**NORTH WEST REGIONAL COLLEGE**

**EQUALITY SCREENING REPORT**

**POLICIES SCREENED IN QUARTER 4 (January 2024 to March 2024)**

| **Policy title** | **Aim of Policy** | **New / existing / revised policy** | **Date of Screening** | **Screening decision** |
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| Data in Transit Policy | This document is intended to prevent unauthorised disclosure of information by laying down clear standards of practice to maintain good security when using, taking or sending personal, special category or confidential data outside of their normally secure location. The need for this is driven by our duty to protect the information of individuals. It is important for NWRC to issue guidance in relation to the transit of personal data to include both hardcopy and electronic format across the Colleges sites. | Revised | 12 January 2024 | This policy has no adverse impact on any of the Section 75 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. | Revised | 12 January 2024 | None as this policy has no adverse impact on any of the Section 75 categories |
| Suicide Prevention Policy | The objectives of this policy and associated procedures are to:   * Ensure that students who may be at risk of self-harm and/or suicide and who are in contact with NWRC are supported effectively; * Provide a clear framework for action whenever the risk of suicide and/or self-harm is disclosed or suspected; * Ensure all NWRC staff are clear about their responsibilities; and * Ensure that NWRC complies with best practice in this area | New | 19 January 2024 | No impact assessment is necessary for this policy. It has been developed to support students experiencing mental health issues and does not impact on any of the section 75 categories. |
| Policy for Residentials and Trips | The aim of this policy is to ensure that all residential programmes and trips (including international trips/day trips/visits/competitions) approved by the College add value to the curriculum and are managed in a consistent and prudent manner whilst maintaining and safeguarding the wellbeing of students and staff. | Revised | 31 January 2024 | No impact assessment is necessary for this policy as the policy is for all students regardless of S75 equality categories |
| Sector Maternity Leave Policy | This policy sets out FE sector’s guidance in relation to implementing maternity leave requirements and the processes/criteria that are in place to support staff before, during and after their maternity leave.  The policy is legislative in nature and applies to all new and expectant mothers. | Revised | 5 February 2024 and  27 February 2024 (to be reviewed when sector data updated has been updated) | This policy sets out FE sector’s guidance in relation to implementing maternity leave requirements and the processes/criteria that are in place to support staff before, during and after their maternity leave. The policy itself does not adversely impact staff from any of the Section 75 equality categories. |
| Sector Parental Bereavement Leave Policy | This policy sets out FE sector commitment to supporting bereaved parents through their grief by ensuring they can take parental bereavement leave. We recognise that, while dealing with any bereavement is difficult, the death of a child is among the most devastating events that an employee can ever face. The policy applies to employees who suffer the loss of a child under the age of 18. This includes parents who suffer a stillbirth after 24 weeks of pregnancy. | New | 5 February 2024 and  27 February 2024 (to be reviewed when sector data updated has been updated) | This policy sets out FE sector commitment to supporting bereaved parents through their grief by ensuring they can take parental bereavement leave. The policy itself does not adversely impact staff from any of the Section 75 equality categories. |
| Disaster Recovery 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 | 6 February 2024 | No as policy is guidance to explain the need for IT and Operational requirements during periods of prolonged interruptions regardless of equality category |
| IV Moderation Guidelines | This policy aims to;   * Protect the integrity of the College and awarding bodies/organisations * Protect the quality of qualifications achieved maintaining public confidence in every qualification * To provide guidance to staff and students in relation to internal verification/moderation/quality assurance processes; * To enhance best practice in Staff Development in the support of quality and standards * To reduce risk of error resulting in interventions from the Awarding Organisations   The policy was updated to comply with all main awarding bodies/organisations | Revised | 19 February 2024 | The policy provides guidance to staff on how to carry out moderation on assessment and ensure standardisation of marking. The policy has no impact on equality. |
| Centre Assessment and Progression Policy | To ensure that a robust assessment model is in place | Revised | 19 February 2024 | The policy provides guidance to staff and students on the process for centre assessment. The policy has no impact on equality. |
| International Mobilities Guidelines | Mobilities projects are an important source of funds that allow the College to involve staff and student in activities that may otherwise not occur. Such activities include student/staff international trips, sharing good practice with other colleges, both locally and internationally, and developing innovative programmes and products.  The European & International Project Officer implements the policy under the direction of Head of Client Services. | Revised | 22 February 2024 | This policy is applicable to all students regardless of their section 75 categories. The purpose of this guidance is to provide administrative guidance on how to submit funding applications, administer and project manage international mobility opportunities for staff and students. All staff and students will be treated equally therefore there is no adverse impact on staff and students. |
| UK GDPR Guide to Photography/  Videography | The policy aims to assist staff in the correct application of data protection regulations when taking photographs or videos. The guidance document will ensure the appropriate signage and awareness procedures are carried out by staff when inviting individuals to events etc | Existing | 27 February 2024 | This policy has no adverse impact on any of the s.75 categories |
| 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 | 7 March 2024 | 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. |
| Essential Skills Policy | To promote awareness of essential skills development to all students from the point of application, admission and throughout the learner journey  To ensure that those students who require it have an entitlement to improve and be accredited for their Essential Skills at an appropriate level  To engage with government Departments (DfE, DE, ETI), Awarding Bodies and the Sector Essential Skills Working Group to participate in developments within or review of the Essential Skills Strategy | Existing | 25 March 2024 | There would be no adverse impact on students from any equality category. |
| Literacy and Numeracy Policy | To raise student awareness from the point of admission and throughout the learner journey of the need to develop their Literacy and Numeracy skills.  To ensure that those students who have Literacy and Numeracy deficits have an opportunity to improve their skills and gain an appropriate qualification.  To ensure that Literacy, Numeracy and digital skills development is embedded within vocational programmes and that marking for improvement is effective. | Existing | 25 March 2024 | There would be no adverse impact on students from any equality category. |