

Dartford Science and Technology College

SINGLE EQUALITY ACTION PLAN 2013/14

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Dartford Science and Technology College is committed to promoting and embedding equality and diversity and preventing discrimination in all areas of its work.

Through its Single Equality Policy and Annual Action Plan the College aims to:

- Eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by the Equality Act 2010
- Advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it
- Foster good relations between persons who share a relevant protected characteristic and persons who do not share it

Protected Characteristics under the Act are: Age, Disability, Gender Reassignment, Marriage and Civil Partnership, Pregnancy and Maternity, Race, Religion and Belief, Sex and Sexual Orientation. The functions through which the College will ensure the integration and mainstreaming of equality are:

- Learning and Teaching (the Curriculum)
- Access and Facilities
- Student Recruitment, Admissions and Outcomes
- Student Guidance and Support
- Working with Others
- Staff Recruitment, Selection and Promotion
- Staff retention and Flexibility
- Staff Induction and Development
- Procurement and Contracted-Out Services
- Quality Assurance and Quality Improvement
- Security.

The Vice Principal whose role is to support vulnerable groups will have overall responsibility for the implementation of the Annual Single Equality Action Plan and all managers and staff will have specific responsibilities.

Priorities for 2013/14 in each of the functions are as follows:

Function	Action	Outcome	Responsibility	Indicators of success
Learning and Teaching	Ensure that DSTC's Single Equality Policy Statement is available on Student Net	Students will be aware of the school's commitment to equality of opportunity in relation to the protected characteristics	Website/Network manager, VP in charge of Single Equality Policy	Availability on the net Positive student feedback through discussion groups and focus groups
	Continue to review the content of teaching materials to ensure that they do not include stereotypes and reflect the diversity of the school, local community and current society	Teaching materials will reflect a modern society and reflect equality and diversity	DHT in charge of teaching and learning, Subject Leaders, Teachers	Programmes of Study, lesson observations, lesson plans, positive student feedback
	Continue to ensure that students participate in discussions or are provided with information relating to anti – Discrimination legislation as appropriate.	Students will gain a greater awareness of issues relating to Protected Characteristics under the Equality Act 2010 as they apply to specific vocational areas	Subject leaders and teachers for vocational areas	Programmes of study, lesson observations, lesson plans, positive students feedback, quality assurance on written work
	As part of the overall approach to developing citizenship skills, embed the opportunities within the curriculum to address issues of discrimination, harassment, victimisation and any other conduct prohibited by the Equality Act 2010	Focus on issues of equality across the range of Protected Characteristics within the general curriculum	VP Inclusion and Welfare Subject Leader for wider curriculum /Form Tutors	Positive comments on lesson observations , programmes of study, lesson plans, reports for Citizenship
	Implement a system for reporting, recording and monitoring incidents of prejudice involving staff and students.	Incidents of prejudice will be identified and acted on quickly and effectively; providing the necessary support to staff and students involved.	Subject leaders, Learning Managers, Teachers, Guidance Staff	Staff and students will feel confident about reporting incidents of prejudice

	Continue to review assessment criteria and instruments of assessment to ensure that they are not discriminatory and that, where possible, reasonable adjustments have been made to take account of the needs of students with a protected characteristic	Assessment criteria will not discriminate against students with a protected characteristic	VP with responsibility for vulnerable groups, VP inclusion Learning Managers	Assessment data, dashboards
	Take account of the achievement of all pupils when planning for future learning and setting challenging targets	CPD for all staff so that WALT's and WILF's are challenging and levelled so all students can achieve and aware of what level they are at, and how they can progress	VP Teaching and Learning Subject Leaders Classroom teachers	Staff Development sessions focused on progression and AFL POS Lesson plans Positive comments on lesson observations
Access and Facilities	Ensure that the catering manager gets regular feedback from the students on the range and quality of foods available	Appropriate choice of menus available	Catering Manager	Student satisfaction results Minutes of student council meetings
	Ensure that reception staff have an up to date list of all staff who speak languages other than English and who are willing to communicate as the first point of contact as necessary	Enhance communication with students whose first language is not English	VP Business Manager Personnel Manager	Student satisfaction results
	Continue to assess the needs of students with a disability and implement appropriate personal learning and support plans	Students with a disability will receive additional support as required	VP Inclusion and Welfare AEN Coordinator	Positive student comments and results
	Continue to publicise the facilities available throughout DSTC to further develop communication with students with disabilities	Greater awareness of the facilities available at DSTC	VP Business Manager	Increased use of facilities by students with disabilities
	Continue to meet and invite representatives from outside agencies to attend as guest speakers to assist in the ongoing consultation to improve equality and eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by or under the Act	Communication and consultation with outside agencies to offer opportunities and suggestions for improvement in relation to Protected Characteristics	VP Inclusion and Welfare AEN Coordinator Learning Managers	Stronger links with outside agencies and improved awareness of support systems within the school

	Continue to target marketing at areas under represented under the Protected Characteristics covered by the Act	Advance equality of opportunity and challenge stereotyping	Sixth Form Director Subject Leaders	Applications for courses under represented by those who have a relevant Protected Characteristic
Student Recruitment, Admissions and Outcomes	Monitor and analyse enrolment, retention, achievement and progression of students with relevant protected characteristics and identify any trends, actions to meet the specific needs of students with different disabilities. Targets set to improve retention and progress where appropriate	Issue affecting specific students will be identified and actions or reasonable adjustments will be put in place to address these, which will ensure all pupils achieve <i>Pilot Projects</i>	VP Progress and Attainment of Vulnerable Groups VP Progress and Achievement Individual AHT responsible for progress of year groups Data Manager Learning Managers Attendance Officer	Information in monitoring reports: progress on dashboards Results/progress on reports
	Provide additional support for students with a relevant protected characteristic at admissions stage through improved links with designated staff	To ease transition and provide a support mechanism to assist students with a protected characteristic as specified in the Act	VP Inclusion and Welfare VP Provision AEN Coordinator	Pupil survey results
Working with others	Ensure that Local Authority partners receive a copy of the Single Equality Policy as part of the schools link arrangements	Greater understanding on the a part of local authorities of the school's commitment to promote equality	VP Business Manager	Increase the number of students with a relevant protected characteristic attending DSTC
	Continue to work with local authority partners to improve information to school pupils and parents	Greater understanding on the a part of local authorities of the school's commitment to promote equality		Increase the number of students with a relevant protected characteristic attending DSTC

	Work with outside agencies such as charitable organisations and employers to increase the numbers of work placement opportunities	Students will have a better understanding of work requirements and enhanced opportunities for progression into work	Work Experience Coordinator	Positive feedback from students and employers
Staff Recruitment, Selection and Promotion	Monitor staff appointments, promotions, disciplinary and grievance cases and turnover by relevant protected characteristics and identify any trends and actions for improvement	Identification of any trends or issues/areas for improvement	VP Business Manager Personnel Manager	Information in monitoring reports
	Continue to conduct job description evaluations and equal pay audits on an ongoing basis	Ensure all posts within DSTC continue to be regularly evaluated using Equal Pay monitor as required	VP Business Manager	To ensure no inequality in pay between those with a protected characteristic
Staff Retention and Flexibility	Continue to publish staff appointments and promotions	Staff will feel valued and appreciate the potential for career development within DSTC	VP Business Manager Personnel Manager	A balanced number of appointments in relation to the relevant protected characteristics
	Continue to promote and implement flexible working arrangements where possible	Staff will see that flexible working is available fairly across DSTC	VP Business Manager Personnel Manager	Retention of staff and appointments to key posts
Staff Induction and Development	Monitor staff induction and ensure that all staff undertake 'Handling Equality and Diversity training' within six months of taking up post	All new staff will attend equal opportunities training and will understand their responsibilities	VP (CPD) Personnel Manager	Positive feedback from staff
	Monitor staff development applications by relevant protected characteristics and identify any trends and actions for improvement	Identification of actions for improvement	VP (CPD)	Information in monitoring reports
	Check that adjustments have been made for new staff with disabilities through the induction and review process	Reasonable adjustments will be implemented	VP Business Manager Personnel Manager	Positive staff feedback about adjustments

	Increase awareness of enabling technologies for teaching	Better use will be made of the enabling technologies available at DSTC	Subject Leaders Network Manager	Positive feedback and good retention of staff
	Promote improved understanding of equalities issues for staff and heightened awareness of the school's Single Equality policy and Action Plan through training sessions, leadership team meetings, subject leader meetings, department meetings and publishing the policy and action plan on the staff area of 'The Learning World'.	Staff will have an improved understanding of the Single Equality Action Policy and Single Equality Action Plan	VP Progress and attainment of vulnerable groups	Positive feedback from staff
	Continue to promote the use of mediation to encourage effective dispute resolution	Improved skills of managers in dealing with difficult staffing issues without recourse to formal procedure	VP Business Manager Personnel Manager	Effective resolution of disputes
	Continue to promote mental health and well being	DSTC will deal appropriately with staff who have mental health issues	VP Business Manager Personnel Manager	Positive feedback from staff
Procurement and Contracted-Out Services	Ensure that all contracts for services entered into by DSTC contain a clause regarding the promotion of Equality and Diversity across the relevant protected characteristics	DSTC will only contract with organisations that demonstrate a commitment to Equality and Diversity	VP Business Manager	Acceptance of contracts with this clause
Quality Assurance and Quality Improvement	Carry out consultative meetings with staff to assess the effectiveness of the school's approaches to the promotion of equality and diversity for staff	Views of all staff will be obtained and actions for improvement will be identified	VP Business Manager	Positive staff feedback
Security	Ensure that employees of school contractors continue to attend training on Equality and Diversity to ensure that they understand the school's commitment to equality and their responsibilities	Greater awareness by the employees of school contractors' regarding their role in relation to promotion of equality	VP Business Manager	Positive results arising from internal monitoring procedures

