**NORTH WEST REGIONAL COLLEGE**

**EQUALITY SCREENING REPORT**

**POLICIES SCREENED IN QUARTER 4 (January 2020 to March 2020) Delayed distributing due to Covid-19**

| **Policy title** | **Aim of Policy** | **New / existing / revised policy** | **Date of Screening** | **Screening decision** |
| --- | --- | --- | --- | --- |
| Transgender Equality Statement | This statement has been prepared to acknowledge that there can be differences between physical sex and gender identity/expression. The College will treat all students with respect, and will seek to provide a positive working and learning environment free from discrimination, harassment or victimisation. | New | 20 January 2020 | Statement does not have any adverse impact on individuals as those who are transgender or have a fluid identity will be supported at the College |
| NWRC IT Services facilities, Datacentre & Comms Room Access Control | This document has been prepared to ensure that college environments are kept safe and everyone who accesses the restricted facilities must be aware of how they can contribute towards ensuring a safe environment.  The principle objective is to ensure the avoidance of thief and damage through restricted entrance to IT Services areas | New | 4 February 2020 | No impact on any of the Section 75 equality categories |
| Special Category Policy Document | Under DPA 18 Schedule 1, Pt 4, the College is required to have an “Appropriate Policy Document” in place which covers the College’s safeguards for processing special category data. This would sit on the College website to outline the lawful basis in which we would process special category data and how the college will ensure compliance with the data protection principles and GDPR (Art. 5). | New | 20 February 2020 | None as this policy has no adverse impact on any of the Section 75 categories |
| Word Processing Policy for the use of Word Processors in Examinations | 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 | New | 21 February 2020 | This Policy does not have any adverse impact on any of the Section 75 equality categories |
| Health and Safety Policy | Present the College’s commitment to a healthy and safe working environment and to comply with relevant legislation | Revised | 24 February 2020 | No impact on any of the Section 75 equality categories |
| Conflict of Interest Policy | The objectives of this policy are to raise awareness with all staff and Governors about conflict of interest and to provide guidance for staff on the management of conflict of interest to ensure that staff and Governors are acting in the best interests of the College and its students at all times. | Revised | 24 February 2020 | No impact on any of the Section 75 equality categories |
| 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 | Revised | 24 February 2020 | No impact on any of the Section 75 equality categories |
| Investment Policy | The aim of the policy is to provide the college management with specific guidelines on the investment of cash reserves | Revised | 24 February 2020 | No impact on any of the Section 75 equality categories |
| Library and Policy Procedures | The aim of the policy is to provide guidance on now the Library hopes to support the learning and teaching activities of staff and students at the College. | Revised | 28 February 2020 | No impact on any of the Section 75 Equality categories |
| Guidance on Legitimate Interest | This guidance aims to assist College employees who may decide to process personal data under the Legitimate Interest lawful basis. The College are obligated under data protection regulations to complete a Legitimate Interest Assessment (LIA) prior to processing personal data under this lawful basis. This guidance assists College staff in completing the LIA | New | 11 March 2020 | None as this policy has no adverse impact on any of the Section 75 categories |
| Emergency Incident Plan | The purpose of this policy to present the College’s commitment to a healthy and safe working environment and to comply with relevant legislation. | Existing | 9 March 2020 | No impact on any of the Section 75 equality categories |
| Emergency Assistance Requests Procedure | The purpose of this policy is to document the review of security that has been undertaken in respect of providing emergency assistance to staff at all College owned accommodation. The procedure has been implemented to provide, where possible, assistance to staff who feel threatened or in imminent risk. | Existing | 9 March 2020 | No impact on any of the Section 75 equality categories |
| Waste Management Policy | The purpose of this policy is to outline that due to the diverse nature of activities on the college campus, a wide variety of wastes are produced and collected, ranging from general wastes and recyclable materials, through to special and hazardous wastes. The college has a duty to ensure that all of these wastes are disposed of responsibly, using approved, registered waste contractors. This policy sets down the framework for all waste management at the college. | Existing | 9 March 2020 | No impact on any of the Section 75 equality categories |
| Procedures for Marketing and PR Management | The aim of these procedures is to ensure college personnel follow procedures and practices in the areas of Publications, Public Relations, Advertising, Events and Online as identified by the Marketing and PR Team and approved by Management. | Existing | 9 March 2020 | No impact on any of the Section 75 equality categories |