**NORTH WEST REGIONAL COLLEGE**

**EQUALITY SCREENING REPORT**

**POLICIES SCREENED IN QUARTER 4 (January 2023 to March 2023)**

| **Policy title** | **Aim of Policy** | **New / existing / revised policy** | **Date of Screening** | **Screening decision** |
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| 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 | 3 January 2023 | The Policy has 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 | 16 January 2023 | No impact on any of the Section 75 equality categories |
| Fraud (including Anti-fraud Policy | To raise staff awareness of their responsibilities. To safeguard public resources against the risk of fraud. The Policy outlines the College and Staff’s responsibilities in relation to fraud and also outlines the fraud response plan. | Revised | 16 January 2023 | No impact on any of the Section 75 equality categories |
| Fraud Response Plan | To raise staff awareness of their responsibilities. To safeguard public resources against the risk of fraud. The Policy outlines the College and Staff’s responsibilities in relation to fraud and also outlines the fraud response plan. | Revised | 16 January 2023 | No impact on any of the Section 75 equality categories |
| Gifts Policy | To provide guidance in the reporting of Gifts and Hospitality received by the College. | Revised | 17 January 2023 | No impact on any of the Section 75 equality categories |
| 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 | Existing | 27 January 2023 | 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 |
| Data Subject Rights Procedure | North West Regional College must process many categories of personal data to provide education, training and employment. It regards the lawful and correct treatment of personal information as imperative to successful operations and to maintaining confidence between all data subjects and ourselves. We ensure that our organisation treats information it processes lawfully and correctly. Therefore this Procedure provides guidance on the process to be followed when a Data Subject makes a request in relation to his/her Rights as per UK General Data Protection Regulations (‘UK GDPR’). | Revised | 9 February 2023 | The Policy has no impact on any of the Section 75 equality categories |
| Disposal of IT Equipment | The purpose of this policy is to describe what steps must be taken to ensure the safe disposal of College IT Equipment and that data residing on legacy equipment is securely removed prior to disposal. | New | 14 February 2023 | No as policy is guidance to explain the need for secure IT disposal regardless of equality category |
| Physical Environmental Security Policy | The purpose of this policy is to describe what clauses are necessary and steps which must be taken to ensure the security of College information across all IT Services datacentres, offices and comms rooms as well as all “Secure Office” accommodation protected by SALTO Access Control | New | 14 February 2023 | No as policy is guidance to explain the need for Secure Accommodation and Information Security regardless of equality category |
| Emergency Incident Plan | To present the College’s commitment to a healthy and safe working Environment and to comply with relevant legislation. | Revised | 15 February 2023 | Policy has no impact on S75 categories |
| Health and Safety Policy | To present the College’s commitment to a healthy and safe working Environment and to comply with relevant legislation. | Revised | 15 February 2023 | Policy has no impact on S75 categories |
| Fire Safety Policy | To ensure that the College complies with all current legislation and to manage the safe evacuation of all staff/students in the event of an emergency/fire**.** | Revised | 15 February 2023 | No impact on any of the Section 75 equality categories |
| Achievement Strategy | The motivation for the Strategy is that the college is continually striving to promote a culture of continuous improvement for the benefit of all learners. This is set in the context of a number of ongoing challenges for the sector, a range of strategic developments and the need to review learning and learning in a post COVID environment. | New | 15 February 2023 | Statistics available highlight the need for the college to improve processes to encourage increased retention, achievement and success of our learners. This is based on a number of ongoing challenges for the sector, demographics in the catchment area, a range of strategic developments and the need to review learning and learning in a post COVID environment. An impact assessment is not necessary as data has already highlighted the need for change to the benefit of all learners. |
| References Policy | The aim of the policy is that the college will ensure all requests for corporate references to external sources are provided in a consistent, fair and equitable manner. | Existing | 15 February 2023 | Policy has no impact on any of the Section 75 Equality Categories as it is a policy to be adhered to by all staff |
| Library Policy and Procedure | The aim of the policy is to provide guidance on how the Library hopes to support the learning and teaching activities of staff and students at the College. | Existing | 21 February 2023 | No impact on any of the Section 75 Equality categories |
| Young Adult 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. | Existing | 22 February 2023 | The Young Adult Carer policy has been developed to acknowledge the support that may be required while young carers are studying at the College. There is no adverse impact on any of the Section 75 categories as other support mechanisms are available for other student carers |
| Carers Leave for Support Staff | To provide a framework for management to grant time off work to staff who are experiencing short-term domestic difficulties such as those associated with the care of sick or elderly relatives and/or children of school age. | Existing | 24 February 2023 | Policy does not have any adverse impact on support staff as those with caring responsibilities are able to request carers’ leave, as necessary |
| Equal Opportunities Policy | The aim of this policy statement is to emphasise the commitment of the North West Regional College, to securing equality of opportunity for all employees and applicants to the College. | Existing | 24 February 2023 | This Policy will ensure equality of opportunity regardless of the Section 75 equality category. There is no impact. |
| Access to Information Policy | The purpose of this policy 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 * Environmental Information Regulations 2004 | Revised | 27 February 2023 | No negative impact on all nine equality categories |
| Social Media Policy | The aims of the policy are to assist staff to encourage good practice, to assist staff to work safely, legally and responsibly with social networking technology and to monitor their own standards and practices; set clear expectations of behaviour relevant to social networking for educational, personal or recreational use and details the aspects of safer online behaviour; support safer working practices and to clarify the consequences of unlawful or inappropriate behaviour. | Existing | 10 March 2023 | The policy relates to staff usage of social media and other similar services. There are no adverse impacts on any of the S75 equality categories |
| Waste Management Policy | 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. | Revised | 27 March 2023 | No impact on any of the Section 75 equality categories |
| Emergency Assistance Requests Procedure | A review of security 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. | Revised | 27 March 2023 | No impact on any of the Section 75 equality categories |
| Word Processing Policy | 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. | Existing | 20 March 2023 | No impact |