**NORTH WEST REGIONAL COLLEGE**

**EQUALITY SCREENING REPORT**

**POLICIES SCREENED IN QUARTER 3 (October 2021 to December 2021)**

| **Policy title** | **Aim of Policy** | **New / existing / revised policy** | **Date of Screening** | **Screening decision** |
| --- | --- | --- | --- | --- |
| Reactive Maintenance Reporting Procedures | The aim of this document is to provide building users with guidance and direction on how to report an issue/request relating to the College buildings and grounds. | Revised | 11 October 2021 | No impact on any of the Section 75 equality categories |
| Travel and Subsistence Policy | To maintain control over travel and subsistence expenses and ensure efficient processing of same. To accurately record all expenses incurred in the financial statements and to ensure only valid expenses are reimbursed so as to prevent the misappropriation of public funds. | Revised | 11 October 2021 | No impact on any of the Section 75 equality categories |
| Gifts Benefactions and Donations Policy | To provide guidance in the reporting of Gifts, Benefactions and Donations received by the College. | Revised | 11 October 2021 | No impact on any of the Section 75 equality categories |
| Driving college Vehicle Guidance | To provide guidance on the driving of College Vehicles including College minibuses and vans. | Revised | 11 October 2021 | No impact on any of the Section 75 equality categories |
| Credit Card Policy | The purpose of this credit card policy is to: 1. Define the policy pertaining to the use of the College credit card.
2. Provide guidance about the types of expenses that can be charged on the College credit card.
3. Describe each person’s responsibility in reporting and documenting expenses charged to the College credit card.
 | Revised | 11 October 2021 | No impact on any of the Section 75 equality categories |
| CCTV Policy | The purpose of this policy is to provide guidance in the recording, processing and accessing of CCTV image | Revised | 11 October 2021 | No impact on any of the Section 75 equality categories |
| Car Park Procedures | The aim of the Car Parking Policy is to ensure the safe management and use of the car parks at all the College sites. | Revised | 11 October 2021 | No impact on any of the Section 75 equality categories |
| Breastfeeding Policy | The Policy is in place to facilitate and support breastfeeding mothers in the workplace.The North West Regional College recognises the importance of breastfeeding for both mother and baby and supports and promotes breastfeeding. The College provides facilities and the support necessary to enable mothers in their employment to balance breastfeeding with their work. | Existing | 21 October 2021 | This policy does not impact on any of the 9 equality categories. No equality issues were identified that warrant an EQIA. |
| Special Leave Policy | The North West Regional College recognises that there are circumstances during the course of the working year which place staff in a situation where they may be required to seek approval to absent themselves from duty. Whilst the College recognises this requirement, it is at all times mindful of its duty of care to the student body in the delivery of quality education and training and the need to maintain service. Whilst the Special Leave of Absence Policy outlines the College position regarding these absences and therefore provides a consistency of approach, this leave is discretionary and subject to operational needs. | Existing | 21 October 2021 | This policy does not impact on any of the 9 equality categories. No equality issues were identified that warrant an EQIA. |
| 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. To protect students, staff and visitors from the effects of breathing other people’s smoke; To ensure that those smokers who wish to give up smoking are provided with appropriate assistance to do so; To set an example and to reinforce the message that smoking is by far the largest preventable cause of death. | Existing | 21 October 2021 | This policy does not impact on any of the 9 equality categories. No equality issues were identified that warrant an EQIA. |
| Network Access and Authentication Policy | The purpose of this policy is to describe what steps must be taken to ensure that users connecting to the College network are authenticated in an appropriate manner, in compliance with College standards, and are given the least amount of access required to perform their job function. | Existing | 21 October 2021 | Policy is guidance to explain the need for authentication regardless of equality category |
| 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 College changed its lawful basis for processing images from consent to Legitimate Interests during the 19/20 academic year. The guidance document will ensure the appropriate signage and awareness procedures are carried out by staff when inviting individuals to events etc…The Legitimate Interests Assessment was updated in November 2021 and the Guidance reviewed as part of this review. | Revised | 4 November 2021 | None as this policy has no adverse impact on any of the s.75 categories |
| Special Considerations Policy | Special consideration Policy is a post-examination adjustment to a candidate’s mark or grade. It is to used to reflect temporary illness, temporary injury, or some other event outside of the candidate’s control at the time of the assessment. | New | 18 November 2021 | 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 |
| Course Changes, Suspension and Closure Procedures | This procedure aims to: * ensure a transparent, fair and accessible procedure governing course closure and changes;
* ensure that there is consultation with students and clarity of options when changes or closures occur, recognising that students invest time, personal effort and cost in their studies and need timely dialogue;
* ensure arrangements for informing and consulting with students about material changes to continuing courses;
* ensure arrangements for continuity of provision for students in the event of the closure of a higher education course, and clear options provided to applicants
 | Revised | 19 November 2021 | The policy provides guidance to staff how to ensure course changes, suspension and closure are carried out in line with consumer law and awarding body requirements. The policy has no impact on equality. |
| Basement Store Procedure | The aim of the policy is to facilitate a secure location for the archiving of records for as long as they are required to support College Operations. | Revised | 23 November 2021 | The aim of the procedure is to provide guidance in relation to the correct process in archiving departmental/section documents regardless of any of Section 75 equality data |
| Miscarriage Guidance | This guidance is intended to help line managers provide appropriate practical and emotional support employees affected by miscarriage, ectopic or molar pregnancy. | New | 23 November 2021 | The policy aims to support staff who have experienced a miscarriage irrespective of any of the Section 75 Equality categories. There is no impact |
| Fitness to Practice Polic | The purpose of this policy is to give effect to the College’s duty to ensure that students are fit to practice, in order to protect present or future patients, pupils, clients or service users and to comply with the requirements of profession/regulatory bodies and maintain public confidence. The policy also seeks to protect the students’ interests by ensuring that students do not proceed into a career for which they may well not be suited or for which a regulatory body may not register them. | Revised | 26 November 2021 | The policy provides guidance to staff and students on fitness to practice. The policy has no impact on equality. |
| Code of Practice, IT Services, MIS & Library Personnel | The purpose of this code is to ensure that the rights of staff (teaching and support) and students are protected. The document defines the processes that may be undertaken in terms of monitoring the usage of all computer systems owned or operated by the College | Revised | 3 December 2021 | No negative impact on all nine equality categories |
| Disaster Recovery Policy | The purpose of this policy is to maximise the effectiveness of 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 | 3 December 2021 | No as policy is guidance to explain the need for IT requirements during periods of prolonged interruptions regardless of equality category |
| ICT Acceptable Use Policy | The intentions for publishing an Acceptable Use Policy are not to impose restrictions that are contrary to North West Regional College’s established culture of openness, trust and integrity. This policy is aimed at protecting the North West Regional College's employees, partners, students and the College itself from illegal or damaging actions by individuals, either knowingly or unknowingly. The objective is to maximise the benefits of the North West Regional College’s computer resources and minimise potential liability. | Existing | 3 December 2021 | No as the objective of this policy is to maximise the benefits of the North West Regional College’s computer resources and minimise potential liability. All staff and students need to adhere to this policy regardless of any of the equality categories |