



Equality Policy – Action Plan 2016 to 2020

Reference: PSED003

For College from 16th April 2016 (Next Review April 2017)

Equality Act 2010 – How St Edmund Hall fulfils our specific equality duties

Under the Equality Act 2010, public bodies, of which the College is one, have both general duties and specific equality duties.

The **general duties** are to have due regard in decision-making to:

1. eliminate discrimination;
2. advance equality of opportunity; and
3. foster good relations between people from different protected groups.

The **specific duties** are:

1. to publish relevant, proportionate information showing compliance with the Equality Act commencing 31 January 2012, and subsequently at intervals no greater than one year from the last publication;
2. to prepare and publicly publish at least one specific and measurable objective that the College thinks it should achieve to meet any of the three aims of the equality duty commencing 6 April 2012 and at subsequent intervals no greater than four years. **This document is the submission for St Edmund Hall for 2016.**

	Responsibility	2016 Action
1. TRAINING		
The College will: <ol style="list-style-type: none"> a) complete a full review of staff training with regard to equality and introduce a schedule of training where necessary; b) develop training and guidance requirements with the JCR and MCR to deliver to the student body; c) develop training and guidance requirements with the SCR to deliver to the Fellows and academic staff of the College. 	Domestic Bursar Domestic Bursar / Senior Tutor Senior Tutor	Develop training materials. In conjunction with the JCR and MCR, complete a first round of training by the end of 2016, recording attendance for our records.





Equality Policy – Action Plan 2016 to 2020

Reference: PSED003

For College from 16th April 2016 (Next Review April 2017)

2. RECRUITMENT & SELECTION		
<p>a) Non-academic staff: The College will keep under review its procedures for the recruitment and selection of staff to ensure equality of opportunity. The College will conduct a job evaluation assessment for all non-academic staff to ensure fairness of treatment.</p> <p>b) Academic staff: the College recruits to approved standards in line with the University's policy.</p> <p>c) All staff: the College will develop a process to gather all required protected characteristic information at point of recruitment.</p>	<p>HR Manager</p> <p>Senior Tutor</p> <p>HR Manager</p>	<p>This year will focus on the review of recruitment procedures to ensure they meet requirements.</p> <p>Collection of data is complete and a report will be available by the end of 2016.</p>
3. STUDENT SUPPORT		
<p>The College will ensure that its criteria for allocating student accommodation are fair and equitable.</p>	<p>Accommodation Manager</p> <p>Senior Tutor</p>	<p>Steps that are in place will be collated into one document for information and review by all.</p>
<p>The College will ensure that its criteria for distributing bursaries, prizes, scholarships and hardship funds are fair and equitable, taking due account of the relevant trust provisions where appropriate. Applications will be monitored to ensure that data is collected and reviewed.</p>	<p>Academic Administrator, Senior Tutor</p>	<p>Applications will be monitored from MT 16 for the full academic year 2016/17.</p> <p>Information will be gathered via an additional form attached to applications.</p> <p>A full policy will be written and published.</p>
<p>The College will ensure that its provision of student pastoral support and welfare services are equally accessible to all College members.</p>	<p>Dean, Welfare Officer</p>	<p>To set up and undertake regular reviews.</p>





Equality Policy – Action Plan 2016 to 2020

Reference: PSED003

For College from 16th April 2016 (Next Review April 2017)

The College makes appropriate amendments in **examination arrangements** such as changing exam days in line with religious requirements, and making adjustments for students with disabilities including the provision of extra time and/or rest breaks, the use of a scribe, the use of computers and specialist software (e.g. voice activated), large font papers and allowing diabetic students to take insulin injections into examinations.

Amendments to University examination arrangements are made with the special permission from the University's authorities and with the appropriate supporting medical evidence where necessary.

Adjustments to the **teaching and learning environment** are made for students with appropriate supporting medical evidence. These include the provision of note-takers, e.g. for registered blind and severely dyslexic students.

The College also provides:

1. student welfare officers/Peer Supporters (male and female) in both Middle Common Room and Junior Common Room. LGBTQ officers are in place in both the JCR and MCR;
2. information about the University's Counselling Service and Student Advice Service, both of which are free to access for all students;
3. a Disability Lead (who is a member of Governing Body) and Disability Co-ordinator who co-ordinates adjustments and provides guidance as to other sources of support.

Accessibility is central to all building projects.

The College provides accommodation to students during term time and conference delegates during vacations. In meeting the needs of these groups the College can provide, for example:

- special bedrooms for students/guests who may have hearing or mobility problems (flashing fire alarm beacon and vibrating pillow);
- most special dietary requirements can be accommodated by the on-site catering staff. Others have been sourced by an external catering firm;
- fridges are provided for diabetic students/guests who require facilities for their insulin.





Equality Policy – Action Plan 2016 to 2020

Reference: PSED003

For College from 16th April 2016 (Next Review April 2017)

4. CONSULTATION		
a) The College will ensure consultation of all relevant groups in connection with its Equality Policy. The consultation process is included within the College Equality Policy – PSED001.	Equality Officer	Maintain and review of the consultation process in place.
b) A process will be developed that will ensure that staff have, and are reminded of, a process by which they can raise issues of equality with relevant personnel.	HR Manager	A system of reminders will be implemented via letters attached to payslips to ensure that staff remain aware of the process to be followed to raise equality issues.
5. ADMISSIONS		
The College will work in partnership with the Admissions Executive in support of the University’s common frameworks on admissions and access for admissions.	Senior Tutor	Ongoing work with the Admissions Executive
The College will continue to implement the Code of Practice on Admissions as agreed by Conference of Colleges and the Admissions Executive.	Senior Tutor	Ongoing work with the Admissions Executive
The College will ensure that all those involved in admissions have received appropriate briefing on the implications of equality issues in the selection of students.	Senior Tutor	Ongoing work with the Admissions Executive
<p>The College employs a Schools Liaison Officer, a key element of whose role is to extend and widen access to the College. The College employs an Admissions Officer.</p> <p>The College’s Disability & Welfare Officers are available to provide advice and assistance. Candidates with disabilities are encouraged by letter prior to admissions to contact the Admissions Officer who will then discuss requirements with the relevant officers and respond; this will include such requirements as specialist furniture for student use.</p> <p>Appropriate adjustments are made for candidates at admissions which include extra time for interviews and tests and appropriate amendments for candidates with disabilities. The College accommodates alternative arrangements during admissions, for example by allowing carers to stay with students who have special needs or the provision of prayer rooms.</p>		





Equality Policy – Action Plan 2016 to 2020

Reference: PSED003

For College from 16th April 2016 (Next Review April 2017)

Version Control:

Version	Date Created	Created By	Position	Owned and Authorised By	Date
1	16 th April 2016	J. Taylor on behalf of GPBC	Domestic Bursar	Governing Body	21 st April 2016

