

TITLE: RACE EQUALITY POLICY

Authorised by:
Russell Prince
Chief Executive

Effective Date: 01/03/2016
Supersedes: 14/05/2012

1. Policy Statement

SETA seeks to achieve an environment in which all are treated equally and in which all types of discrimination are not tolerated. SETA is committed to promoting race equality and equality of opportunity for all and in valuing and celebrating the diversity of its staff and learners.

SETA will seek not only to eliminate discrimination, but also to create a working and learning environment based on positive relations between members of different racial groups. All current and potential employees, learners, trainees, contractors and visitors will be treated with respect and dignity within a culture where diversity is valued. To this end, SETA undertakes to provide training and support for staff, to consult with ethnic minority staff about their experience of the working environment.

The aim is to create a positive inclusive ethos where issues of racism, stereotyping, prejudice and discrimination can be discussed openly; where there is a shared commitment to challenging and preventing racism and discrimination; where respecting diversity and difference is encouraged; and where there are good relations between people of different groups.

SETA will work towards the elimination of racism whether overt or covert, and will seek to ensure that individuals have equal access to learning programmes and facilities.

2. Context

Both institutional and individual racism “can be seen or detected in processes, attitudes and behaviour which amount to discrimination through unwitting prejudice, ignorance, thoughtlessness and racist stereotyping which disadvantages ethnic minority people.” (Macpherson Report 1999)

SETA strives to ensure race equality for all its users and its commitment to equality and diversity and our policies outline our responsibilities to this.

This policy has been written to ensure members of staff, learners, contractors, visitors and customers are aware of the duties placed upon SETA by race relation legislation. It is a comprehensive policy to explain the background, law, and our intentions together with our commitment to race equality.

3 The Procedure

3.1 STATUTORY DUTIES

The Race Relations Act 1976 and the Race Relations (Amendment) Act 2000 place a specific duty on SETA to prepare and maintain a written statement of its race equality policy for promoting race equality. Under the Act SETA will:

- Eliminate unlawful discrimination
- Promote equality of opportunity; and
- Promote good relations between people of different racial groups.

SETA also has specific duties to:

- Prepare a written policy statement promoting race equality
- Put in place arrangements for implementing the policy,
- Publicise its policy and the results of the monitoring of its effectiveness.
- Assess the impact of its policies on learners and staff on different racial groups.
- Monitor the admission and progress of its learners and the recruitment and career progress of its staff.

3.2 APPLYING OUR DUTIES IN PROMOTING RACE EQUALITY

To promote race equality, SETA will undertake a programme of action that will seek to ensure that:

- The Board of Directors, staff and learners are aware of the SETA's Race Equality Policy and the action needed for its implementation. This will include: the operation of fair policies, procedures and practices; and training to enable all staff and learners to tackle racial discrimination and harassment.
- Staff, learners, visitors and contractors are aware of the value placed upon equal opportunity and that action will be taken in the event of any breach of the policy.
- The Board of Directors and staff have access to comprehensive information, which assists them to plan, implement and monitor actions to carry out their responsibilities under the policy.
- Where appropriate, publicity materials present positive messages about minority racial groups.

3.3 MONITORING OUR PROGRESS

SETA will review, on an annual basis, the progress that has been made in improving race equality, and will then set out its plans for the coming year. These plans will include targets to reduce any identified disadvantage experienced by ethnic minority employees and learners.

SETA will publish the results of this any review of the Race Equality Policy and its action plan for the coming year to all staff and learners.

The aim of this Race Equality Policy is to ensure that the SETA tackles race discrimination, and promotes equality of opportunity and good race relations across all areas of its work. The policy will therefore cover the following activities:

3.3.1 For learners - Ethnic profiles of learners with respect to:

- Applications, success and failure rates for admission to programme
- Retention and attendance rates
- Achievement rates
- Work placements including success rates, satisfaction levels and job offers
- Complaints by learners, their sponsors and any other users of our services
- Disciplinary proceedings
- Learner surveys
- Destinations and other progression issues

3.3.2 For staff - Ethnic profiles of employees with respect to:

- Types of work
- Job application rates
- Selection success rates
- Types of contract (permanent/temporary)
- Training and staff development
- Promotion application and success rates
- Disciplinary/capability proceedings
- Grievances

3.4 POSITIVE ACTION

In certain circumstances the Act allows Positive Action as a way of overcoming inequality. Positive Action allows SETA to:

- Provide facilities and services, in training education and welfare to meet the special needs of people from particular racial groups.
- Target education and training at particular racial groups that are under represented in a particular area of work or study.
- Encourage applications from particular racial groups that are under represented in particular work areas or curriculum areas.

Positive action strategies are intended to be temporary measures only. SETA will ensure that when using positive action as a strategy it falls within the law.

3.5 BREACHES OF THE POLICY AND COMPLAINTS

- Acts of racial discrimination, harassment, abuse or victimisation will be treated as a serious disciplinary offence.
- Disciplinary action could include dismissal in the case of staff and expulsion in the case of learners.
- Staff and learners who feel they are being discriminated against on racial grounds should seek resolution through the Harassment Complaints procedure.
- Staff or learners who feel that they have experienced racial discrimination from members of the public will receive support from the SETA and SETA will take appropriate action against the individual.
- Prospective learners who consider that they have been unfairly treated with respect to their application or are dissatisfied with some aspect of the recruitment and selection procedure should write giving details to the Human Resources Manager. All complaints will be investigated and the prospective learner informed of any action taken.
- Applicants for employment who feel that they have been unfairly treated with regard to their application or are dissatisfied with some aspect of the recruitment and selection procedure should write giving details the Human Resources Manager and Organisational Development. All complaints will be investigated and the applicant informed of any action taken.

3.6 PUBLICISING OUR POLICY

3.6.1 To learners, prospective learners and other members of the public

- SETA's commitment to race equality will be highlighted in application forms, job advertisements, on the website and intranet.

- ❑ A summary of the results of monitoring information may be included in the annual reports and annual financial statements where this does not contravene confidentiality.
- ❑ A summary of the policy shall be included in the Learner (handbook) information pack, which is given to all learners at induction.
- ❑ Summaries of the policy will be displayed in appropriate areas around SETA.
- ❑ The induction programme for learners will include SETA's commitment to race equality, outlining the any action to be taken by learners who experience racial discrimination and the actions taken against the perpetrators of discrimination.
- ❑ Instructors will reinforce this information during inductions, teaching or placement visits.

3.6.2 To staff

- ❑ A summary of this policy will be included in the staff handbook and the intranet/ website.
- ❑ The staff induction will include an overview of the SETA's commitment to race equality. It will also outline procedures with regard to reporting cases of discrimination and the actions taken against perpetrators.

3.6.3 To work placement providers

- ❑ All work placement providers will receive a summary of the policy and will signify their understanding and agreement to these responsibilities. Staff visiting learners on placement will ensure this takes place.

3.7 REVIEW AND CONSULTATION

The Senior Management Team will review this policy on an annual basis..

3.8 IMPLEMENTATION

SETA will seek to ensure that all policies and procedures are non-discriminatory and anti oppressive and that monitoring and positive action processes are regularly reviewed.

4 Roles and Responsibilities

4.1 The Board of Directors are responsible for:

- ❑ Having ultimate responsibility to ensure that SETA complies with Race Relation legislation and the Codes of Practice supporting it.
- ❑ Ensuring that the Race Equality Policy is followed, this will be achieved through the consideration of an annual report.
- ❑ Ensuring that the SETA's strategic plans includes a commitment to race equality.
- ❑ Ensuring that equalities training is part of the SETA's strategic plan.

- ❑ Receiving and responding to monitoring information on black and minority ethnic learners and staff.

4.2 The Senior Management Team is responsible for:

- ❑ Overseeing the continuing application and development of the Race Equality Policy.
- ❑ Preparing, monitoring and reviewing the Race Equality Action Plans.
- ❑ Reporting annually to the Board of Directors on race equality issues.
- ❑ Advising on the formulation of policies, procedures and resources.

4.3 The Chief Executive is responsible for:

- ❑ Giving a consistent high profile lead on race equality issues and promoting race equality both internally and externally.
- ❑ Working with the Senior Management Team to ensure that the Race Equality Policy is implemented effectively.
- ❑ Ensuring that appropriate action is taken against individuals at SETA's premises and working on behalf of SETA who do not act in accordance with the policy.

4.4 Senior Management Team are responsible for ensuring that:

- ❑ They take the lead in creating a positive, inclusive ethos that challenges racist or inappropriate language and behaviour.
- ❑ They are aware of the statutory duties in relation to race relation legislation.
- ❑ All aspects of SETA's policy, procedures and activities are sensitive to race and ethnicity.
- ❑ Ethnic monitoring data is collected and analysed.
- ❑ Targets on recruitment retention and achievement of learners are set based on the analysis of ethnic monitoring data.
- ❑ Teaching observation reports include criteria on race and ethnicity issues.
- ❑ Internal verification procedures include scrutiny of race and ethnicity.
- ❑ Curriculum areas assess performance in relation to race and ethnicity issues and action taken if appropriate.
- ❑ The procedures for recruitment and promotion of staff model best practice in equality.

- Targets are set on the recruitment and promotion of staff based on the analysis of ethnic monitoring data.
- SETA's publicity materials present appropriate and positive messages about minority ethnic groups.
- Learner induction programmes and tutorials reflect SETA's commitment to promote equality.
- Appropriate training and development is provided for both staff and learners to support the appreciation and understanding of diversity.

4.5 All staff are responsible for ensuring that:

- They are aware of SETA's statutory duties in relation to race legislation.
- Schemes of work, lesson content and teaching resources demonstrate sensitivity to issues of cultural diversity.
- They challenge witting and unwitting racism and inappropriate language and behaviour by staff, learners, placement providers other members of staff and users of our services.

4.6 All learners are responsible for ensuring that:

- They create and maintain an environment where harassment and discrimination are considered unacceptable.
- They support and comply with the aims of the Race Equality Policy and procedures.
- They understand that the consequence of contravening race equality legislation and the SETA's Policy.

4.7 Partners, Contractors and Service Providers

- All partners, contractors and service providers will be responsible for adhering to any race equality guidelines in agreements or contracts.
- SETA is committed to ensuring that those organisations with which it works and employs will demonstrate their commitment to race equality and have policies and procedures in place to achieve this.

5 Location and Access to the Document

This document will be held on the SETA's intranet and on the SETA's website. The document will be made available on request to external parties as required and may be converted to other formats if appropriate (Braille, Large Print, Other Languages etc)