**NORTH WEST REGIONAL COLLEGE**

**EQUALITY SCREENING REPORT**

**POLICIES SCREENED IN QUARTER 1 (April 2023 to June 2023)**

| **Policy title** | **Aim of Policy** | **New / existing / revised policy** | **Date of Screening** | **Screening decision** |
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| 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 | 3 April 2023 | 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 |
| 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 April 2023 | No as guidance is for use when screening decisions at the college |
| 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 | 3 April 2023 | No as policy is guidance to explain the need for IT and Operational requirements during periods of prolonged interruptions regardless of equality category |
| Business Continuity  Policy | The purpose of this policy is to maximise the effectiveness of business continuity / 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 April 2023 | No as policy is guidance to explain the need for IT and Operational requirements during periods of prolonged interruptions regardless of equality category |
| Tutorial Policy | The College is committed to ensuring that tutorial support is provided in a planned, consistent and supportive way to ensure students successfully achieve and progress. The policy seeks to enhance the experience of all students on substantive programmes via the tutorial programme and of all students via the tutoring process. | Revised | 24 April 2023 | There is no impact on equality in relation to this policy as the policy is for all students regardless of their section 75 equality category. |
| 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 | Revising | 10 May 2023 | 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. |
| Guidance on Gender Neutral Language | This guide reflects the College’s commitment to equality. Producing documents that are gender-neutral or updating existing documents to make them gender-neutral, demonstrates the College’s commitment to inclusion. | New | 23 May 2023 | There is no impact on equality in relation to this guidance. This guidance is applicable to all staff regardless of their section 75 categories. It demonstrates how to produce gender-neutral documents highlighting the College’s commitment to equality. |
| HR Guidance for staff transitioning | This document provides guidance for HR Services to ensure a smooth transition process for a member of staff who is transitioning and to support line managers in implementing the changes requested by the staff member concerned. | New | 24 May 2023 | There is no adverse impact on any of the Section 75 equality categories. The Guidance supports staff who are or plan to transition. |
| Malpractice, Plagiarism and Maladministration Policy | This policy aims to;  Protect integrity of the College and awarding bodies/organisations  To provide guidance to staff and students on Malpractice  To respond to any incident of alleged malpractice promptly and objectively  To standardise and record any investigation of malpractice to ensure openness and fairness.  The policy was rewritten to comply with all main awarding bodies/organisations. | Existing | 25 May 2023 | The policy does not have any adverse impact on any of the equality categories. |
| Internal Quality Assurance (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 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 rewritten to comply with all main awarding bodies/organisations | Existing | 25 May 2023 | 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. |
| Anti Bullying and Harassment Policy | The aims of this policy are to  Demonstrate the College’s commitment to the prevention of bullying and harassment, as part of its safeguarding duties.  Provide guidance and definitions of the type of behaviour the College deems to be unacceptable with regard to bullying and harassment.  Provide information and guidance to students who feel they have been the victim of, or have been accused of, bullying and harassment. | Existing | 22 June 2023 | There is no impact on equality in relation to this policy as the policy is for all students regardless of their section 75 equality category. |
| Physical and Environmental Security | 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. | Revised | 20 June 2023 | No as policy is guidance to explain the need for Secure Accommodation and Information Security regardless of equality category |