

## Equality, Diversity and Inclusion Plan 2020

<b>1</b>	<b>Teaching, Learning and Curriculum Delivery</b>				
<b>Aim: To ensure that learning experiences are inclusive and accessible and support learners to be all they can be.</b>					
	<b>Objective</b>	<b>Measure</b>	<b>Accountable person</b>	<b>Links</b>	<b>Delivery date</b>
1.1	<b>Data</b> <ul style="list-style-type: none"> <li>● Accessible data - Develop user friendly reports that identify student recruitment, achievement, retention, progression, attendance and attainment</li> <li>● Ensure staff are trained to effectively use EBS</li> </ul>	<ul style="list-style-type: none"> <li>● Accurate recording of all essential data by all staff at all stages of the student's learning</li> <li>● Accurate and user friendly push button reports which capture timely accurate data that can be filtered by characteristic</li> <li>● Staff self assess confidence levels in EBS and training matched to ensure that all data shared with staff is captured</li> </ul>	Information Systems Manager	Student Services Additional Learning Support Curriculum staff MIS, Quality Lead Digital Lead and Technologists	End of August 2020 Moved to end of August 2020 as a result of COVID-19
1.2	<b>Learner Voice</b> <ul style="list-style-type: none"> <li>● Analysis of all forms of learner feedback and identification of areas of concern.</li> </ul>	<ul style="list-style-type: none"> <li>● Framework of tutorials, curriculum managers, CALs, tutors to capture</li> <li>● Learner feedback logged and any actions identified are acted upon</li> <li>● Relaunch of Your Voice</li> </ul>	Assistant Principal, Director of Curriculum and Quality, Quality Lead, CALs	CLT, Marketing, Heads of Curriculum, Curriculum Managers, Curriculum staff	Ongoing - reviewed in EDI working group termly and EDI steering group in January and June

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1.3	<p><b>Narrow any achievement gap</b></p> <ul style="list-style-type: none"> <li>Evaluate student data across all protected characteristics and identify areas of concern.</li> </ul>	<ul style="list-style-type: none"> <li>Training for enrolment staff so quality info gathered at outset</li> </ul> <hr/> <ul style="list-style-type: none"> <li>Measurement of progression according to protected characteristics</li> </ul>	Assistant Principal	Feed into CLT Meeting and curriculum team meetings to action and embed required actions, Student Services, Cyfleoedd	End of March 2020 <b>Moved to end of August 2020 as a result of COVID-19</b>
1.4	<p><b>Learning</b></p> <p>Raise awareness and understand responsibilities around EDI for both students and staff, so EDI is truly embedded into the workplace and learning environment</p>	<ul style="list-style-type: none"> <li>Statistics around interventions relating to protected characteristics</li> <li>Improved culture around EDI</li> <li>Curriculum Inclusion strategy</li> <li>Staff and student surveys - amend the questions to capture any culture shift</li> </ul>	Director of People, Assistant Principal	CPD days and related evaluation, regular planned Walk in My Shoes events, Induction of students and staff, CALs	
1.5	<p><b>Technology</b></p> <p>Ensure that staff keep up to date with latest guidance, undertaking best practice for digital literacy of staff and learners and Assistive Technology to support usage.</p>	<ul style="list-style-type: none"> <li>Den01 to support students and staff.</li> <li>Gaming society to increase physical and social activity</li> <li>Increase in usage of AT, such as increasing resource for reader pens</li> <li>Training of delivery staff to support AT support packages</li> <li>Tool or tip of the day via pop ups</li> </ul>	Director of People ALNCo	IT, Software Development, HR, Digital Lead	September 2020 launch for AT Den 01 already in place

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<b>2</b>	<b>Welsh and Bilingualism</b>				
<b>Aim : To ensure that stakeholders are able to fully access services and support in Welsh and English, delivering a bilingual experience.</b>					
	<b>Objective</b>	<b>Measure</b>	<b>Accountable person</b>	<b>Links</b>	<b>Delivery date</b>
2.1	<b>Transition</b> Identity for Welsh language speakers and learners to continue and encourage the use of Welsh in the classroom and beyond	<ul style="list-style-type: none"> <li>● At enrolment, Welsh speakers to be asked about continuing their learning through the medium of Welsh</li> <li>● Learner surveys (formal and informal)</li> </ul>	Student Services and Welsh Manager	Curriculum support, Student Services and Welsh Language Manager (CS), Work Welsh FE Project Manager (HS) Feed into CLT Meeting and curriculum team meetings to action and embed required actions	September 2020

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2.2	<b>Learning</b>	<ul style="list-style-type: none"> <li>• Clear and simple framework with 20 common phrases which can be used across curriculum areas.</li> <li>• Off the shelf Welsh lesson which can be used by pastoral tutors irrespective of areas.</li> <li>• Culture examples should include protected characteristics where possible and be Welsh</li> <li>• Monitor uptake of 'Say Something Welsh' initiative</li> </ul>	Student Services and Welsh Manager	As above	April 2020 <b>Moved to end of August 2020 as a result of COVID-19</b>
2.3	<b>Celebrating</b> Celebrate and encourage the use of other languages across the College.	<ul style="list-style-type: none"> <li>• Greater inclusion and dissemination of activities undertaken by ESOL</li> <li>• EDI calendar which can be available on the portal</li> <li>• Pins for other languages which staff can wear</li> </ul>	Director of People	ESOL, Marketing, Cyfleoedd, Student Services, Student Engagement	April 2020 <b>Moved to end of August 2020 as a result of COVID-19</b>

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3	<b>Learner Experience, Support and Learner Voice</b>				
<b>Aim: To attract, retain and engage a diverse population of learners.</b>					
	<b>Objective</b>	<b>Measure</b>	<b>Accountable person</b>	<b>Links</b>	<b>Delivery date</b>
3.1	<p><b>Marketing</b> Ensure equality and diversity is considered in all communications and all information is fully accessible</p>	<ul style="list-style-type: none"> <li>● Easy read versions of key documents, such as the Citizenship Code and the Admissions policy</li> <li>● Braille or audio version of key documents</li> <li>● Accessible website which can be adjusted in size and other functions to improve visibility and other additional learning needs</li> </ul>	Assistant Director Marketing and Student Recruitment Manager	Marketing  Additional Learning Support	September 2020
3.2	<p><b>Accessibility</b> Ensure flexible enrolment timetable for learners with additional needs</p>	<ul style="list-style-type: none"> <li>● Introduce summer enrolment quiet session offer for those with additional needs</li> <li>● Follow up sessions with parents and or students, so students have all the information they need for a successful start</li> <li>● Surveys / feedback from transition plans</li> </ul>	Student Services and Welsh Manager Additional Learning Support	Student Services, Additional Learning Support Feed into CLT Meeting and curriculum team meetings to action and embed required actions	August 2020

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	Objective	Measure	Accountable person	Links	Delivery date
3.3	<p><b>Information sharing</b> Capture transition information and use it to create an inclusive experience for learners.</p>	<ul style="list-style-type: none"> <li>• Ensure that all learners have an active EBS record that is maintained with current information and that no information is held separately</li> <li>• Audit of specialist equipment and where it is held so resources can be utilised more effectively</li> </ul>	Director of People Additional Learning Support	All curriculum staff, Student Services EMSI data Additional Learning Support	March 2020 <b>Moved to end of August 2020 as a result of COVID-19</b>
3.4	<p><b>Admissions policy</b> Review the Admissions policy and procedures to ensure that recruitment decisions are made in light of all information from all contributing sources and that learners are guided to a suitable programme of study</p>	<ul style="list-style-type: none"> <li>• Up to date transition information</li> <li>• Information gained during recruitment process is used effectively to match students to courses, in addition - train staff involved to capture this data</li> <li>• Monitor retention rates in line with protected characteristics and use to inform future curriculum planning</li> <li>• Monitor Swap Don't Drop in line with protected characteristics</li> </ul>	Student Services and Welsh Manager Additional Learning Support	Additional Learning Support, Student Services, Curriculum delivery	May 2020 <b>Moved to end of August 2020 as a result of COVID-19</b>

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	Objective	Measure	Accountable person	Links	Delivery date
3.5	<p><b>Learner Voice</b> Membership of learner representative groups ensures diversity</p>	<ul style="list-style-type: none"> <li>● Promotion to all groups to ensure that no one is disadvantaged or excluded from applying to represent their fellow students</li> <li>● Analysis of StAR and other groups</li> <li>● Ensure that representatives also have EDI training, such as preferred pronoun training and also systematic change (In EBS) to allow people to express their preferences from application.</li> </ul>	Safeguarding and Wellbeing Manager and CAL Learner Journey	Curriculum Wellbeing and Student Engagement	<p>March 2020 <b>Moved to end of August 2020 as a result of COVID-19</b></p>

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4 Employment and Workforce Development					
Aim : Recognise and celebrate diversity and advance equality of opportunity by removing barriers and eliminating discrimination					
	Objective	Measure	Accountable person	Links	Delivery date
4.1	<p><b>Celebrating</b> Putting people at the heart of decision making, recognising and celebrating difference and encouraging people to Be All that They Can Be, from advert to induction and development once employed</p>	<ul style="list-style-type: none"> <li>● KPIs on characteristics from recruitment to identify any trends and gaps.</li> <li>● Take action required to close any gaps (such as marketing to attract certain groups with protected characteristics)</li> <li>● Feedback from candidates and existing staff about their experience during the recruitment process</li> <li>● Induction on EDI and all staff to complete the online EDI training</li> <li>● EDI statistics from training requests / courses to capture access of protected characteristics</li> </ul>	Director of People	HR, H&S, EDI Steering and Working groups, SLT, Governors	September 2020



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	Objective	Measure	Accountable person	Links	Delivery date
4.2	<p><b>Culture</b> Ensure that the values of the College are made overt to prospective and existing employees to support and maintain a positive culture.</p>	<ul style="list-style-type: none"> <li>● KPIs on application figures from those with protected characteristics to ensure that no unintended obstacles exist with certain groups</li> <li>● Increased capture of EDI characteristics from existing staff group</li> <li>● Measurement of ER cases which involve EDI</li> <li>● Feedback from staff via MIND and staff surveys/ focus groups</li> <li>● Review staff survey to ensure that experience of the culture is captured.</li> </ul>	Senior Leadership, HR	HR, H&S, EDI Steering and Working groups, Marketing, SLT, Governors	March 2020 <b>Moved to end of August 2020 as a result of COVID-19</b>
4.3	<p><b>Growth</b> Ensure that internal progression and learning opportunities are open and accessible to individuals with protected characteristics who may be underrepresented at the college.</p>	<ul style="list-style-type: none"> <li>● KPIs on access figures, applications from those with protected characteristics and comparison with local population data</li> <li>● Measurement of progression</li> </ul>	Director of People	Remploy, Shaw Trust, Elite, VETS organisations, Disability Confidence	September 2020
4.4	<p><b>Information sharing</b> Annual publication of the College's gender pay gap report and Equality report</p>	<ul style="list-style-type: none"> <li>● Monitor the gap year on year</li> <li>● Monitor and assess the objectives in place to minimise the gap</li> </ul>		MIS, EDI Steering and Working group, SLT, Governors	March 2020 <b>Moved to end of August 2020 as a result of COVID-19</b>

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5 Health and Wellbeing					
Aim: Promote a positive culture which ensures that learners and employees feel safe, confident, healthy, emotionally resilient and personally fulfilled.					
	Objective	Measure	Accountable person	Links	Delivery date
5.1	<p><b>Learning</b> Provide accessible and varied opportunities which are underpinned by 5 pillars of wellbeing</p>	<ul style="list-style-type: none"> <li>● Surveys; MIND, staff survey,</li> <li>● Wellbeing data,</li> <li>● Staff participation at CPD / charity events</li> <li>● H&amp;S statistics</li> </ul>	Director of People	HR, H&S, EDI Steering and Working groups, Marketing Feed into CLT Meeting and curriculum team meetings to action and embed required actions	March 2020
5.2	<p><b>Accessibility</b> Provision of access / opportunity to physical activity on campus</p>	<ul style="list-style-type: none"> <li>● Measure participation levels</li> <li>● Seek feedback through student and staff surveys</li> <li>● Feedback from people who have changed their behaviour on activity as a result of their participation</li> <li>● Ensure reasonable adjustments in place are monitored regularly</li> </ul>	Director of People Safeguarding and Wellbeing Manager	Wellbeing team, HR	July 2020 <b>Moved to end of August 2020 as a result of COVID-19</b>

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	Objective	Measure	Accountable person	Links	Delivery date
5.3	<p><b>Healthy eating</b> Review refectory choices to provide healthy reasonable cost choices</p>	<ul style="list-style-type: none"> <li>● % of healthy choices that are on offer to be captured, based on clearly labelled nutritional and allergy information</li> <li>● Evidence of response to feedback from staff and students</li> <li>● Addressing Corporate Health standards recommendations within stated timescales</li> </ul>	Director of People Chef Manager	Catering Services, Health and Safety	July 2020 <b>Moved to end of August 2020 as a result of COVID-19</b>
5.4	<p><b>Financial support</b> Ensure that grant applications and outcomes include EDI characteristics, to ensure that no groups or individuals are being disadvantaged</p>	<ul style="list-style-type: none"> <li>● Monitor outcomes by characteristic</li> </ul>	Assistant Principal Student Services and Welsh Manager	Student Services	September 2020

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6	<b>Environment</b>				
<b>Aim: Promote an inclusive learning and working environment that enables all to be the best version of themselves.</b>					
	Objective	Measure	Accountable person	Links	Delivery date
6.1	<p><b>Assessment</b> Ensure any changes to environment undergo a Health Assessment and Equality Impact Assessment and that any new builds and refurbishments are proactively inclusive</p>	<ul style="list-style-type: none"> <li>● Training for managers on Equality Impact Assessments and Health Assessments</li> <li>● Audit any change to ensure that an assessment has taken place to measure any impact</li> </ul>	Director of People	HR, H&S, Estates, Disability Confident, Additional Learning Support	April 2020 <b>Moved to end of August 2020 as a result of COVID-19</b>
6.2	<p><b>Safety</b> Providing a safe and sustainable environment where learners and staff can be all that they can be, and is underpinned by the 5 pillars to wellbeing</p>	<ul style="list-style-type: none"> <li>● Ensuring access to disabled parking and for emergency vehicles</li> <li>● Monitoring access into and around buildings, so all routes are accessible, drop down kerbs kept free for wheelchair users etc</li> <li>● Ensuring clear, bilingual and diverse signage</li> <li>● Monitored and reviewed via surveys, Learner Walks and audit</li> <li>● Ensure regular monitoring of the carbon emissions footprint.</li> <li>● Addition in 2020 - that all appropriate risk assessments are undertaken as a result of COVID-19</li> </ul>	Director of People Health, Safety and Sustainability Manager Safeguarding and Wellbeing Manager Facilities Manager	HR, H&S, Estates, Disability Confident, Additional Learning Support	July 2020 <b>Moved to end of August 2020 as a result of COVID-19</b>

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7	<b>Procurement</b>				
<b>Aim: To ensure that EDI is embedded in our procurement process and that our partners share the values and ethics of Bridgend College</b>					
	<b>Objective</b>	<b>Measure</b>	<b>Accountable person</b>	<b>Links</b>	<b>Delivery date</b>
7.1	<b>Framework</b> Review procurement framework to include fair pay, workers' rights, good working conditions, supporting the local economy, eco-friendly practices / products, to meet sustainability standards.	<ul style="list-style-type: none"> <li>● Clear framework for assessing key standards, which takes into account consortium guidance</li> <li>● Weighting based on preferred standards</li> </ul>	Finance Manager Procurement Officer	HR, SLT, Governors, Health, Safety and Sustainability Manager	July 2020 <b>Moved to end of August 2020 as a result of COVID-19</b>
7.2	<b>Partnerships</b> Link into other colleges to lobby Welsh Government in relation to the procurement stream	<ul style="list-style-type: none"> <li>● Increase in partnership working with other organisations to adhere and champion EDI and have policies that relate to EDI.</li> <li>● Regular monitoring to evidence progress</li> </ul>	Finance Manager	WG, AoC, Colegau Cymru	September 2020

[Quick links to useful EDI docs](#)