



Policies & Procedures

Equality, Diversity & Inclusion Policy

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Approved by:	Senior Leadership Team
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Senior Manager responsible:	Deputy Principal

Alternative Formats:

If you require this document in an alternative format,
please use the following contact information:
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1. Purpose of the Policy

The College is committed to ensuring that every individual is treated with respect and dignity and is given the opportunity to achieve their maximum potential.

The College values and celebrates the diversity within the college community and strives to give everyone the opportunity to contribute to the culture in all areas of its activity.

We aim to be open to all areas of the community and to be a truly inclusive organisation where individual differences are respected, where staff, students and service users are treated solely on their merits, and where everyone has a fair opportunity to fulfil their potential.

We are committed to safeguarding and protecting all our students and apprentices, especially children and vulnerable adults, from harm.

Similarly, we are committed to preventing bullying and harassment and to ensuring that victimisation does not occur when dealing with incidents or complaints.

2. Equality Act 2010 – Public Sector Equality Duty

2.1 Under the Equality Act 2010, the College has a statutory duty to have due regards to the need to:

- Eliminate unlawful discrimination, harassment and victimisation and any other conduct prohibited under the Act;
- Advance equality of opportunity between people who share a protected characteristic and people who do not share it;
- Foster good relations between people who share a protected characteristic and people who do not share it.

2.2 The College is expected to encourage students and apprentices to respect others, with particular regard to the protected characteristics set out in the Equality Act.

They are:

- age
- disability
- gender reassignment
- marriage and civil partnership
- pregnancy and maternity
- race
- religion or belief
- sex
- sexual orientation



3. Scope

3.1 This policy covers all areas of our work, including the provision of education, human resources, procurement, marketing, employer engagement and commercial or community events.

3.2 It is intended to protect prospective students, current students, apprentices, staff, volunteers, partners, employers, customers, contractors, visitors and, in some cases, former students and apprentices (if there is a continuing relationship based on him or her having been a student i.e. Alumni).

3.3 In accordance with the Equality Act 2010, the College seeks to promote equality, diversity and inclusion to prevent discrimination and we also seek to reduce socio-economic inequalities and support staff, students and apprentices with caring responsibilities for dependents.

4. Counter Terrorism and Security Act 2015

4.1 The Counter Terrorism and Security Act 2015 introduced the Prevent Duty which requires the College to have due regard to the need to prevent people from being drawn into terrorism or extremist behaviours.

This Duty includes the requirement for all staff to exemplify British Values in their management, teaching and through general behaviours displayed in the College, including through opportunities in the curriculum.

4.2 The British Values are defined as

- Democracy
- Individual Liberty
- Rule of Law
- Mutual Respect and Tolerance

5. Roles and Responsibilities

5.1 **All members** of the College community have a role to play in ensuring that good relations and positive attitudes permeate throughout college life. Members of the College community include all staff and volunteers, all students, all apprentices, including prospective students, apprentices, partners, employers, customers and contractors.

5.2 **Every individual** has the right to:

- Be fairly treated irrespective of race or ethnic background, gender/transgender, disability and/or learning difficulty, age, religion, beliefs, sexual orientation or any other perceived differences;
- Work and learn free from harassment and bullying.



5.3 **Every individual** has a responsibility to:

- Treat others with the respect with which they would wish to be treated themselves;
- Not bully, intimidate, demean, undermine or harass others;
- Make appropriate responses if witness to inappropriate or discriminatory behaviour;
- Act in accordance with the College's Anti-bullying and Harassment Policy;
- Act in a way that is non-discriminatory at all times.

5.4 **Additional Responsibilities** for Equality, Diversity and Inclusion are held as follows:

- **The Corporation** is responsible for ensuring that equality systems exist and are monitored and reported on effectively;
- The **Principal** is responsible for ensuring that appropriate systems are in place and that their impacts are reported to the Corporation;
- **Staff** are responsible for ensuring that they have a sound knowledge and understanding of the EDI Policy, protected characteristics with a relevant understanding of how these issues relate to their area or work;
- Where **staff** have responsibilities linked to the curriculum or tutorials, creation of schemes of work, lesson or tutorial content and teaching resources should demonstrate sensitivity to and the promotion of equality, diversity and inclusion;
- **All staff** are responsible for challenging inappropriate behaviours demonstrated by students, apprentices, service users, colleagues, employers, external contractors or visitors to the College. Also confronting discrimination whether witting or unwitting and whenever it occurs;
- The **College Leadership Team** have a responsibility to ensure that staff under their direction act in accordance with the law and the College's EDI policy and procedures. They are also responsible for ensuring that awareness of equality themes is promoted to their teams, students and apprentices;
- Every **Student and Apprentice** has the responsibility for their own conduct; to report problems arising for other students/apprentices and to participate in activities and learning that promote the awareness of equality, diversity and inclusion.

6. Data Collection, Analysis and Reporting

6.1 All data relating to individuals is obtained, processed, stored and disposed of in accordance with all relevant GDPR legislation.

6.2 The College has a statutory duty to identify whether students, apprentices or staff with protected characteristics are disadvantaged compared with others. Data is collected from



students, apprentices and staff and analysed in respect to recruitment, retention and in the case of students and apprentices, achievement.

6.3 The data about students and apprentices is published in the College's Self-Assessment Report and actions are incorporated in the Quality Improvement Plan. Statistically insignificant data may be withheld on the grounds of confidentiality but will still be used to inform the Quality Improvement Plan.

6.4 Data about staff is published in the Director of HR annual reports.

7. Training and Awareness

7.1 The College recognises that education and training have a significant role to play in promoting equality, diversity and inclusion throughout the community.

7.2 We will ensure that appropriate education and training is delivered to governors, students, apprentices and staff, including employers and wider community members within our allocated funding resources, and in accordance with the requirements of each individual's responsibilities. This will include new staff inductions and as part of mandatory CPD for staff.

8. Consultation and Review

8.1 The College will seek the views of its stakeholders when reviewing or implementing policies, procedures, projects, plans or strategies that have an impact on equality, diversity and inclusion.

8.2 The College Annual Self-Assessment Report summarises the key actions that the College has undertaken to achieve equality, diversity and inclusion throughout the academic year.

9. Reporting Discrimination or Unfair Treatment

The College is committed to providing an open and supportive culture where people can report genuine concerns without fear of reprisal or further discrimination.

9.1 Students and Apprentices can report problems by:

- Talking to their teacher, Course Manager or Work Based Learning Coordinator
- Talking to a member of the Student Welfare team
- Sending an official complaint to the College Complaints Officer
- Referring to the Anti-bullying and Harassment Policy for further details

9.2 Staff can report problems by:

- Talking to their line manager
- Talking to the HR Department
- Referring to the Whistleblowing policy for further details

- Raising a formal grievance via the Staff Grievance Procedure

9.3 Others can report problems by:

- Sending an official complaint to the College Complaints Officer

10. Curriculum Learning and Teaching

10.1 The College has a responsibility to ensure that the framework and principles described in this policy are applied to all learning and teaching.

10.2 Methods of assessment must be accessible and appropriate to all students / apprentices.

10.3 The College will monitor cases where disciplinary action is taken to ensure that no student / apprentices – or group of students / apprentices – is subjected to direct or indirect discrimination.

10.4 The monitoring of disciplinary actions should also highlight whether any particular group within the student population is struggling – and therefore more presenting more behavioural problems.

11. Student Wellbeing Services

11.1 All student welfare and wellbeing functions, including access to the LRC and welfare services, are available and accessible to all students / apprentices.

11.2 Advice and guidance delivered by staff working in these teams is impartial and non-judgmental; the team is committed to the active promotion and encouragement of diversity.

11.3 External partner organisations working with our students / apprentices by referral from these teams are committed to our EDI Policy

11.4 The staff working in these areas play an active role in safeguarding and in the prevention of bullying or harassment.

12. Supporting Students and Apprentices with Additional Needs

12.1 The College provides appropriate additional support to students / apprentices with disabilities or additional needs to ensure that they are not disadvantaged in the pursuit of their studies.

12.2 The College has a responsibility to ensure that students, apprentices, staff and visitors with disabilities are treated with respect; are not disadvantaged as a result of their disability and are not subjected to discriminatory behaviour.



12.3 Disability and additional needs awareness will be promoted throughout the College.

13. Staff

13.1 The College seeks to recruit, develop and promote staff in a fair and transparent way. Decisions on the shortlisting and recruitment of prospective staff are made in accordance with non-discriminatory person specifications. Equality information is not used in these judgements.

13.2 In its dealings with individuals, the College will adhere to the principles of natural justice, employment legislation and best practice and individuals' civil and human rights

13.3 Applicants with a disability must be short listed if they meet the minimum essential criteria outlined within the job description and person specification. Details of reasonable adjustments when interviewing and appointing disabled applicants can be sourced from the HR Directors.

13.4 Training on equality, diversity and inclusion will be provided to staff through the use of online materials, dedicated EDI training events during Staff Development Weeks and specific role-related training identified as required.

13.5 The College regularly monitors Gender Pay Gap information and formulates actions accordingly.

13.6 The HR Department will monitor the protected characteristics of its staff body and will identify actions required to adhere to relevant legislation as required.

13.7 Staff either with existing disabilities, or who develop disabilities whilst employed by the College, will be supported on a case-by-case basis, in conjunction with relevant specialist expertise (GP and Occupational Health intervention) and in line with best practice.

14. External Partners, Contractors and Employers

The College has a responsibility to ensure that our partners all adhere to the College's required standards relating to equality, diversity and inclusion as described in this policy. This includes those working on or off-campus and those working with students, staff, governors, members of the public or any other members of the College community.



Equality Analysis

Name of Policy:	EDI Policy
Person Responsible:	Deputy Principal
Date of Analysis:	October 2025

1: Identify aims of the activity

What is the purpose of the policy and who is intended to benefit?

Provide clarity and guidance for staff and students

2: Assess likely impact

How might this policy have an impact on staff, visitors or students in terms of disability, age, race, gender, religious belief, trans-identity, sexuality?

☒ Positive Impact
 ☐ No Impact
 ☐ Negative Impact

If you have identified **negative** impacts, you need to revise your activity to ensure that you are not disadvantaging any group on the grounds of disability, age, race, gender, religious belief, trans-identity, sexuality.

If you have identified **positive** impacts or **no impact**, please explain your decision

Transparent approach and clear guidance will benefit all members of the college community

3: Checklist

1. Which of the following groups have you consulted?

☒ Staff
 ☒ Students
 ☒ Committee
 ☐ Other stakeholders (please specify below)

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2. How frequently will you monitor the impact(s) of this activity?

☐ Termly
 ☐ Annually
 ☒ Other (please specify below)

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