| **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 |

| **Policy title** | **Aim of Policy** | **New / existing / revised policy** | **Date of Screening** | **Screening decision** |
| --- | --- | --- | --- | --- |
| 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 | 31 January 2022 | This policy has no adverse impact on any of the nine equality 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 | 4 February 2022 | The Policy has no impact on any of the Section 75 equality categories |
| Disciplinary Policy (Student) | The purpose of this procedure is to provide a fair, equitable and consistent arrangement for the handling of situations where disciplinary action against a student is considered necessary. The formal procedure will not be invoked for offences of a minor nature until the informal procedure has been completed. | Revised | 7 February 2022 | This procedure is applicable to all students regardless of their section 75 categories. There is no impact. All students will be treated equally. The process outlines what action is necessary should disciplinary action be necessary. |
| 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. Minor update to the Guidance document to the email disclaimer.  | Revised | 9 February 2022 | None as this policy has no adverse impact on any of the s.75 categories |
| Student Audio Recording Policy | This policy is in place to enable students with additional needs/disabilities to record lessons, where suitable, under reasonable adjustments. The aim is to promote accessibility for students with additional needs and disabilities. | Existing | 14 February 2022 | Equality impact assessment is not required as there is no adverse impact on any category. |
| Risk Management Policy | This risk management policy forms part of the College’s internal control and corporate governance arrangements. It explains the College’s underlying approach to risk management, whilst documenting the roles and responsibilities of the Governing Body, Senior Management, and other key parties.  | Revised | 14 February 2022 | 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 2022 | No impact on any of the Section 75 equality categories |
| Guidance on Equality Screening | The aim of the Guidance is to provide clarity to policy makers in the College with regards to screening and EQIA requirements. | Existing | 3 March 2022 | No impact as guidance is for use when screening decisions at the college |
| 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”. | Existing | 9 March 2022 | 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 |
| 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 | 11 March 2022 | 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 | The purpose of this policy is to 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 | 14 March 2022 | No impact on any of the Section 75 equality categories |
| Tendering Procedures | To provide guidance on the procurement/purchasing of works, equipment, goods and services while obtaining best value for money. | Revised | 14 March 2022 | No impact on any of the Section 75 equality categories |
| Young Adults Carers Policy | North West Regional College is committed to supporting Young Adult Carers and recognises the importance of promoting and supporting students that have caring responsibilities for a family member, partner or friend at their home. NWRC believes that all Young Adult Carers have the right to an education regardless of their commitment to providing care for a family member. When a Young Adult Carer is providing care for someone in their family who has a serious illness, disability or substance misuse problem, he or she may need additional support to ensure they achieve their potential, NWRC recognises this and is committed to ensuring support is in place to support the Young Adult Carer in achieving their qualification. | Existing | 23 March 2022 | The Young Adult Carer policy has been developed to acknowledge the support that may require while young carers are studying at the College. Support plans incorporating student ID cards, access to telephones and consideration of alternative deadlines for submitting work have been put in place. There is no adverse impact on any of the Section 75 categories as other support mechanisms are available for other student carers |

| **Policy title** | **Aim of Policy** | **New / existing / revised policy** | **Date of Screening** | **Screening decision** |
| --- | --- | --- | --- | --- |
| English and Maths Strategy | The aim of the strategy is to raise the standard and outcomes of English and Mathematics across the student body  | Existing | 6 May 2022 | Strategy identifies the actions needed to increase success rates of students in essential skills courses regardless of a student’s disability. It offers support to assist students therefor there is no impact |
| Mental Health and Wellbeing Policy | The aim of this policy is to:1. support and promote positive mental health and wellbeing for all employees;
2. strive to identify and reduce/prevent potential risk to mental health of College employees; and
3. create an open and inclusive workplace which displays respect for mental ill health.
 | Existing | 6 May 2022 | No impact as policy promotes equality on the grounds of mental health disability |
| Cultural Diversity Code of Practice (Staff and Students) | The aim of the policy is to provide staff and students with guidance and responsibilities to ensure the College creates a working and learning environment based on positive relations between members of different racial groups. | Existing | 11 May 2022 | This policy is specifically centred towards staff and students from different racial groups therefore has no impact. The college has considered current staff and students and potential ones.  |
| Breastfeeding Policy | To facilitate and support breastfeeding mothers in the workplace and during their education.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, as well as supporting students who are breastfeeding | Revised | 19 May 2022 | The aim of the policy is to support and promote breastfeeding in the College. There is no impact with respect to all equality categories, rather it ensures that the College will endeavour to ensure all staff and students are aware the Policy is in place. |
| Children on College Premises Policy | The College has a “duty of care” for the health and safety of all visitors to its campuses. On normal day to day business of the College, campuses are not intended to have children in attendance. This guidance highlights processes to ensure the safety of children that are given access to campuses. The guidance considers instances that are unplanned. It is not intended to restrict the attendance of children at planned events. | New | 19 May 2022 | The aim of the policy is to provide guidance on having children on College premises. It is relevant to all equality categories. Consideration has been given to planned events such as graduation. The policy outlines the need for the health and safety of all visitors on college sites |
| Attendance Policy | This policy outlines the approach taken by North West Regional College (NWRC) to promote maximum attendance and punctuality as an approach to attain optimum student achievement. The Policy will work in line with the college Student Retention Strategy, to ensure that early interventions are in place to support student success. This policy includes responsibilities of students and staff, and it covers the specific monitoring of attendance for students in receipt of financial support. The policy applies to all learning - face-to-face or remote and covers all full time, Further & Higher Education, Training for Success Apprenticeships and substantial part time courses inclusive of community provision. | Revised | 20 May 2022 | There is no impact on equality in relation to this policy. All students will be treated equally and support provided as necessary to reduce absenteeism. |
| Dress Code Policy | Under Section 75 of the Northern Ireland Act 1998, the North West Regional College is committed to promoting good relations between persons of different religious belief, political opinion or racial group.The College wishes to create a good and harmonious learning environment and atmosphere in which no student feels under threat or intimidated because of their religious belief or political opinion. The College therefore prohibits the wearing of any items which are likely to give offence or cause apprehension among particular groups of students. | Revised (former Sportswear Policy) | 26 May 2022 | There is no impact on equality in relation to this policy. All students will be treated equally. |
| Appeals Procedure – Local Government Pension Scheme | This guide is to help you understand the procedures for settling any disagreement or complaint you may have about the decision that the North West Regional College has made about your allocation to a contribution rate. | Revised | 13 June 2022 | No impact on any of the Section 75 equality categories |
| Recruitment and Selection Policy | The aim of this policy is to promote good practice among all persons involved in making selection decisions and carrying the responsibility for implementing equality of opportunity. | Revised | 29 June 2022 | This Policy will ensure equality of opportunity regardless of the Section 75 equality category in which job applicants may fall. |
| 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 (Strand Road initially) which is understood by all staff, governors, visitors and parents/carers and confirms to Safeguarding guidelines.  | New | 28 July 2022 | 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. |
| Student Period Dignity Policy | The aims of the policy are* ensure that students, staff and parents/carers understand the term ‘period dignity’;
* promote period dignity in the College and ensure that everyone who needs them has free access to period products;
* ensure that all students, staff and parents/guardians understand the impact of periods on the emotional, mental, social and educational well-being of students;
* enable students to achieve their potential by reducing any barriers they may experience due to periods;
* reduce stigma/taboo in relation to periods by providing all students with information on periods;
* have a positive impact on student confidence, well-being, attendance and attainment.
 | New | 29 July 2022 | The aim of the policy is to support students and offer guidance in relation to period dignity in the College. There is no impact on any of the Section 75 equality categories. |
| Timetabling Guidelines | Provide guidance on timetabling | New | 29 July 2022 | No impact |
| Hybrid Working Framework | The aims of the framework are:* To develop modern working practices to enable employees to maximise their performance and productivity and deliver the greatest value to the FE Sector;
* To support managers and teams to adopt hybrid working practices where operational requirements of a role can be met effectively;
* To set out a framework for Hybrid Working Arrangements to be agreed by employees and their line manager.
 | New | 4 August 2022 | Screened out – the Hybrid Working Framework will not have any adverse impact on Section 75 categories. This is a FE Sector wide framework and it will give all staff increased flexibility of home working for an improved work/life balance. |
| Guidance on Data Protection Impact Assessments | The guide aims to assist management in the completion of privacy impact assessments (DPIAs) in the development or amendment of current processing. The guidance outlines the how to complete the DPIA template effectively. | Revised | 1 August 2022 | None as this guide has no adverse impact on any of the s.75 categories |
| 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 | 22 August 2022 | 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 |
| FE Sector Freedom of Information Procedures | The purpose of this procedure is to guide the College in its management of Information requests, outline roles and responsibilities and to establish procedures for the management of requests under:• Freedom of Information Act 2000 | Revised | 5 September 2022 | No negative impact on all nine equality categories |
| FE Sector Environmental Information Regulations Procedures | The purpose of this procedure is to guide the College in its management of Information requests, outline roles and responsibilities and to establish procedures for the management of requests under:* Environmental Information Regulations 2004
 | Revised | 5 September 2022 | No negative impact on all nine equality categories |