**NORTH WEST REGIONAL COLLEGE**

**EQUALITY SCREENING REPORT**

**POLICIES SCREENED IN QUARTER 1 (April 2021 to June 2021)**

| **Policy title** | **Aim of Policy** | **New / existing / revised policy** | **Date of Screening** | **Screening decision** |
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| 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 | 16 March 2021 [not approved until April 2021] | No negative impact on all nine equality categories |
| 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 | 16 March 2021[not approved until April 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 |
| 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 | 16 March 2021[not approved until April 2021] | No as policy is guidance to explain the need for authentication regardless of equality category |
| Procedure for Install of Microsoft Office 365 | The Guidance highlights the process involved in the installation of Microsoft at home. | Revised | 15 March 2021[not approved until April 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 | 16 March 2021[not approved until April 2021] | The policy is guidance to explain the need for IT requirements during periods of prolonged interruptions regardless of equality category |
| Essential Skills Policy | The aims of the policy are:* 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
* Create new opportunities for adult and community learners, including those in HMP Magilligan to develop their Essential Skills through innovative programmes
* 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
 | Revised | 21 April 2021 | This policy aims to provide students with opportunities to further their education through successful completion of Essential Skills qualifications regardless of any of the Section 75 equality categories |
| Data Classification Policy | The policy aims to assist management in the correct classification of confidential business information. The policy outlines the different levels of document classification and their relevant subsets. The level of classification will determine how information is shared and accessed. This will offer further protection to individuals’ personal data and for commercially sensitive documentation. The classifications will soon be applied to the Colleges electronic documentation to prevent unauthorised access to sensitive and/or personal data. | Revised | 10 May 2021 | None as this policy has no adverse impact on any of the s.75 categories |
| Data Protection Handbook  | The Data Protection Handbook has been written to compliment the Data Protection Policy (and all related policies, eg, Data Breach Management Policy, Data in Transit Policy, etc) and serves as a reference tool to assist the North West Regional College (and other FE Colleges’) staff on how to demonstrate compliance with legislation. Therefore, the aim of the handbook mainly sits in line with the aims of the Data Protection Policy | Revised | 14 May 2021 | The Data Protection Policy is a legislative requirement and has no impact on any of the Section 75 equality categories. The handbook was developed for FE College staff to ensure compliance. |
| 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. 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. | New | 20 May 2021 | 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 |
| Lateral Flow Process | The College is participating in the Department of Health and Social Care (“DHSC”) National Testing Programme.   The target for this service is asymptomatic testing with the use of lateral flow technology.  The College for the purpose of this programme is a Participating Organisation who will participate in the Workplace Collect Testing workstream.  The aim of the testing programme is to combat the COVID-19 pandemic, by the use of lateral flow device (LFD) test kits.  The aim is to identify asymptomatic individuals who have COVID-19.  The purpose of this processing will allow the College to provide self-test kits to individuals for use at home.The benefits of the processing is to aide in the combatting the COVID-19 pandemic.  As a participating organising the College will distribute the LFD testing kites to staff and students to identify asymptomatic individuals. It is anticipated that staff, students and all 3rd parties will participate. | New | 10 May 2021 | Lateral Flow checks will be provided to all staff and students to identify asymptomatic individuals, therefore there will be no adverse impact on any of the section 75 equality categories |
| 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 | Existing | 7 June 2021 | No impact on any of the Section 75 equality categories |
| Lone Working Policy | The purpose of the Lone Working Policy is to provide guidance to assist Line Managers/Supervisors with identifying, through the risk assessment process, those tasks which may be undertaken by a lone worker. This document reflects the college’s commitment to meeting its legal duties with respect to lone and out of hours working, plus general Health and Safety of all employees | Existing | 7 June 2021 | No impact on any of the Section 75 equality categories |
| Bribery Policy | The purpose of this policy is to provide a clear statement that the College does not permit any form of bribery; set out the responsibilities of the College, and of relevant persons associated with it, in observing and upholding the College’s position on bribery and corruption; and provide information and guidance to on how to recognise and deal with bribery and corruption issues. | Existing | 7 June 2021 | No impact on any of the Section 75 equality categories |
| Audio and Voice Recording Policy | The aim of the policy is to make staff aware of College policy regarding the recording and storing of audio and voice recording | Existing | 11 May 2021 | No impact |
| References Policy | The aim of the policy is to make staff aware of College policy regarding Reference Requests | Existing | 11 May 2021 | No impact |
| Social Events Policy | To ensure all staff are aware of the requirements to adhere to the standards of behaviour expected in the normal course of day to day employment at social events whether organised by the College or not. | Existing | 11 May 2021 | No impact |
| Centre Assessment and Progression Policy | The purpose of this policy is to outline to staff the necessity to ensure that all assessments, written and practical, are determined fairly, consistently, free from bias and administered effectively according to Awarding Organisation guidance within and across departments. Also, to ensure the communication and operation of effective processes with clear guidelines and support for staff. | New | 21 May 2021 | The policy provides guidance to staff and students on the process for centre assessment and progression. The policy has no impact on equality. |
| Periodic Review Guidelines | The Periodic Review is an internal mechanism for holistically evaluating the College’s Higher Level programmes as part of the Quality Improvement Process (QIP). This 4-5 year cyclical process is in line with the academic rigour expected from the Quality Assurance Agency (QAA) for Higher Education (HE). | Revised | 29 June 2021 | The policy provides guidance to staff on Periodic reviews and provides the detail on how to prepare for them. The policy has no impact on equality |
| Performance Review | The objectives of the Performance Review are to ensure that Northern Ireland’s strategic priorities are reflected across the curriculum offer, Northern Ireland Executive Programme for Government (PfG), OECD Skills Strategy for Northern Ireland, The Skills Barometer and that NWRC has the agility, stability and reputation to realise its position as ‘A college of the Future’ by 2030. | Revised | 29 June 2021 | The policy provides guidance to staff on performance reviews and provides the detail on how to prepare for them. The policy has no impact on equality. |