



Gender Equality Policy

(Previously known as Gender Equality Scheme)

This document is available on-line at: www.tynecoast.ac.uk

- We will consider any request for this document to be made available in an alternative format or language. Please note that the College may charge for this. Please contact: Student Services
- We review our schemes and policies regularly to update them and to ensure that they are accessible and fair to all. We welcome suggestions for improving the accessibility or fairness of this scheme.
- All our schemes and policies are subject to equality impact assessments*. We are always keen to hear from anyone who wishes to contribute to these impact assessments. Please contact: Student Services

*Equality Impact Assessments are carried out to see whether the policy has, or is likely to have, a negative impact on grounds of: age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, sex or sexual orientation.

Approved by:	Version:	Issue Date:	Review Date:	Contact Person:
SEG	v.8.1	March 2016	March 2019	Head of Student Services

Equal Opportunities: Impact Assessed

Review: POLICY NUMBER 28

GENDER EQUALITY POLICY

Previously known as the **GENDER EQUALITY SCHEME**

1.1 Policy Statement

At Tyne Coast College, we are committed to creating an environment where everyone can participate fully as learners, staff or visitors. We recognise that this means not just eliminating discrimination but also actively promoting equality. We aim to ensure that all people can work and study in an environment that is accessible, inclusive and where there are good relations between all people. This policy document has been produced to enable Tyne Coast College to respond to developments in gender equality legislation and exists in conjunction with the College Single Equality Scheme and the College Transgender Protocol document.

- 1.2 The Equality Act-2010 requires public bodies to take steps to combat unlawful discrimination and harassment on grounds of gender reassignment and to positively promote sex /gender equality. It is intended that this policy will support Tyne Coast College in achieving these objectives.
- 1.3 The College will treat all employees and students with respect and dignity, and seek to provide a positive working and learning environment free from gender discrimination, harassment or victimisation.
- 1.4 Tyne Coast College will seek not only to eliminate discrimination, but also to create a working and learning environment based on positive relations between members of different groups. The College undertakes to provide training and support for staff, to consult with staff from different backgrounds about their experience of the working environment and to provide diverse images in any material which it produces for students and staff.

- 1.5 Tyne Coast College will work towards the elimination of discrimination whether overt or covert, and will seek to ensure that individuals and communities have equal access to learning programmes and facilities.

2 Scope

- 2.1 This policy applies to all aspects of the College's provision and to all members of the College community (staff, Governors, students, contractors/suppliers and members of the public).

3 Legislation

- Gender Recognition Act 2004
- Equality Act 2006
- Equality Act 2010

4 Responsibilities

4.1 Governors

Governors are responsible for ensuring that:

- 4.1.1 The membership of the Corporation reflects the diversity of the Communities served by the College
- 4.1.2 The College Strategic Plan includes a commitment to gender equality.
- 4.1.3 Equality training features as part of the College's Strategic Plan.
- 4.1.4 They are aware of the Corporation's statutory responsibilities in relation to Gender equality legislation as an employer and service provider.
- 4.1.5 They receive and respond to the Equality and Diversity Action Plan.

4.2 Managers

Managers' responsibilities:

- 4.2.1 The Chief Executive, Senior Executive Group and Senior Management Team are responsible for taking the lead in creating a positive, inclusive ethos that challenges inappropriate behaviour on the part of staff or students.
- 4.2.2 Managers should be aware of the College's statutory duties in relation to Gender equality legislation.
- 4.2.3 All aspects of College policy and activity are sensitive to gender issues and should be managed accordingly.
- 4.2.4 Curriculum areas are required to assess performance in relation to gender issues and take action as appropriate.
- 4.2.5 The procedures for the recruitment and promotion of staff should include best practice in equal opportunities.
- 4.2.6 All College publicity material should present an appropriate and positive message about gender equality.
- 4.2.7 Learner induction programmes and tutorial programmes should reflect the College's commitment to promote equal opportunity.
- 4.2.8 Appropriate training and development will be provided to support the appreciation and understanding of gender equality issues.
- 4.2.9 To ensure correct procedures will be followed and appropriate action is taken against staff, students, placement providers, partners, contractors, suppliers or others including members of the public who discriminate or harass for reasons of gender.

4.2.10 An inclusive environment will be created and maintained through efficient and effective estates and facility management.

4.3 Staff

Staff Responsibilities:

4.3.1 All staff should be aware of the Colleges statutory duties in relation to gender equality legislation and to attend designated training sessions.

4.3.2 Schemes of work, lesson content and teaching resources should demonstrate sensitivity to issues of gender.

4.3.3 Staff should challenge inappropriate behaviour by students, work placement providers, outside contractors or other members of staff.

4.3.4 The College and each of its individual staff will confront discrimination whether witting or unwitting, whenever it occurs.

4.4 Students

Student Responsibilities:

4.4.1 To support the College and each other by behaving in a way that creates a safe, respectful and orderly environment and contributes to their own success and that of their fellow students.

4.4.2 To respect the College as a diverse inclusive equal opportunity community where prejudice and harassment are not accepted.

4.4.3 To observe the standards as shown in the statement on student behaviour in the student handbook.

4.4.4 To show respect for others irrespective of their gender and to report incidents

of discrimination to an appropriate person and to be prepared to act as a witness for any incident that they may experience.

5 Actions to Implement and Develop the Scheme (Policy)

Under the Equality Act 2010 Tyne Coast College will seek to ensure that:

- 5.1.1 It eliminates unlawful discrimination and gender-related harassment.
- 5.1.2 It promotes equality of opportunity between men, women and transsexuals.
- 5.1.3 It promotes positive attitudes towards transsexual people.
- 5.1.4 It annually publishes information that demonstrates our compliance.
- 5.1.5 It prepares and regularly reviews an action plan detailing the steps it plans to take to meet these duties.
- 5.1.6 It regularly reviews, revises and publishes the aforementioned publications.
- 5.1.7 Governors, staff, students and their sponsors (including work placement providers) are aware of our gender equality policy and the action needed for its implementation.
- 5.1.8 Members of the governing body, staff, students and their sponsors (including work placement providers) are aware of the value placed upon equal opportunity and that action will be taken in the event of any breach of the policy.
- 5.1.9 Governors and staff have access to comprehensive information, which assists them to plan, implement and monitor actions to carry out their responsibilities under the policy.
- 5.1.10 The three year Action Plan identifies specific improved outcomes required

and also details positive action that will be taken.

- 5.1.11 All publicity materials present appropriate and positive messages about all people.
- 5.1.12 Compliance with the requirements of the Data Protection Act 1998 and the Freedom of Information Act 2000. A record will be kept of gender, ethnic origin and disability of all job applicants, employees, student applications and student admissions in order to ensure effective operation of this policy. These records will be analysed regularly and appropriate follow-up action will be taken where there is any evidence of discrimination.
- 5.1.13 Commitment to gender equality will be highlighted in the prospectus, annual report and annual financial statement. Any published information will have due regard for individual confidentiality.
- 5.1.14 Copies of the Gender Equality Policy are available at Student Services.
- 5.1.15 The students' induction programme highlights the College's commitment to gender equality, the action to be taken by students who suffer discrimination and the action taken against such perpetrators of discrimination.
- 5.1.16 Performance and Progression Coaches and Work Based Assessors reinforce this information during tutorials or work-based monitoring visits.
- 5.1.17 All work placement providers and partners will receive information on their responsibilities under the policy and will signify their understanding of, and agreement to, these responsibilities.
- 5.1.18 The staff induction programme will highlight the College's commitment to gender equality, action to be taken by staff who experience discrimination and the action to be taken against any perpetrators of such discrimination.
- 5.1.19 All staff will have access to a copy of the policy on the college intranet.

5.1.20 Contractors and Service Providers follow the College Gender Equality Policy and any gender equality conditions in contracts or agreements.

5.1.21 A supportive environment is provided for those who make claims of discrimination, harassment, victimisation, intimidation or abuse. Students may seek advice from Student Services and staff may seek assistance from the HR Department or trade union.

5.1.22 Acts of gender discrimination (direct or indirect), harassment, victimisation, intimidation or abuse are treated as a serious disciplinary offence.

5.1.23 Students who feel they are being discriminated against on grounds of their gender by staff should raise the matter under the Student Complaints Procedure, if the accusation is upheld, be treated as a serious disciplinary offence.

5.1.24 If during the course of their studies, students suffer discrimination, harassment, victimisation, intimidation or abuse from other students the matter should be brought to the attention of their course tutor and the matter raised through the bullying reporting procedure. If the accusation is upheld the inappropriate or unacceptable behaviour will be dealt with through the faculty disciplinary procedure or the College's Student Behaviour Procedure.

5.1.25 If in the course of their attendance at the College students suffer discrimination, harassment, victimisation, intimidation or abuse from members of the public, contractors and service providers or placement providers the College will take appropriate action and provide appropriate support.

5.1.26 Staff who feel they are being discriminated against on grounds of their gender by other members of staff should raise the matter under the Grievance Procedure. If the accusation is upheld, such issues will be treated as a

serious disciplinary offence in accordance with the College's staff disciplinary procedure.

5.1.27 If in the course of their work, College staff experience discrimination from members of the public, the College will take appropriate action and provide appropriate support.

5.1.28 Any discriminatory behaviour directed against staff by students will be dealt with under the student disciplinary procedure.

5.1.29 Making a complaint does not prejudice an individual's right to use other procedures, including the harassment or grievance procedures, nor their statutory right to complain to an Employment Tribunal or to involve any other appropriate external body.

5.1.30 Tyne Coast College will protect anyone who makes a complaint, or who acts as a witness under this policy in accordance with the College's public interest disclosure procedure.

6 Monitoring and Evaluation

6.1 Monitoring of the Action Plan will ensure that all staff are treated equally in such terms as promotion, staff development and grading.

6.2 Monitoring of the Action Plan will ensure barriers to student admission, retention, progression and achievement are identified and steps are taken to remove such barriers.

6.3 To inform the setting of targets and the measurement of progress in achieving them laid out in the Action Plan, the following information will be collected and analysed by the Equality and Diversity committee.

FOR STUDENTS

Profiles of students by gender

Retention rates

Achievement rates

Work placements including success rates, satisfaction levels and job offers

Disciplinary action

Complaints by students or their sponsors

Student surveys

Applications, success and failure rates for admission to programmes

FOR EMPLOYEES

Profiles of employees by gender and grade/salary scales and type of work

Job application rates

Selection success rates

Type of contract (permanent, temporary)

Training/Staff development

Disciplinary/capability proceedings

Grievances

Progress and performance will be monitored annually by the Equality & Diversity Committee.

7 Related Policies:

Equality & Diversity Policy

Anti-bullying Policy

Harassment Policy and Procedure

Grievance Policy

Student Behaviour policy

Student Complaints Procedure

Disciplinary Procedure (Staff)

Public Interest Disclosure Procedure

Transgender Protocol