



Ruskin Mill Educational Trust - College Equality and Diversity Working Groups

Terms of reference: How we work - Guidelines for students and staff

What are they for?

- The working groups are set up so that staff, students and members of the community can meet up to help Ruskin Mill Educational Trust (known as the Trust) make sure that everyone is treated with respect and dignity whoever they are so that the colleges are places where people feel secure and know their needs will be met.

How can they do this?

- This can be done by looking at the way that the Trust decides on its policies, procedures and practices and making sure that the way this is done includes checking that they all take into account the needs of everyone as far as they can.

What each college will do?

- Each college will look at equality and also take a different part of equality to gain more knowledge to help make sure that the needs of different people are being considered in more depth;
- The table below shows each college's area of equality.

Freeman College	Gender and Sexual Orientation
Glasshouse College	Race and Religion
Ruskin Mill College	Disability and Age

What does being a member of the Colleges' Equality and Diversity Working Groups mean to me?

- You will be able to have your say in whether the way we practice equality and diversity can be improved;
- You will have some training to help understand what the Law expects from a college when they are writing their policies and practicing equality;
- You will be able to see and hear what is good practice;
- You will be able to help identify what is going on in the college and bring any issues you think may be good or bad for equality to the group;
- You may be asked to listen and work with people from other places who will bring information on equality issues;

- You will be asked to keep some things which are discussed confidential and you will not talk to other people about these sensitive issues as they may mean a person can be identified;
- If you need to ask a member of the group to explain things time will be given in the meeting to do this.

Who are the members?

- The person running the meeting will be known as the chair and will usually be the principal of your college;
- Other members will include staff, students and other people who may be from other organisations;
- The group size should never be less than four people so that it has enough people to make decisions and provide discussion.

What does the chair do?

- The chair makes sure you have an agenda showing what will be discussed at least a week before the meeting;
- The chair will also ask for any items you think could be discussed before the meeting;
- The chair will make sure that what is said at the meeting is written down and recorded as minutes and that the minutes will be available for everyone to read and access.

What are my responsibilities?

- Let the chair or another staff member know if you cannot attend the meeting;
- Bring anything to the group you think is important about equality within your own college;
- Keep the information you receive as confidential when you have been asked to do this;
- Ask for help in the meeting if there is something you do not understand;
- Give your opinions honestly and openly.

What is the role of the Equality and Diversity Officer?

- This is a member of staff who has been appointed to do this role;
- They will have dedicated time each week to help the College look at Equality and Diversity matters;
- They will also go and talk to equality and diversity committees in other Colleges.

How important are the Colleges' Equality and Diversity Working Groups?

- They are very important to the Trust and minutes of all of the meetings will be seen and discussed by the Senior Leadership Team, the staff and students within all colleges.

Please note these terms of reference can be accessed in other formats by contacting Annette Whereat on 07805304214 or by email at annette.whereat@rmet.org.uk who will discuss your needs.