



## Protected characteristics and Safeguarding in Adult Education

### Protected characteristics

The College is keen to ensure that all adult students are given every opportunity to participate fully in their chosen courses within the Adult Education (AE) programme.

We all have unique and protected characteristics. Four of these characteristics (listed on our Adult Education physical/online enrolment form) are currently monitored and the anonymous outcome of this process is reported in accordance with the Equality Act 2010. In addition, the data are used to ensure that, as a public body, we do not discriminate against individuals across a diverse range of protected characteristics. We endeavour to provide a service to reflect the specific needs of our adult students.

Five protected characteristics are not currently monitored via the College's Adult Education physical/online enrolment form. However, individual adult students are invited to use the email address provided if they feel that their needs should be considered in more detail. Such characteristics are identified in the table below as @. This emailed correspondence will be confidential unless the adult student wishes to obtain direct support from our teaching and/or non-teaching staff and give their agreement for relevant information to be shared.

If you have any questions about our approach to the recognition and support of protected characteristics for adult students please contact Mr Rory Seddon directly ([rseddon@hillsroad.ac.uk](mailto:rseddon@hillsroad.ac.uk)).

Protected characteristic	Feature*	Action requested	Enrolment form
<b>Age</b>	Where this is referred to, it refers to a person belonging to a particular age (e.g. 32 year olds) or range of ages (e.g. 18 - 30 year olds).	Please complete the relevant section on the AE enrolment form/ online enrolment page.	✓
<b>Disability</b>	A person has a disability if s/he has a physical or mental impairment which has a substantial and long-term adverse effect on that person's ability to carry out normal day-to-day activities.	Please complete the section for disability and/or learner support on the AE enrolment form/ online enrolment page. Further documentation will be sent to you if you have indicated that you have a support need.	✓
<b>Race</b>	Refers to the protected characteristic of Race. It refers to a group of people defined by their race, colour, and nationality (including citizenship) ethnic or national origins.	Please complete the relevant section on the AE enrolment form/ online enrolment page.	✓
<b>Sex/gender</b>	A man or a woman.	Please complete the relevant section on the AE enrolment form/ online enrolment page.	✓

<b>Gender reassignment</b>	The process of transitioning from one gender to another.	We do not have this characteristic identified on our AE enrolment form. You are invited to contact the Director of Business and Finance <a href="mailto:rseddon@hillsroad.ac.uk">rseddon@hillsroad.ac.uk</a> if you wish to discuss issues relating to gender reassignment and the support available to enable full participation and access to your chosen course and College facilities.	@
<b>Marriage and civil partnership</b>	Marriage is defined as a 'union between a man and a woman'. Same-sex couples can have their relationships legally recognised as 'civil partnerships'. Civil partners must be treated the same as married couples on a wide range of legal matters.	We do not have this characteristic identified on our AE enrolment form. You are invited to contact the Director of Business and Finance <a href="mailto:rseddon@hillsroad.ac.uk">rseddon@hillsroad.ac.uk</a> if you wish to discuss issues relating to marriage and civil partnership and the support available to enable full participation and access to your chosen course and College facilities.	@
<b>Pregnancy and maternity</b>	Pregnancy is the condition of being pregnant or expecting a baby. Maternity refers to the period after the birth, and is linked to maternity leave in the employment context. In the non-work context, protection against maternity discrimination is for 26 weeks after giving birth, and this includes treating a woman unfavourably because she is breastfeeding.	We do not have this characteristic identified on our AE enrolment form. You are invited to contact the Director of Business and Finance <a href="mailto:rseddon@hillsroad.ac.uk">rseddon@hillsroad.ac.uk</a> if you wish to discuss issues relating to pregnancy and maternity and the support available to enable full participation and access to your chosen course and College facilities.	@
<b>Religion and belief</b>	Religion has the meaning usually given to it but belief includes religious and philosophical beliefs including lack of belief (e.g. Atheism). Generally, a belief should affect your life choices or the way you live for it to be included in the definition.	We do not have this characteristic identified on our AE enrolment form. You are invited to contact the Director of Business and Finance <a href="mailto:rseddon@hillsroad.ac.uk">rseddon@hillsroad.ac.uk</a> if you wish to discuss issues relating to religion and belief and the support available to enable full participation and access to your chosen course and College facilities.	@
<b>Sexual orientation</b>	Whether a person's sexual attraction is towards their own sex, the opposite sex or to both sexes	We do not have this characteristic identified on our AE enrolment form. You are invited to contact the Director of Business and Finance <a href="mailto:rseddon@hillsroad.ac.uk">rseddon@hillsroad.ac.uk</a> if you wish to discuss issues relating to sexual orientation and the support available to enable full participation and access to your chosen course and College facilities.	@

\* <http://www.equalityhumanrights.com/advice-and-guidance/new-equality-act-guidance/protected-characteristics-definitions/>

## Safeguarding in Adult Education

Hills Road Sixth Form College fully recognises its duty of care to students whilst they are in attendance and its responsibilities for the safeguarding of adult learners. This applies to all staff and volunteers working at Hills Road Sixth Form College.

The College aims to promote a positive, supportive and secure environment in which Adult Education students feel respected and valued. We recognise that high self-esteem, confidence, supportive friends and clear lines of communication with trusted adults are important elements in safeguarding. We aim to promote an ethos in which AE students feel secure, are encouraged to talk and are listened to.

If you are worried or in difficulty and should like talk with a member of staff you may in the first instance choose to approach your tutor. If you would prefer to discuss this with somebody else you may approach the relevant coordinator (see below) or Director of Business and Finance who is responsible for Adult Education:

- Katy MacDonald, Art and Design/Recreation coordinator, [kmacdonald@hillsroad.ac.uk](mailto:kmacdonald@hillsroad.ac.uk)
- Di King, Counselling coordinator, [dking@hillsroad.ac.uk](mailto:dking@hillsroad.ac.uk)
- Jenny Fleck, Languages/Skills for Employment & Development coordinator, [jfleck@hillsroad.ac.uk](mailto:jfleck@hillsroad.ac.uk)
- Rory Seddon, Director of Business and Finance, [rseddon@hillsroad.ac.uk](mailto:rseddon@hillsroad.ac.uk)

While we acknowledge the need to create an environment conducive to speaking freely if you do decide to approach a member of staff we cannot guarantee confidentiality, as in some circumstances, staff are obliged to pass on what they are told. However, you should be assured that the matter will be disclosed only to people who need to know about it and, in the first instance this will be the designated person.

Other responsible persons:

- Glen Taylor, Director of student support, responsible for Year 12 and 13 student safeguarding, [gtaylor@hillsroad.ac.uk](mailto:gtaylor@hillsroad.ac.uk)
- Jill Aberdour, Assistant Principal (Resources), overall responsibility for adult education student safeguarding, [jaberdour@hillsroad.ac.uk](mailto:jaberdour@hillsroad.ac.uk)
- Joanne Trump, Deputy Principal, overall responsibility for college safeguarding, [jtrump@hillsroad.ac.uk](mailto:jtrump@hillsroad.ac.uk)

Further information can be found at:

[http://www4.cambridgeshire.gov.uk/info/20166/working\\_together/582/adult\\_safeguarding\\_policy\\_and\\_procedures](http://www4.cambridgeshire.gov.uk/info/20166/working_together/582/adult_safeguarding_policy_and_procedures)