that support the promotion of E&D and tackle discrimination through tutorial/pastoral support	<ul style="list-style-type: none"> <li>• Enrichment activities</li> <li>• Learner voice</li> <li>• Tutorial programmes</li> <li>• Student Handbook</li> <li>• Diversity calendar</li> </ul>	Principal Havering Colleges & Group Deputy Principal Campus Safeguarding & enrichment leads	Aug 2020 ongoing		

		<ul style="list-style-type: none"> <li>British values</li> <li>Personal Development, Behaviour and Welfare.</li> <li>Tutorial/enrichment</li> </ul>				
2.3	Continue to ensure E&D is embedded in the classroom by; Better promotion through the use of naturally occurring opportunities in lessons as related to their subject specialism	<ul style="list-style-type: none"> <li>Check SOW and lesson plans for evidence of differentiation</li> <li>Visit classes as part of lesson observation scheme and/or through informal observations</li> <li>Student survey</li> <li>Teaching materials used before, during and after lessons</li> <li>Sharing of good practice through the use of Advanced Practitioners on CPD days and via Moodle</li> </ul>	Principals Group Director of Quality	Sept 2020 ongoing		
2.4	Ensure remote working does not adversely affect students	<ul style="list-style-type: none"> <li>Check all students can access the VLE, TEAMS remotely</li> <li>All students are appropriately supported including SEND learners</li> <li>Review outcome of blended learning</li> </ul>	Principals Group Director of Quality	Sept 2020 ongoing		
<b>Leadership and Management: Actively promote equality &amp; diversity and receive feedback from staff, learners, employers and other partners of the College</b>						
	<b>Key actions</b>	<b>How will this be done and or evidence sources</b>	<b>Lead department/person</b>	<b>By when</b>	<b>Achieved /progress to date</b>	<b>Status</b>
3.1	Continue to ensure all staff, students and key stakeholders understand their obligations under the Equality and Diversity Action Plan (SES)	<ul style="list-style-type: none"> <li>All staff, students and key stakeholders receive E&amp;D training</li> <li>E&amp;D is an integral part of staff and student induction programmes and is monitored by EDSG.</li> <li>Access to work.</li> </ul>	Group Director of HR Group Director of Quality	Sept 2020 ongoing May 2021		
3.2	Continue to ensure marketing activities and the promotion of the College positively reflect the College's ethos and commitment to E&D	<ul style="list-style-type: none"> <li>Marketing materials</li> <li>Learner success stories</li> <li>Prospectus</li> <li>College website</li> <li>Recruitment adverts</li> <li>Workforce data</li> </ul>	Group Head of Marketing Group Director of HR	May 2021 Aug 2020 ongoing		
3.3	Continue to ensure students are safe, free from discrimination, harassment and bullying while accessing college services	<ul style="list-style-type: none"> <li>Tutorial Programme</li> <li>Monitor student complaints procedure</li> <li>Work with external agencies and partners on employer agreement (requires employers to have an Equality Policy in place or abide by the College's policy)</li> <li>Student surveys</li> <li>HR policies and processes</li> <li>Personal Development, Behaviour and Welfare.</li> </ul>	Deputy Principals Principals	Aug 2020 Ongoing Jan 2021 May 2021		
3.4	Continue to ensure E&D is a requisite part of contract tendering processes	<ul style="list-style-type: none"> <li>E&amp;D policies required at the due diligence stage for potential partners and suppliers</li> <li>Check contracts for E&amp;D criteria</li> <li>Contract monitoring meeting minutes</li> </ul>	Deputy CEO & Group Director Estates Group Director of Apprenticeships and Business Development	Aug 2020 ongoing		

3.5	Produce E&D annual report for 2018/9	<ul style="list-style-type: none"> <li>Action Plan produced and acted upon</li> <li>Annual report produced</li> </ul>	Group Director of HR	Oct 2021		
<b>Leadership and Management: Ensure Black Lives Matter strategy actions are implemented</b>						
<b>Key actions</b>		<b>How will this be done and or evidence sources</b>	<b>Lead department/person</b>	<b>By when</b>	<b>Achieved /progress to date</b>	<b>Status</b>
3.6	Establish a Black Lives Matter forum group to discuss issues relating to Black staff, students and other key stakeholders.	<ul style="list-style-type: none"> <li>Working group to feed into the Equality and Diversity steering group</li> <li>Identify experiences of Black staff, students and key stakeholders</li> <li>Ensure organisational representation of Black staff</li> <li>Identify areas of the curriculum that need to be decolonised</li> <li>Discuss issues pertaining to respect and justice</li> </ul>	Group Principal & CEO Group Director of Human Resources Principals	From Oct 2020		
<b>Leadership and Management: Ensure building, facilities and services are accessible to learners, staff and other stakeholders</b>						
<b>Key actions</b>		<b>How will this be done and or evidence sources</b>	<b>Lead department/person</b>	<b>By when</b>	<b>Achieved /progress to date</b>	<b>Status</b>
4.1	Ensure that the College's Property Strategy takes account of any E&D issues	<ul style="list-style-type: none"> <li>Check implementation plans for Property Strategy</li> </ul>	Group Director of Estates Group Head Strategic Projects	Aug 2020 ongoing		
<b>Personal Development, Behaviour and welfare: Ensure advancing equality and engaging with diversity are well embedded in the delivery of activities which promote development and positive behaviour and in the implementation of our duties for welfare, safeguarding and promoting shared values</b>						
<b>Key actions</b>		<b>How will this be done and or evidence sources</b>	<b>Lead department/person</b>	<b>By when</b>	<b>Achieved /progress to date</b>	<b>Status</b>
5.1	Promoting the curriculum to non traditional applicants and areas of Underrepresentation.	<ul style="list-style-type: none"> <li>Positive role models</li> <li>Matrix accreditation</li> <li>Risk assessment to individuals</li> <li>Equality and Diversity ethos</li> </ul>	Principals  Group Director of Communications & Customer Services	Sept 2020 ongoing		