



Equality and Diversity Policy

Policy no:	7.4	Version number	V4
Version date	09/05/2026	Approved by	Senior Management Team
Responsible persons	Chair of the Senior Management Team	Next review due	April 2027
External reference points	Sustainable Development Goals (2015): 4 Quality Education, 5 Gender Equality, 10 Reduced Inequalities. Equality Act 2010.		

Contents

1.	Introduction.....	3
2.	Rationale and Scope.....	3
3.	Aims and Objectives	3
3.1.	Prevent discrimination.....	3
3.2.	Inclusive environment	3
3.3.	Equal opportunities for development	3
3.4.	Best practice in Equality and Diversity.....	4
3.5.	Corporate Social Responsibility	4
4.	Policy Statement	4
5.	Recruitment	5
5.1.	Recruitment of ex-offenders	6
5.2.	Career development.....	7
6.	Monitoring & Enhancement.....	7
7.	Responsibilities	8
7.1.	Policy Review	8
7.2.	Monitoring of Equality and Diversity	8
7.3.	Staff	8
7.4.	Students	9
7.5.	Key staff.....	9
8.	Communication & Training.....	9
9.	Review & Monitoring of Policy	9
10.	Complaints of Discrimination	9

1. Introduction

Magna Carta College is committed to offering respect and dignity for everyone with the aim of ensuring the creation of an environment absent of violence, discrimination, harassment & bullying. By treating all staff, students, and other stakeholders equally independent of factors such as gender, race, religion, disability, or socio-economic background, equality of opportunity and consequently education can be better attained.

The College is committed to promoting equality of opportunity for all and places importance on the diversity of our teaching and learning community. We strive to 'provide high quality employability-based higher education which contributes to local and international communities', and therefore the promotion of equality and respect for diversity is central to our mission. Our vision also incorporates our desire to 'positively change communities by helping individuals harness their potential for academic success, gainful employment and leadership'.

2. Rationale and Scope

The Equality and Diversity Policy explains how we aim to display due regard to eliminating discrimination, fostering good relations for and with all stakeholders, and advancing equality of opportunity with the intention of responding to and incorporating the Equality Act (2010) into our practices. The Policy's chief objective is to set out a pathway to realise our commitment to creating and maintaining a supportive environment free of discrimination for our students, staff, and all other stakeholders.

Instead of simply complying with equality legislation, this policy intends to demonstrate our desire to go beyond our legal obligations in furthering equality. This policy applies to all MCC stakeholders including staff, students and external visitors

3. Aims and Objectives

This policy aims to show how MCC will promote Equality and Diversity at the College through all of its activities. The policy is intended to be valid for the next three years and includes the following objectives:

3.1. Prevent discrimination

To address potential harassment, discrimination, victimisation, and other abusive conduct in a proactive manner.

3.2. Inclusive environment

Ensure the creation of a welcoming and inclusive environment that welcomes staff, students, and other stakeholders and allows them to thrive.

3.3. Equal opportunities for development

Ensure that equal opportunities that allow for growth and development create an environment in which everyone is best positioned to capitalise on their strengths and overcome challenges.

3.4. Best practice in Equality and Diversity

Approach Equality and Diversity across our departments and functions in a way that allows us to strive towards best practice concerning this issue.

3.5. Corporate Social Responsibility

Utilise United Nations Sustainable Development Goals such as Goal 4 (Quality Education), Goal 5 (Gender Equality), and Goal 10 (Reduced Inequalities) as guiding principles in our drive towards achieving and maintaining corporate social responsibility.

4. Policy Statement

On the grounds of all the protected characteristics outlined in the Equality Act 2010, the College aims to prevent any potential discrimination, either directly or indirectly against staff, students, and other stakeholders. The College will take all action necessary to prevent the occurrence of discrimination as it will not be tolerated in any kind and form in the working environment. The aforementioned protected characteristics are as follows:

- Race
- Sex
- Marriage & civil partnership
- Pregnancy & maternity
- Sexual Orientation
- Religion & belief
- Gender & gender reassignment
- Age
- Disability

This commitment applies to all aspects including:

- Training/Teaching
- Recruitment and selection, including admissions, placement interviews and selection procedures
- Student applications
- Grievance handling and the application of disciplinary procedures
- Promotion and career-development opportunities
- Selection for redundancy

Potential changes that could further the prevention of discrimination and improve equality of education will be identified through regular reviews of relevant policies and subsequently implemented. Due to constantly changing social attitudes and legislation, equal opportunities practice is similarly in flux. As a result, the College will regularly review legislation to stay informed and up to date.

To further these principles and objectives, the College will ensure that staff are trained and well-equipped in equality and diversity. The College will ensure that decision making at all levels is as effective as possible by taking rigorous action concerning discrimination in its daily operations.

The Senior Management Team reporting to the Board of Governors will continuously monitor equality in all of its activities and introduce where possible interventions aimed at eliminating

gaps in achievement for any specific groups identified.

Lecturers will be encouraged to promote equality, diversity and inclusion in the teaching which includes the incorporation of equality and diversity themes into the curriculum as well as taking opportunities to challenge and examples of prejudice or stereotyping. This will prepare student for the diverse work environments.

5. Recruitment

Magna Carta College staff will treat all applicants for job vacancies fairly and without discrimination regardless of their protected characteristics and listed in the Equality Act 2010 and provided above.

All staff responsible for recruitment of other staff at the College will have access to the College's policy on equality and diversity and training on staff recruitment including candidate short-listing and interviews to ensure the College following fair recruitment practices.

The College will ensure there is an environment free of discrimination where all stakeholders can expect and are accustomed to dignity and respect. Staff on induction and through further training workshops will be made aware of their responsibility in upholding the College's policy on equality and diversity.

The organisation's Disciplinary Policies and Procedures for staff and students will be utilised to deal with misconduct and abusive language/behaviour. Dismissal without notice may eventually be considered concerning instances of particularly serious abuse that can amount to gross misconduct.

The College is committed to proactively raising awareness of harassment, which is a criminal offence under the Harassment Act 1997. In particular, allegations of sexual harassment will be treated with the utmost priority and the authorities will be contacted if any actions are considered to be criminal offences.

Students will be invited to declare a disability or special need and those with additional support offered to students with declared disabilities wherever practicable.

The student's programme of study will be taken into account by the Academic Board when making decisions affecting student learning. Job-related ability and merit will be the sole factors considered when making decisions impacting staff conditions.

5.1. Recruitment of ex-offenders

Due to the College's active promotion of equality of opportunity, those with criminal records will be considered for positions where appropriate. At an early stage in the application process, the College will require job applicants to disclose details of any criminal record. Only designated individuals who are required to see relevant documents will have access.

The relevance of any offence to the job in question will be discussed with applicants. The circumstances and background of the offence(s) as well as the nature of the position will be the sole factors influencing relevant decision making.

If an applicant fails to disclose any information relating to criminal records, an offer of employment may be withdrawn.

5.2. Career development

Although positive measures may be taken to encourage all students from all disciplines to apply for employment opportunities, all decisions regarding selections for jobs will be solely based upon merit.

All students and members of faculty will have equal access to training and opportunities for career development organised by the college, which are appropriate to their experience and abilities.

6. Monitoring & Enhancement

The College will employ different monitoring methods to ensure that it is able to assess its performance in terms of equality and diversity at the College. Data will be collected confidentially and anonymously on student and staff demographics, including all the following protected characteristics listed previously.

Separately, the following (not exhaustive) list of data will be gathered annually:

Student Data

- Applications
- Achievement, retention and success rates
- Student enrolment
- The percentage of successful applications compared to unsuccessful applicants
- Admissions/offer letters
- The number of applications that are cancelled
- The number of student complaints
- Data on student discipline

Employee Data

- Applications for appointment
- Staff to student ratio for full-time and part-time staff

- Staff status whether permanent or not
- Employee numbers
- How many staff are promoted
- Shortlisted candidates
- Staff grievances
- Reasons for leaving
- Staff CPD
- Staff salary rates
- Number of staff with maternity leave
- Number of care leavers amongst staff

The data collected will support the Academic Board and Board of Governors with their decision-making in relation to student recruitment, enrolments and progress, and I will support the Senior Management Team regarding staff recruitment, appraisals and promotion. The data will be included in the Annual Quality Report and Development Plan compiled by the Head of Quality and presented to the Academic Board every year.

The Boards and Committee will appoint members to monitor equality and diversity across all learning, teaching and assessments as well all other service provision including admissions and student support.

7. Responsibilities

7.1. Policy Review

This policy will be reviewed annually by the Senior Management Team reporting to the Board of Governors (BoG) even though it officially expires after three years. The SMT and Board of Governors will ensure their own standards or practice reflect the principles espoused in this policy. The SMT will be held accountable by the BoG for the implementation of this policy.

7.2. Monitoring of Equality and Diversity

Activity in relation to equality and diversity of student applications, enrolments and achievements, will be monitored by the Registrar and communicated to the Head of Quality and presented in a quarterly report the Academic Board.

In relation to equality and diversity of applicants for job vacancies and staff demographics at every level of the organisation, equality and diversity will be managed and monitored by the Human Resource Manager, reporting to the Head of Operations and presented in a quarterly report to the Senior Management Team.

7.3. Staff

Staff are expected to report any unfair treatment or discrimination to their line managers. Compulsory training for staff will be provided by the College on the Equality Act 2010 and their responsibilities for the implementations of this policy.

The College will treat all personal data with care and confidentiality unless given permissions to share it by the individuals concerned. Some student and staff data will be required for various purposes but will only be used for the purposes for which it was required and will not be held for any longer than it is required.

7.4. Students

Students will be informed during admissions and enrolment about the College's Equality and Diversity Policy on our website and reminded about it during induction and further workshops throughout their studies. Students will be advised to inform relevant staff if they wish to raise a concern about quality of diversity, including their personal tutor, student support officers, Programme Lead or other senior staff they may prefer. Students may also complete the College's complaints form if they wish to raise a concern formally.

Students must behave fairly and kindly to fellow students and avoid all forms of discrimination. They should respect and tolerate the differences between themselves and others. Unless required for safeguarding or prevent duty purposes, students should not disclose information about others without their permission.

7.5. Key staff

Key staff having designated responsibilities for equality and diversity:

- The CEO: ejaz.chowdary@magnacartacollege.ac.uk provides overall leadership of Equality and Diversity in the College
- The Head of Quality: murray.cooper@magnacarta.ac.uk responsible for leading on the Equality and Diversity Development Plan

8. Communication & Training

The Human Resources Manager will arrange for further training on this policy if it is deemed necessary in order to ensure all staff are fully aware of its contents and the responsibilities it bestows upon them. In addition, through team meetings all staff within the College will be updated regarding this policy whenever necessary.

9. Review & Monitoring of Policy

To ensure that any identified deficiencies or shortcoming are addressed without delay, a revised version of the policy will be submitted to the Board of Directors when required but within three years at the latest. The policy will be reviewed and monitored annually, and approved changes implemented by the CEO and Head of Quality with the support of the Senior Management Team.

10. Complaints of Discrimination

All stakeholders are strongly encouraged to raise any instances of potential discrimination with their manager, tutor, or other member of the Senior Management Team as soon as possible. The College will treat all complaints with utmost seriousness and will act when necessary, regarding potential discrimination concerning employees, clients, customers, suppliers, etc. Staff may follow the College's Grievance Policy and Procedures and students may follow the College Complaints Policy and Procedures.

The College is committed to ensuring that complaints regarding alleged discrimination are protected from harassment, victimisation, or less favourable treatment and so all allegations regarding potential violations of this policy will be handled in confidence and investigated with rigour. Any such incidents will be dealt with under the College's Staff Discipline and Student Non-Academic Misconduct Policies and Procedures.