**NORTH WEST REGIONAL COLLEGE**

**EQUALITY SCREENING REPORT**

**POLICIES SCREENED IN QUARTER 1 (April 2024 to June 2024)**

| **Policy title** | **Aim of Policy** | **New / existing / revised policy** | **Date of Screening** | **Screening decision** |
| --- | --- | --- | --- | --- |
| Social Events Policy | To ensure all staff are aware of the requirements to adhere to the standards of behaviour expected in the normal course of day to day employment at social events whether organised by the College or not. | Existing | 17 May 2024 | As the policy aims to provide all staff with guidance on standards of behaviour when attending college social events no equality issues were identified that warrant an EQIA. |
| 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 | 22 May 2024 | 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  |
| 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 | 23 May 2024 | No impact on any of the Section 75 equality categories |
| Visitors Policy | The key objective of this policy is to have in place a clear protocol and procedure for the admittance of external visitors to the college which is understood by all staff, governors, visitors and parents/carers and confirms to Safeguarding guidelines.  | Existing | 28 May 2024 | The Policy does not impact on any staff member/ student or other visitor to the college. It outlines the process involved in ensuring access/egress is compliant. |
| Data Classifications Policy | The policy aims to assist staff to apply the correct classification to sensitive or classified business information. The policy outlines the different levels of document classification and their relevant subsets. The level of classification will determine how information is shared and accessed to ensure it is handing securely. This will offer further protection to individuals’ personal data and for commercially sensitive documentation. The classifications are also applied to the Colleges electronic documentation to ensure correct classification, determine how information should be shared, implementing system controls and preventing unauthorised access to personal or commercially sensitive data. | Revised | 31 May 2024 | Not required as this policy has no adverse impact on any of the s.75 categories |
| Public Information Guidelines | 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, regular or professional requirements. | Existing | 31 May 2024 | Policy has no impact on any of the Section 75 equality categories |
| Data Protection Handbook (Sector) | The Data Protection Handbook has been written to compliment the Data Protection Policy (and all related Data Protection policies, eg, Data Breach Management Policy, Data in Transit Policy, etc). It serves as a primary reference tool to assist the North West Regional College (and other FE Colleges’) staff on compliance with Data Protection legislation.  | Revised | 31 May 2024 | The Data Protection Policy is a legislative requirement and has no impact on any of the Section 75 equality categories. The handbook was developed for FE College staff to ensure compliance with data protection legislation. |