



Donaldson's College

EQUAL OPPORTUNITIES POLICY AND RACE EQUALITY POLICY

INTRODUCTION

Donaldson's College is committed to its Equal Opportunities Policy and all members of staff are required to co-operate to ensure that all aspects of the policy are implemented in full. A member of the senior management team is appointed as the Equal Opportunities Officer to oversee all aspects of Equal Opportunities work within the organisation and a member of the Board of Governors is designated as having particular responsibility for this area.

LAYOUT OF THE POLICY

Donaldson's college is aware of the current pace of change within Equalities in Scotland and recognises that this policy will need to be reviewed regularly over the next few years in order to respond to the changing demands on GASS funded schools.

Part 1 – Back ground and Legislative Framework Page 2

- 1.1 Legislation
- 1.2 Statement of Shared Values

Part 2 - Statutory Obligations Page 4

- 2.1 General and Specific duties relating to the DDA (2005)
- 2.2 General and Specific duties relating to the RRA (2000)
- 2.3 The Accessibility Strategy
- 2.4 Recruitment & Employment
- 2.5 Monitoring and Reporting Procedures

Part 3 – Race Equality Policy Page 7

- 3.1 Targets for Improvement
- 3.2 Reporting and Recording Racist Incidents
- 3.3 Training
- 3.4 Monitoring and Reporting
- 3.5 Teaching, Learning and Curriculum
- 3.6 Progress, Attainment and Assessment
- 3.7 Behaviour, Discipline and Exclusion

Part 4 – Responsibilities Page 9

- 4.1 Governors
- 4.2 Principal
- 4.3 Equal Opportunities Officer
- 4.4 Members of staff
- 4.5 Pupils/Parents/Carers and Other People
- 4.6 Breaches of the Policy



Donaldson's College

EQUAL OPPORTUNITIES POLICY AND RACE EQUALITY POLICY

Part 1 – BACKGROUND AND LEGISLATIVE FRAMEWORK

1.1 Legislation

In a time of great change for Equalities legislation in Scotland, this policy attempts to set out the general and specific duties placed upon Donaldson's College under the Acts and regulations listed below.

The Disability Discrimination Act, 1995 (DDA) introduced new laws and measures aimed at ending discrimination which many disabled people face. The Act gives disabled people rights in the areas of employment, access to goods and services, and buying or renting land or property. The Disability Discrimination Act 2005, in addition to the above, has introduced a new duty on disability equality that includes general and specific duties for GASS funded schools.

The Race Relations Act, 1976 (RRA) prohibits discrimination on grounds of race, colour, nationality (including citizenship), and national or ethnic origin with regard to employment, education and training, the provision of goods and services and housing. The Race Relations (Amendment) Act 2000 places general and specific duties on public authorities, including GASS funded schools.

The Employment Equality (Sexual Orientation) Regulations (2003)

The Regulations make it unlawful to discriminate on grounds of sexual orientation. This includes 'orientation towards someone of the same sex (lesbian or gay men), opposite sex (heterosexual) or both sexes (bisexual)'.

The Sex Discrimination Act 1975 (SDA) and as amended in 2003, prohibits sex discrimination against individuals in the areas of employment, education, and the provision of goods, facilities and services and in the disposal or management of premises. The Equal Pay Act (1970) was amended (2003) to give an individual the same contractual pay as a person of the opposite sex in the same employment, where the man and woman are doing like work or work of equal value.

The Gender Recognition Act, 2004 gives transgender people legal recognition in their acquired gender and ensures they are afforded all the rights and responsibilities appropriate to that gender.

The Employment Equality (Religion or Belief) Regulations (2003)

(N.B. The Employment Equality (Age) Regulations are expected to become law on October 1, 2006. The Regulations make it unlawful to discriminate on grounds of age (including all ages). They implement the principle of equal treatment in employment and training and apply to all employers in the public and private sectors.)



Donaldson's College

EQUAL OPPORTUNITIES POLICY AND RACE EQUALITY POLICY

Donaldson's College recognizes and takes seriously its responsibilities towards staff and towards our pupils, under the above equalities legislation.

1.2 Statement of Shared Values

As well as adhering to the legislation, Donaldson's College values and celebrates the diversity of people. As an educational institution, we take seriously our responsibility and remit to dispel prejudice and to produce, within our community, a positive attitude to all people. All members of our community, and those who visit us, have the right to feel valued for who they are. We have a responsibility to ensure that this happens. The College treats all job applicants, members of staff, pupils and visitors with respect and with due regard to their gender, sexual orientation, marital status, race, colour, religion, ethnic or national origin, age or disability. Our commitment to this is shown in our values and the care we offer to people, in the curriculum of the College and in our Equalities procedures.

Donaldson's College is committed to:

- Respecting the dignity of each person
- Valuing and including others
- Developing effective stakeholder involvement in policy and planning
- Enabling our pupils to meet on equal terms with hearing and deaf people in a range of situations beyond the College
- Delivering accessible education on the topics of citizenship, personal and social development and anti-discrimination
- Using resources in education and care that positively reflect diversity
- Developing Impact assessment tools in order to evaluate the effectiveness of our Equalities work
- Having respect for others who have different:
 - Ethnic, racial or religious backgrounds;
 - Linguistic backgrounds;
 - Sexual orientation or gender;
 - Levels of ability and/or disability,
 - or who are of a different age.



Donaldson's College

EQUAL OPPORTUNITIES POLICY AND RACE EQUALITY POLICY

Part 2 - STATUTORY OBLIGATIONS

2.1 General and Specific duties relating to the DDA (2005)

2.1.1 General Duties

In carrying out its functions, Donaldson's College will have due regard for the need to:

- promote equality of opportunity between disabled persons and other persons;
- eliminate discrimination that is unlawful under the Act;
- eliminate harassment of disabled persons that is related to their disabilities;
- promote positive attitudes towards disabled persons;
- encourage participation by disabled persons in public life; and
- take steps to take account of disabled persons disabilities even where that involves treating disabled persons more favourably than other persons.

2.1.2 Specific Duties

The specific duty regulations require Donaldson's College to produce and publish a Disability Equality Scheme (DES). The DES will be developed to be put in place for December 1st, 2006 and will be reviewed annually thereafter and updated after three years.

The DES will include a statement of:

- the way in which disabled people have been involved in the development of the scheme;
- methods for impact assessment;
- an action plan that sets out the steps that Donaldson's will take towards fulfilling its general duty
- arrangements for gathering information in relation to its delivery of education and its functions;
- arrangements for putting the information gathered to use, in particular in reviewing the effectiveness of its action plan and in preparing the subsequent DES.

2.2 General and Specific duties relating to the RRA (2000)

Donaldson's produces a Race Equality Policy statement as part of this Equal Opportunities Policy (see below).

2.3 The Accessibility Strategy

Donaldson's annually evaluates its Accessibility Strategy that lays out targets for improvement across the three key areas of: Curriculum, The Physical Environment and Information/Communication. The strategy is the responsibility of the Equal



Donaldson's College

EQUAL OPPORTUNITIES POLICY AND RACE EQUALITY POLICY

Opportunities officer and is developed and evaluated through the EO working group. The Accessibility Strategy forms part of the EO annual report.

2.4 Recruitment & Employment

The College is an Equal Opportunities employer and all staff are obliged to meet the requirements of this policy. All staff involved in the recruitment process are required to adhere to Donaldson's HR policies.

2.4.1 Advertisements and Application Forms

Job adverts appear in plain English and are placed not only in local and national press but also in a variety of publications that highlight minority groups. In particular, Donaldson's undertakes to place job adverts in d/Deaf publications, ensuring the information about job vacancies reaches as wide a section of the d/Deaf community as possible.

Adverts should specify that applications can be made in a variety of formats. The application form includes a box in which the candidate can indicate their communication and/or accessibility support needs at the interview. All applicants are required to complete a confidential Donaldson's Equal Opportunities monitoring form.

2.4.2. Interviews and Assessments

All applicants will be considered on their ability to carry out the duties of the post. The Human Resources officer holds identifying information, such as age, gender and name until after the interview panel has and confirmed the shortlist. Donaldson's College is committed to interviewing all applicants with a disability who meet the minimum criteria for a job vacancy and will consider them on their abilities. The HR officer and EO officer are happy to discuss and put in place, reasonable adjustments for individual applicants with a disability. In particular, Donaldson's will ensure that appropriate communication support is available to a d/Deaf individual and that easy access to relevant information is provided to all candidates. The College will make every effort to ensure that a member of staff stays in employment if they become disabled whilst still an employee of Donaldson's College.

2.4.3 Induction

Standard induction procedures are carried out twice a year to ensure that appropriate support is available to all new employees. All new employees are consulted by the HR or EO officers to determine their communication or other individual support needs.

The induction includes training on the following policies: Equal Opportunities, Child Protection, and Health and Safety. These policies can be made available in accessible formats, if required.



Donaldson's College

EQUAL OPPORTUNITIES POLICY AND RACE EQUALITY POLICY

2.4.4 Communication Support

The College uses the Access to Work scheme to provide practical support to disabled people entering paid employment in order to ensure that work-related obstacles are removed.

Deaf or disabled staff can receive support from *Access to Work* for equipment and communication support. Information about Access to Work support is presented to new members of staff at their induction by the Equal Opportunities Officer.

2.4.5 Training

Donaldson's provides annual training to staff on equality and diversity issues. All staff training events have appropriate communication support and are evaluated in terms of accessibility and d/Deaf awareness. Further information about training is available from the Donaldson's Training policy.

2.4.6 Promotion

The career paths of the d/Deaf or disabled staff are monitored by the EO officer and opportunities for promotion and training identified, building on each person's strengths.

2.4.7 Pay and Rewards

The College adheres to standardised Local and National Government Pay Scales that are based on qualifications and experience and prevent discriminatory practice.

2.4.8 Grievance

The College's complaints/grievance procedure allows d/Deaf staff to make a complaint or record a grievance on video using sign language. In this instance, staff can contact the EO officer who will facilitate this.

The EO officer will arrange for support for other members of staff or visitors who wish to record a grievance or complaint, in a language other than English.

2.4.9 Redundancy, Disciplinary Action/Dismissal

If redundancies are being considered in the organisation, a consultation process will take place with employees.

Particular consideration will be given to d/Deaf staff and other disabled members of staff who may need additional support under the circumstances of disciplinary action or dismissal.

Communication support for d/Deaf staff will be provided for all formal employment meetings and consultations.

2.5. Monitoring and Reporting Procedures

2.5.1 Monitoring

Job applicants are asked to volunteer details of their gender, ethnic origin, sexual orientation and disabilities. The College guarantees that this information will be used only for monitoring the effectiveness of its Equal Opportunities Policy and practice.



Donaldson's College

EQUAL OPPORTUNITIES POLICY AND RACE EQUALITY POLICY

Existing members of staff and Governors are required to fill out an annual EO monitoring form. Pupil information is recorded as part of the pupil registration form on entry to Donaldson's College and details are updated if they change.

The composition of the workforce and the mix of job applicants is monitored on an annual basis by the Equal Opportunities Officer. Should inequalities become apparent, reviews of our processes will be undertaken to establish any possible causes. In order to ensure that we are adhering to our stated principles and to evaluate how effective our policy and procedures are.

To supplement the above monitoring, the quality of resources, pupil and staff experience, the curriculum and learning and teaching are evaluated through consultation with representatives of minority groups from Donaldson's community and from external stakeholders.

2.5.2 Confidentiality

The College recognises the sensitive nature of ethnic grouping and data relating to gender, sexual orientation and disability. The College respects the rights of individuals to define their own grouping and to choose whether to disclose information about this. This information is treated as sensitive and confidential and its collection and use will comply with the provisions of the Data Protection Act 1998.

2.5.3 Reporting

We are required to monitor and report on a number of areas concerning EO. These are:

- pupil population compared to national statistics
- pupil attainment
- pupil discipline and exclusion
- staff recruitment compared to national statistics
- staff promotion
- staff training
- complaints of discriminatory incidents, including the racist incident log

Each of these areas is monitored in terms of disability, age, gender, religion, sexual orientation, ethnic or national origin.

The findings from our monitoring and evaluation are written into an annual EO report, publicly available, and which informs target setting for the coming year to address any discrepancies or weaknesses in our organisation or practise.

Part 3 – RACE EQUALITY POLICY STATEMENT

Donaldson's College acknowledges in its statement of *Shared Values* that we encourage respect for learning & responsibility, respect for self and the importance of interacting positively with others. Race equality is an intrinsic part of these values and we are committed to it being an intrinsic part of the College's ethos.



Donaldson's College

EQUAL OPPORTUNITIES POLICY AND RACE EQUALITY POLICY

We are opposed to all forms of racism including both direct and indirect racism directed against individuals and groups on the grounds of their colour, racial group, ethnic or cultural origins, traveller and refugee status or because they are asylum seekers.

3.1. Targets for Improvement

In order to meet our requirements under this Act we will take the necessary steps to:

- Promote racial equality and equal opportunities
- Promote good race relations
- Eliminate unlawful racial discrimination

Targets are developed annually to comply with the three strands outlined above and included in the Whole School Development Plan and the Equal Opportunities annual report.

3.2. Reporting and Recording Racist Incidents

Racist incidents and racial harassment must be recorded on an Incident Recording Form and passed to the Principal. The Principal copies the information to the EO officer who is responsible for logging the incident as part of the College's monitoring procedures.

Pupils, staff and visitors are able to record racist incidents in their first or preferred language. In the case of sign language users, video cameras and an appropriate room are available. Pupils are made aware of this facility using school structures such as Meeting Point. The use of Sign Language Interpreters may be necessary and Donaldson's will make every effort to secure an interpreter at short notice for such incidents.

3.3. Training

Annual training is provided to all staff on the topic of their duties under the RRA. Regular staff training is provided to ensure that all staff know how to report incidents of racism and racial harassment. This relates to incidents involving pupils as well as incidents involving other staff and visitors.

3.4. Monitoring

A Racial Incident Log is kept by the EO officer and the information will be included in the annual Equal Opportunities report. All monitoring related to race and ethnicity for staff and pupils is included in Donaldson's College Equal Opportunities monitoring procedures.

3.5. Teaching, Learning and Curriculum

The PSE programme is designed such that the principles of racial equality and the promotion of positive attitudes towards difference and diversity are included.



Donaldson's College

EQUAL OPPORTUNITIES POLICY AND RACE EQUALITY POLICY

Pupils are given the chance to explore issues such as identity, racial equality in *Meeting Point* for the senior pupils and in a variety of PSD opportunities amongst the Primary classes.

Whole school education takes place in the form of events such as the *Multi Faith Week*. This will ensure that all pupils have personal encounters with people from other cultures and religions. In addition, the displaying of signs in prominent places featuring the vocabulary of many different community languages helps to raise multi-cultural awareness

The College incorporates the Deaf perspective into multi-cultural education by encouraging visits from outside speakers, particularly adult members of the Deaf community.

3.6. Progress, Attainment and Assessment

The College will use monitoring procedures to record the attainment and progress of pupils by racial group (monitored annually in August by the Deputy Principal (Curriculum) and passed to the Equal Opportunities Officer). This information will be used to assist with planning. This will include results of BSL assessments, which will be examined to determine if some children have lower levels of BSL acquisition because they are exposed to two or more home languages as well as sign language. In this instance, additional support may be offered to parents/carers and children.

3.7. Behaviour, Discipline and Exclusion

The College will monitor the number of exclusions, sanctions and rewards by racial group to establish any possible trends (monitored in June by the Deputy Principal (Pupil Development) and passed to the Equal Opportunities Officer on an annual basis).

Part 4. RESPONSIBILITIES

4.1 Governors

The Board of Governors are responsible for the effective implementation of all Equalities legislation, in particular the Disability Equalities Scheme implementation

- To adopt and review the Racial Equality Policy
- Review all other College policies covered within the scope of the Racial Equality Policy
- Monitor and evaluate the operation and impact of the Racial Equality Policy as part of the Equal Opportunities Policy
- Monitor and review the racial equality impact of other policies
- Provide the resources and support structures needed to ensure the effective implementation of the Racial Equality Policy and the Disability Equalities Scheme
- Are responsible for ensuring the implementation of all Equalities legislation



Donaldson's College

EQUAL OPPORTUNITIES POLICY AND RACE EQUALITY POLICY

A nominated Equal Opportunities Governor oversees the effective implementation of the Racial Equality Policy and subsequently reports any pertinent issues to the Board.

4.2 Principal

The Board of Governors delegates day-to-day responsibility for the management of the policy to the Principal who in turn delegates this to the member of the senior management team who is the designated Equal Opportunities Officer. He/She must:

- Take responsibility for the effective implementation of the policy
- Communicate the policy and its implications to staff, pupils and other bodies
- Support the delivery of relevant training for staff
- Take any remedial actions as required
- Be responsible for any disciplinary action to be taken as a result of a breach in this policy
- Be responsible for the Accessibility Strategy and related targets

4.3 Equal Opportunities Officer

The Equal Opportunities Officer is a member of the senior management team with responsibilities for:

- chairing the Equal Opportunities cross-college working group
- writing, updating and managing the implementation of the Equal Opportunities policy, Disability Equalities Scheme, Accessibility Strategy and annual Equal Opportunities report
- monitoring staff, pupils and job applicants in accordance with Equal Opportunities legislation and good practice
- producing resources for staff, pupils, carers / parents to provide information about Donaldson's Equal Opportunities practices
- supporting the d/Deaf staff forum
- ensuring regular staff training in Equal Opportunities and diversity
- supporting and directing the work of staff to create regular cross-college, cross-curricular events that celebrate diversity
- undertaking links with local communities

4.4 Members of staff

All members of staff are expected to comply with the Donaldson's Equal Opportunities Policy and Race Equality policy statement and to support the work of the EO officer and the EO working group.

4.5 Pupils/Parents/Carers and Other People

All pupils, parents/carers, visitors, contractors and any other person entering the College are expected to comply with the Racial Equality Policy. Parents/carers are offered language support if their first language is not English.



Donaldson's College

EQUAL OPPORTUNITIES POLICY AND RACE EQUALITY POLICY

4.6 Breaches of the Policy

Breaches of the policy will be dealt with in accordance with the College's standard disciplinary procedures and policy for both pupils and staff. Pupils and staff can report incidents in their first or preferred language. This may require the use of video interpreters.

Ends.