



Cambridge Muslim College Equality and Diversity Policy

1. Purpose

This document sets out the College's policy, and associated procedures, for fulfilling its legal responsibilities to the students, staff and visitors at Cambridge Muslim College, in regard to the Equality Act 2010.

2. Scope

- 2.1. Students, staff and visitors are subject to the Equality and Diversity Policy in force for the relevant academic year.
- 2.2. This document should be available to students through the student portal and to staff through the staff portal.

3. Principles

- 3.1. The students that the College's programmes attract tend to be those interested in studying Islamic Sciences from an academic perspective. They are, in the main, over the age of 18 and from Muslim communities. However, the College's admissions process aims to be open and non-discriminatory against any protected characteristics, as per its Admissions Policy.
- 3.2. Similarly, the College's Staff Recruitment Policy will also be implemented in such a way as to ensure that recruitment practices do not discriminate against individuals with any of the protected characteristics.
- 3.3. The College aims to comply with the legal obligations of the Equality Act 2010.
- 3.4. The College recognises the nine 'protected characteristics' identified under the Equality Act 2010.
- 3.5. The College promotes equality of opportunity, equal participation and harmonious relations for students and staff, both in its role as a provider of higher education and an employer.
- 3.6. The College does not tolerate unlawful harassment and victimisation.

- 3.7. The College fosters a culture whereby its staff and students, as well as prospective staff and students:
 - understand their individual rights and responsibilities towards this policy
 - treat all members of the College with dignity and respect
 - correct unacceptable behaviour when possible
 - report discriminatory behaviour, bullying and harassment
- 3.8. The College incorporates equality into its strategic agenda.
- 3.9. The College assesses the impact on equality in its policies, procedures and practices.
- 3.10. The College's recruitment and admissions policies ensure that applicants (both staff and students) are judged solely on merit and by reference to their skills, abilities, qualifications and potential.
- 3.11. The College makes reasonable and anticipatory adjustments for students and staff with disabilities.
- 3.12. The College promotes equality and diversity through its internal and external communications.
- 3.13. The College aims to deal with complaints fairly, thoroughly, quickly and confidentially and to ensure that reporting incidents does not result in victimisation.
- 3.14. This policy is aligned with the College's Disability and Equal opportunities Policy

4. References

Equality Impact Assessment Form (Appendix 1)

5. Responsibility

- 5.1. Responsibility for equality and diversity on a governance level is held by one member of the Board of Trustees.
- 5.2. Responsibility for equality and diversity on a management level is held by the Operations Director, who has the role of Equality and Diversity Officer. It is the role of the Equality and Diversity Officer to:
 - 5.2.1. ensure that this policy is implemented and upheld
 - 5.2.2. provide training to staff on this policy and how it applies to their role
 - 5.2.3. provide guidance to students on their rights under this policy
 - 5.2.4. deal with any equality issues raised by staff
 - 5.2.5. check the College's performance in this area through monitoring admissions, attendance, attainment and completion rates for students, and retention and satisfaction rates for staff
 - 5.2.6. conduct equality impact assessments on the Admissions Policy, Attendance Policy and the Staff Recruitment Policy every two years (see template in Appendix 1)

- 5.3. The Equality and Diversity Officer will work in coordination with the College Welfare Team, the Faculty Board and Board of Trustees as necessary.
- 5.4. The Faculty Board will respond to any feedback from the student representatives on any practices that fall short of meeting equality and diversity criteria.
- 5.5. All members of staff have an individual duty and responsibility to promote and implement this policy.
- 5.6. The Equality and Diversity Officer is required to monitor, evaluate and review the effectiveness of this policy according to the College's policy review timetable, considering current good practice and having regard to any applicable law.
- 5.7. Undertaking Equality Impact Assessment needs to become embedded in the way the College works, just as a costing exercise would be carried out on any new proposal.

6. Procedure

- 6.1. An Equality Impact Assessment (Appendix 1) should be undertaken on any policy, practice, strategy, code of practice, process, procedure or criterion that impacts on people. As there is a possibility that it impacts on people differently, under the Equality Act 2010 the College must ensure that it has paid due regard to eliminate any negative differential impact.
- 6.2. Equality Impact Assessments (EIA) on the Admissions Policy, Attendance Policy and the Staff Recruitment Policy should be completed every two years.
- 6.3. An Equality Impact Assessments (EIA) should be undertaken before a new policy is implemented or when a policy is under review. This is to ensure that the policy can be changed to address any issues highlighted.

Appendix 1



Cambridge Muslim College Equality Impact Assessment (EIA) Form

1	Department	
2	Name of staff completing the EIA	
3	Date	
4	Function being analysed	
5	Is this a new function or a review of an existing one?	
6	People involved in the EIA	
7	Brief description of function being analysed (summarise its aims, objectives and purpose)	
8	Data and engagement (what information did you gather and use and who have you consulted?)	

9	Findings – Did you discover any adverse or positive impact on any of the following equality strands?	Identified Impacts	Actions
	Age (younger/older)		
	Disability (e.g. physical/sensory/ unseen)		
	Gender/Sex (female/male)		
	Transgender (including process of gender re-assignment)		
	Race/Ethnicity/ Culture (Asian, Chinese, White, Black, Other and categories within these)		
	Religion / Belief (Muslim, Sikh, Christian, Jewish, Hindu etc.)		
	Sexual Orientation (lesbian, gay, bisexual)		
	Pregnancy and Maternity		
	Other circumstances		

10	How does the policy fit with the College's wider objectives and priorities?	
11	If you have discovered some inequalities/adverse impact what are you going to do to reduce/eliminate them? Positive impacts should also be recorded.	
12	How and when will you monitor whether the adverse impact has been eliminated or reduced?	

Signed: _____

Date: _____

REVISION HISTORY

Revision Number	Effective Date	Description of Change
00	25 April 2018	New Document
01	25 June 2019	<ol style="list-style-type: none">1. Changed to new format2. Deleted list of protected characteristics