



**D O N C A S T E R
C O L L E G E**

Equality & Diversity Framework Charter for Staff

A Shared Commitment

Colleagues will be encouraged to play as full a part as they can in the life, goals and culture of Doncaster College. As a start and as part of our commitment to you we are pleased to launch our Charter for staff.

The College Mission is:

“To serve the employment, education and training needs of Doncaster and beyond in ways that are accessible and responsive. To develop self confidence, promote personal growth and development, and ensure success for all who join and work with us”

This emanates from the shared commitment to core ‘principles’ or ‘mission values’ i.e. those shared beliefs, attitudes and opinions held by individuals (or groups) which provide the ethical, ideological or philosophical underpinning to the work undertaken at the college, forming its Mission. Congruent with above statement is the succinct message to all who wish to learn and teach in its organisation:

“Our Staff matter, the College cares”

Our promise to you

As an employer, we want all our staff to feel valued by being involved, and given appropriate development opportunities within a diverse, stimulating and innovative learning environment, which enhances economic, cultural and social well-being'.

We do not tolerate any prejudicial behaviour, on grounds of disability or to fail to make reasonable adjustments to overcome barriers to using services caused by disability. We will make reasonable adjustments including the removal, adaptation or alteration of physical features, if the physical features make it impossible or unreasonably difficult for disabled people to make use of services.

Our commitment to you ...	Staff are expected to ...
To be involved in setting the goals and objectives for the College as appropriate.	Contribute to establishing the goals and objectives of the College and work towards achieving them.
To understand how their role contributes towards achieving the goals and objectives.	Contribute as appropriate to the wider life of the College.
To share in and contribute to the wider benefits of College life (e.g. sports, social, IT, resources and restaurant facilities).	Work towards ensuring that the learner/customer is at the centre of

To help the College to establish the highest standards of customer care.	everything they do.
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Our Board of Governors and College Executive Team will support these commitments in all they do; they will also require improvement in the quality of work life balance to be an integral part of decision making, service planning and operational management within the College and its Departments and Faculties.

Staff Matters

A Shared Commitment

The College has identified six core values explaining what we are about. These values will influence the daily operation, function and behaviour of the College.

Leadership & Management

Colleagues will benefit from effective management and leadership skills that seek to build working relationships, at all levels, on the basis of trust.

All College Managers will demonstrate leadership and accountability through the application of agreed standards and the adoption of defined competence criteria, from board level to the workplace. Managers will promote an ethos and image that positively reflects the College's commitment to equal opportunities;

The role of "Manager" requires an engagement with new ways of working, dealing with new competition, embracing new technologies and understanding new funding regimes. The business environment is also changing at an unprecedented rate and in responding to new challenges, "Managers" increasingly need to be responsible, flexible and seek new ways of working.

Our commitment to you ...	Staff are expected to ...
A clear sense of direction for their work;	Act with integrity and trustworthiness and be accountable for their professional conduct.
Appropriate levels of support and supervision;	Not to discriminate either directly or indirectly in the provision of goods, facilities or services to students, staff or customers.
An accessible, physical environment in accordance with the Disability Discrimination	Contribute to the building of good working relationships.
Encouragement and recognition.	Work co-operatively with and support managers and colleagues.
Their creativity and innovation to be drawn upon wherever possible	Work as part of a team (or teams).
As much responsibility and control over their work as possible.	Embrace the Staff Charter and behave in ways, which promote it.
Senior Managers to embody and promote the values of the Staff Charter.	Seek to resolve issues and problems at work constructively and promptly.
The College to invest in the development of management skills and knowledge.	

A Shared Commitment

Staff Matters

The College recognises good two-way communication can support an environment where employees feel valued and where contributions are recognised. Engaged staff have the opportunity for upward feedback and feel well informed about what is happening in College. A climate of involvement and consultation is associated with employee satisfaction and commitment, promoting better performance and satisfaction in performing your role.

Communication and staff involvement

Colleagues will be encouraged to maximise their contribution to the success of the College and to have their contribution recognised and appropriately rewarded.

We will provide regular briefings to staff ensuring that briefings on College business are cascaded through the organisation. Ensure that all students and potential members of the College community are aware of the equality and diversity policy.

We will also work closely with College committees and groups to improve staff involvement, so that staff feel more included in decisions and changes, which involve them, and their services.

We will encourage feedback from staff on communication and involvement, so that we can find new and better ways of achieving this goal.

We will ensure that all College publications promote and reflect the College's commitment to equality and diversity including implementation, of the Disability Discrimination Act 2005 and Race Relations Amendment Act 2000.

Our commitment to you ...	Staff are expected to ...
Individual and team objectives that are realistic and challenging * Constructive and effective feedback and appraisal, together with formal and informal support and information. To be supported effectively in their work role. Regular progress reviews with their manager or supervisor. Their achievements to be recognised and valued.	Be responsible for reviewing their own performance. Seek actively to improve their performance and to innovate where appropriate, effectively utilise resources to implement the College's equal opportunities policies. Contribute to planning and objective setting. Seek and respond to feedback * Keep their line manager informed about the progress of their work and any issues that may arise.

A Shared Commitment

Staff Matters

The College will ensure all our vacancies are advertised internally, on the College, Jobs Go Public and Jobs Doncaster websites so staff, are informed of opportunities. We will ensure that there are fair opportunities for employment, development and advancement within the college. We will continue to work to ensure that our workforce is representative of the student body and wider community.

Recruitment

All job applicants are screened against agreed selection criteria in a fair, consistent and timely manner.

All job applicants are protected against discrimination either directly or indirectly in recruitment, on the grounds of disability, sex, gender reassignment, maternity rights, colour, race, nationality, ethnic or national origins, sexual orientation or religion or beliefs, age, employment status, social background or because someone is married or is a civil partner and this protection is maintained throughout every stage of the recruitment process and subsequent employment.

Our commitment to you ...	Staff are expected to ...
<p>Candidates will be short listed for interview using objective criteria that are fair and consistent.</p> <p>All applications will be recorded and a shortlisting record kept.</p> <p>The person specification will be reviewed to ensure an open and transparent process, which ensures equality of opportunity.</p> <p>Data relating to short-listed and appointment of staff will be monitored and analysed.</p> <p>Prior to the interview all applicants will be asked whether they have any specific requirements arising from a disability.</p> <p>Applicants will not to be treated less favorably on grounds of disability than others without that disability are or would be treated</p>	<p>Complete application forms in the manner and format requested.</p> <p>Adhere to and promote the College's Equality of Opportunity Strategy.</p> <p>Adhere to Child Protection requirements. Engage constructively with induction probation processes.</p> <p>To make reasonable adjustments to overcome barriers to employment caused by disability.</p>

A Shared Commitment

Staff Matters

The College regards the development of its workforce as critical to the delivery of its mission and character and aims to create and sustain a supportive learning and social environment which will nurture personal learning and organisational development. We will achieve this by ensuring that what we do is relevant to current and future needs in order to respond to new opportunities and challenges. We will regularly and consistently measure our effectiveness in meeting the expectations of staff and managers.

Personal and Organisational Development

Colleagues will be encouraged to realise their full potential in the job role and to continue their personal and professional development. The College will provide a staff development framework for all staff and ensure that all staff has the opportunity to participate in training and development relevant to College needs.

We will ensure that everyone has the opportunity for an individual Development and Performance Review or individual Job Review meeting on an annual basis. We will provide a supportive learning and social environment throughout the whole College and where appropriate, provide student and staff support services to meet individual learning needs.

We will not discriminate either directly or indirectly in the provision of education and training on grounds of disability, sex, gender reassignment, pregnancy, colour, race, nationality, ethnic or national origins, sexual orientation or religion or belief, age, employment status, social background or because someone is married or is a civil partner.

All groups and individuals are able to take part on an equal basis with others, at work, in education and training, and in all aspects of everyday life. Such discrimination dismisses the opportunity available to these groups and goes against the principles of the College's Mission.

We will regularly review the provision of support for training and development, to ensure that it is appropriate and accessible to all staff, regardless of their working patterns.

Our commitment to you ...	Staff are expected to ...
An effective Welcome induction when joining the College or undertaking a new role	Take responsibility for their own ongoing learning and development and provide feedback on organisational development training
To receive information on training, education and development opportunities relevant to the College's goals and objectives	Participate actively in induction processes
To take part in regular developmental review processes (Appraisal)	Develop skills and knowledge in their current role and be flexible in the face of future changes.
Organisational objectives and goals to be analysed and relevant programmes of staff development provided.	Use their experience and skills to help others learn.

The College Cares

A Shared Commitment

The College is committed to providing equal of opportunity in employment and avoiding unlawful discrimination in employment or to staff, learners and customers, striving to ensure that the work environment is free of harassment and bullying and that everyone is treated with dignity and respect.

Dignity at work

Colleagues will be able to go about their work as respected individuals regardless of work patterns, sex, gender reassignment, pregnancy, colour, race, nationality, ethnic or national origins, sexual orientation or religion or belief, age, employment status, social background or because someone is married or is a civil partner, free from fear and prejudice.

We will not tolerate physical or non-physical violence including harassment by other staff, students or visitors, and will take appropriate action to eradicate such behaviour.

We are totally opposed to any form of discrimination and if any member of the College community considers that they have been treated unfairly, they will have their complaint dealt with through the complaints procedure. Any form of discrimination may be treated as a disciplinary offence resulting, if appropriate, in disciplinary action under the College's Disciplinary Procedure.

We will monitor the application of all policies to ensure that unfair access or provision for particular groups of staff is properly identified and dealt with.

We will use staff attitude surveys, college committees, focus groups and exit interviews to identify any matters of general concern around dignity at work, so they can be tackled appropriately.

Our commitment to you ...	Staff are expected to ...
To be treated with respect and trust.	Show courtesy and respect to all.
Diversity and equality to be actively promoted.	Acts in ways free from prejudice and stereotypical assumptions.
Not to be disadvantaged by disability, sex, gender reassignment, pregnancy, colour, race, nationality, ethnic or national origins, sexual orientation or religion or belief, age, employment status, social background or because someone is married or is a civil partner or any other irrelevant distinction.	Act on sensitivities about language and actions that may offend.
A zero tolerance approach to discrimination, violence, bullying or any other form of prejudice or harassment.	Use the power invested in their role appropriately and responsibly. Value difference and the opportunity to share knowledge and skills in a diverse community.

The College Cares

A Shared Commitment

The College is committed to its duty of ensuring, so far as is reasonably practicable, the health, safety and welfare of their employees at work. To provide the necessary health, safety and welfare facilities for the well-being of all College employees.

Health, Safety and Personal Welfare

Colleagues will have their health, safety and well being at work promoted, the College will provide a healthy and safe working environment and promote effective working practices.

We will strive to provide a safe and healthy working environment for everyone.

We will not tolerate any prejudicial behaviour, on grounds of disability or to fail to make reasonable adjustments to overcome barriers to using services caused by disability. The duty to make reasonable adjustments includes the removal, adaptation or alteration of physical features, if the physical features make it impossible or unreasonably difficult for disabled people to make use of services.

We will provide a comprehensive occupational health service and confidential counselling service free of charge to all staff who need support. We will provide personal safety and security awareness training for all members of staff.

Our commitment to you ...	Staff are expected to ...
Health and safety policies to be actively communicated.	Be responsible for working safety.
Workloads that are realistic and achievable.	Assess risks in the work place and take appropriate actions.
Work-related stress issues to be addressed promptly.	Practice relevant health and safety procedures and report ill-health absences in line with College procedure.
Access to information and appropriate forms of support.	Promote their own health and well-being and take their full holiday entitlement.
To be treated with understanding and sensitivity when ill and to be supported on their return.	Refrain from regularly working an excessive number of hours a week.
To have access to reasonable adjustments if appropriate to their particular circumstance.	Support colleagues who suffer from ill-health, disability or other impairments.
To provide first aid staff.	

The College Cares

A Shared Commitment

The College recognises and there is no one size fits all pattern to work life balance practices and that each member of staff has individual needs.

We aim to offer flexible working practices that appeal to all employees.

Work-life balance

Colleagues will benefit from flexible working policies that help them to balance home and work commitments, the college will manage the balance of staff activities and workload effectively taking account of personal and institutional needs.

We will work with staff to develop a range of flexible working arrangements that balance the needs of students and effective service provision with the needs of staff.

We will implement policies which support staff needs and work-life balance, including maternity, paternity, adoption and carer leave, career breaks, children/nursery provision and flexible working arrangements. We will provide an accessible, physical environment in accordance with the Disability Discrimination Act 1995 which positively reflects the College's commitment to equal opportunities.

We will work with managers and staff representatives to ensure that policy is translated into practice and that effective monitoring of policies at levels occurs within the College's reporting mechanisms.

We are committed to an Equality and Diversity Policy, which recognises its social, moral and statutory duty to employ people regardless of whether or not they have a disability and will do all that is practicable to meet this responsibility.

Our commitment to you ...	Staff are expected to ...
<p>Policies and practices that promote flexible working consistent with the requirements of their work unit, and that support personal, domestic and family commitments.</p> <p>Not to be disadvantaged for working flexibly.</p> <p>Reasonable adjustments to any 'provision, criterion or practice', physical feature, if such provision, criterion, practice or physical feature places a disabled employee at a substantial disadvantage in comparison with a non-disabled employee.</p> <p>Reasonable adjustments to all stages of the employment relationship.</p>	<p>Show consideration for colleagues with different working patterns.</p> <p>Balance their own needs against the needs of colleagues.</p> <p>To identify and eliminate direct/indirect discrimination whether overt, covert or by omission; eliminate unlawful disability discrimination;</p> <p>To promote equality of opportunity for all.</p>

Please join with us to create a College where ‘staff matter and the College cares’;

As a large, progressive FE/HE College, our overriding aim is very simple: to give students the very best learning experience.

Of course, to do so we need to treat our staff equally well, providing the kind of workplace, training, support and encouragement they need to produce their best work.

It’s an approach you’ll find being put into action throughout our organisation, and one that makes us an attractive option for a good career or job move.