**NORTH WEST REGIONAL COLLEGE**

**EQUALITY SCREENING REPORT**

**POLICIES SCREENED IN QUARTER 4 (January 2025 to March 2025)**

| **Policy title** | **Aim of Policy** | **New / existing / revised policy** | **Date of Screening** | **Screening decision** |
| --- | --- | --- | --- | --- |
| Fees and Charges Policy | The purpose of this Fees and Charges Policy is to operate fees and charges for the provision of appropriate educational facilities and services so as to recoup a reasonable proportion of expenditure while acting in a fair and equitable manner towards existing and prospective students and other customers.  | Existing | 1 October 2024 | No impact on any of the Section 75 equality categories |
| Audio and Voice Recording Policy | The aim of the policy is to make staff aware of college policy regarding the recording and storing of audio and voice recording.  | Existing | 18 December 2024 | No impact |
| Flexitime Scheme (Support Staff) | To enable staff to plan working hours to balance their personal needs with those of the College, thus increasing the efficiency of the organisation and staff work/life balance. | Revised | 18 December 2024 | No impact on any of the Section 75 categories for relevant support staff |
| Good Practice Guidance on Menopause | The aims of this policy are to: foster an environment in which colleagues can openly and comfortably instigate conversations, or engage in discussions about menopause; ensure everyone understands what menopause is, can confidently have good conversations, and are clear on the College’s policy and practices, supported by HR Services and Occupational Health; educate and inform managers about the potential symptoms of menopause, and how they can support women at work; ensure that women suffering with menopause symptoms feel confident to discuss it and ask for support and any reasonable adjustments so they can continue to be successful in their role; reduce absenteeism due to menopausal symptoms and assure women that we are a responsible employer, committed to supporting their needs during menopause | Existing | 8 January 2025 | This policy has no adverse impact on any of the nine equality categories |
| Smoking Policy | The aim of the Policy is to provide a smoke free environment and protect the health of everyone using the buildings of the College. (a) To protect students, staff and visitors from the effects of breathing other people’s smoke.(b) To ensure that those smokers who wish to give up smoking are provided with appropriate assistance to do so.(c) To set an example and to reinforce the message that smoking is by far the largest preventable cause of death. | Existing | 18 December 2025 | This policy has no impact on the 9 equality categories |
| The Workplace Alcohol, Drugs and Substance Abuse Policy | The Policy has four main objectives:1. to retain employees.
2. to encourage employees with alcohol, drugs and substance abuse problems to seek help.
3. to refer employees for help.
4. to restore health and productivity.
 | Existing | 18 December 2024 | This policy has no impact on the 9 equality categories |
| Customer Complaints and Compliment Policy | This policy aims to;* Protect integrity of the College and NIPSO
* To provide guidance to staff and students on Complaints and Compliments
* To respond to any complaint, appeal and record compliments accordingly
* To standardise and record any investigation of complaints/appeals to ensure openness and fairness.

The procedure complies to UK GDPR | Existing | 8 January 2025 | The policy provides guidance to staff on compliments and complaints. The policy has no impact on equality |
| Posters and Banners Policy | This policy is designed to regulate the use of posters and banners in public spaces across the College and applies to all North West Regional College staff, contractors and visitors. Posters may be displayed in public spaces on campus only if they comply with the procedures outlined in this document.To ensure effective methods of visual promotion of services and activities are implemented in the College in a managed and consistent manner. | Existing | 9 January 2025 | There is no Equality Impact assessment necessary as the policy is guidance for the processes in place on posters and banners managements. This policy is of technical character. There is no impact on any of the Section 75 equality categories. |
| Word Processing Policy | To provide guidance on the use of word processors during examinations for candidates who use a word processor as part of their normal way of working in the College | Existing | 29 January 2025 | No impact |
| Fire Safety Policy | Ensure that the College complies with all current legislation. To manage the safe evacuation of all staff/students in the event of an emergency/fire.  | Revised | 3 February 2025 | No impact on any of the Section 75 equality categories |
| Special Considerations Policy | The Policy is a post-examination adjustment to a candidate’s mark or grade. It is used to reflect temporary illness, temporary injury, or some other event outside of the candidate’s control at the time of the assessment. | Existing | 5 February 2025 | The aim of the policy is to ensure all students, regardless of the section 75 category, have been given the same opportunities to special consideration at a time of an examination assessment when certain interruptions have entered their lives. The policy does not adversely impact on any of the Section 75 equality categories |
| Disaster Recover Policy | The purpose of this policy is to maximise the effectiveness of disaster recovery and contingency operations through an established plan that consists of a number of phases and activities. For example, identify the activities, resources and procedures needed to carry out the College plan to process the requirements during prolonged interruptions to normal operations. In addition, assign responsibilities to designated College personnel and provide guidance for recovering the plan | Existing | 12 February 2025 | No as policy is guidance to explain the need for IT and Operational requirements during periods of prolonged interruptions regardless of equality category |
| Safeguarding Care and Welfare Policy | The purpose of this policy is to ensure that all students, staff and stakeholders of the College experience an inclusive, enjoyable and safe environment in which they feel respected and valued. The college shares an objective to keep children, young people, adults at risk and adults in need of protection safe from harm. This policy is built upon a foundation of zero tolerance of harm to all children, young people, adults at risk and adults in need of protection and is aligned to the Northern Ireland Adult Safeguarding Partnership (NIASP) statement “Safeguarding is everyone’s business” | Revised | 11 March 2025 | The policy is for all staff regardless of any of the section 75 equality categories. No-one will have an adverse impact by it being implemented. It is to ensure students whether they are young children, young people, adults at risk and adults in need of protection can be educated in a safe environment |
| Learning Support Policy | * Promote awareness of provision for Students with Learning Difficulties and Disabilities at NWRC.
* Encourage good practice in all aspects of service delivery for Students with Learning Difficulties and Disabilities.
* Empower Students with Learning Difficulties and Disabilities to make informed decisions about their education, life experiences and wellbeing to allow them to live independent lives and integrate within the community.
* Provide and implement clear, accessible and consistent guidance in relation to the procedures.
* Encourage and promote continuous professional staff development in the approach to Students with Learning Difficulties and Disabilities provision.
* Encourage and promote engagement with parents/guardians/responsible adults with learner consent.
 | Revised | 13 March 2025 | There is no adverse impact as the aim of the policy is to ensure all students, regardless of the section 75 category, have been given the same opportunities to receive learning support.  |
| Public Information Guidance | The aim of the guidelines is to ensure the college publishes information which is accurate, fit for purpose, accessible, timely and legally compliant, to enable the public to engage with the College. In an increasing number of cases, the publicising of this information is mandatory to meet statutory, regulatory or professional requirements. | Existing | 13 March 2025 | The Policy has no impact on any of the Section 75 equality categories |
| Admissions and Enrolments Policy | The aim of this Policy is to provide an admissions framework which ensures applicants access the course most suitable to them, and to ensure that applicants are treated solely on the basis of their merits, ability and potential, thereby providing a fair and equitable process for all. The College aims to provide comprehensive, accurate, user-friendly information and advice to applicants in the admissions process. This is to enable an informed choice of course to be made appropriate to their interests, academic qualifications and potential. | Existing | 31 March 2025 | Policy has no adverse impact on any of the equality categories. The policy aims to provide guidance on the enrolment of all students, regardless of religious belief, political opinion, racial group, age, marital status, sexual orientation, gender, disability or whether they have dependants. The policy itself can be provided in alternative formats where required to assist those whose first language is not English and those who have a disability.  |