****

**Heart of Worcestershire College**

**Equality, Diversity and Inclusion Objectives and Action Plan 2019/20**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | **Objective** | **Action Points** | **Responsibility** | **Success criteria** | **Milestone Update January 2020** | **Milestone Update May 2020** |
| **Staff** | 1. Raise awareness and understanding of equality, diversity and inclusion, including Prevent and British Values for staff. | Staff survey to bench mark understanding.  Sharing good practice amongst staff. Collate information in Teams. | HR  EDI Group |  |  |  |
| 1. Utilise high quality data to understand the drivers of the gender pay gap to target actions. | Ensure data is correct. Complete report and action plan for 1st March 2020 | HR Manager |  |  |  |
| 1. Continue to review staff training opportunities to ensure best practise and eliminate any unconscious bias. | Explore training needs in each department.  Develop programme of training, to include ensuring staff are aware of assistive technology. | HR Manager |  |  |  |
| 1. Continue to ensure Mental Health Support is high priority for staff in line with Ofsted’s Education Inspection Framework (EIF). | Support the mental health and well-being of staff within the organisation. | HR Manager |  |  |  |
| Launch and promotion of services available to support staff | HR Manager |  |  |  |
| Establish staff well-being working group | HR Manager |  |  |  |
| **Students** | 1. Continue to ensure Mental Health Support is high priority for students in line with Ofsted’s Education Inspection Framework (EIF). | Promote mental health support available to learners.  Develop activities to reduce anxiety.  Promote external providers that can offer mental health support.  Sign post accessible online resources. | Student Engagement Manager  Head of SEN  Support 4 Success |  |  |  |
| 1. Promote assistive technology available for staff and students to use. | Collate all examples of assistive technology available.  Create central log of resources.  Promote resources to staff and students. | Support 4 Success  Learning Centres |  |  |  |
| 1. Analyse complaints in relation to EDI to identify any trends. | Analyse complaints and provide EDI group with annual report.  Interim update in preparation for SARs. | VP IS & SE |  |  |  |
| 1. Celebrate EDI through structured thematic weeks, curriculum and marketing promotions. | Create enrichment calendar to showcase thematic weeks.  Continue to embed E & D into curriculum.  Consider EDI themes in all marketing material, both digital and paper based. | Student Engagement Manager  CRQ D/L  Head of Marketing and Sales |  |  |  |
| 9. Develop tailored offer of support for learners with identified vulnerabilities to ensure equality of opportunity and achievement.  (CE,LI,YP,YC,CC,EHCP,NCOP) | Identify cohort of vulnerable learners.  Communicate tailored offer of support to include welfare, careers guidance, additional support.  Collate and report on destination data for these cohorts. | Student Engagement Manager  Head of SEN  Support 4 Success  NCOP Officer |  |  |  |
| 10. Analyse exclusions in relation to EDI to identify any trends. | Analyse exclusion in relation to EDI to identify any trends. | VP IS & SE |  |  |  |
| 11. Raise awareness of equality, diversity and inclusion, including Prevent and British Value across student cohorts. | Embed EDI, Prevent and British Values in curriculum.  Include subject areas in enrichment calendar.  Revise tutorial scheme of work.  Triangulate via peer review and learning walks. | CRQ D/L  Student Engagement Manager  AQPs |  |  |  |
| **External Partners** | 12. Raise awareness of equality, diversity and inclusion, including Prevent and British Value across partner cohorts. | Apprenticeship Team LSDOs to continue to promote these areas via 10 weekly progress reviews with apprentices and employers  Develop induction e-resource  Develop Smart Assessor VLE to monitor completion of induction e-resource  Ensure Smart Assessor and Smart VLE clearly signposts all support available to staff (LSDOs), apprentices and their employers | Director of Apprenticeships |  |  |  |
| 13. Promote how to access College support services to partners. | Update learner handbook  Ensure Smart Assessor and Smart VLE clearly signposts all support available to staff (LSDOs), apprentices and their employers | Director of Apprenticeships |  |  |  |
| 14. Promote external providers that can offer mental health support. | Ensure Smart Assessor and Smart VLE clearly signposts all support available to staff (LSDOs), apprentices and their employers | Director of Apprenticeships |  |  |  |
| **Legislation** | 15. Ensure policies and mandatory training are current and up to date. | Review and update Equality, Diversity & Inclusion.  Review and update mandatory training. | Student Engagement Manager | * Compliance with legislative requirements * Increased staff understanding of E,D & I |  |  |
| 16. Ensure College is compliant with accessibility regulations. | Ensure website or mobile apps are more accessible by making it ‘perceivable, operable, understandable and robust’ | VP IS & SE  Academic & Digital Skills Enhancement Manager  Head of Marketing and Sales  IT Manager |  |  | . |