**NORTH WEST REGIONAL COLLEGE**

**EQUALITY SCREENING REPORT**

**POLICIES SCREENED IN QUARTER 3 (October 2024 to December 2024)**

| **Policy title** | **Aim of Policy** | **New / existing / revised policy** | **Date of Screening** | **Screening decision** |
| --- | --- | --- | --- | --- |
| Records Management Policy | This policy will provide a framework for managing the College’s records in accordance with the FE Sector Retention and Disposal Schedule. Its aim is to advise and assist staff across the College in fulfilling their responsibilities and obligations in the important area of record management. | Existing | 19 August 2024 | No impact on any of the Section 75 equality categories |
| Flexible Working Policy | The aim of this policy is to promote and support good practice in relation to the  application, approval and administration of Flexible Working requests and to support staff who need an adjustment to their working hours/arrangements to better enable them to combine their work commitments with their personal / home life. | Revised | 3 September 2024 | No impact on any of the Section 75 categories for relevant support staff. |
| 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. | Existing | 23 September 2024 | Any issues identified screened out in policy. |
| Raising Concerns Policy | The aim of this policy is to provide Governors, staff, visiting tutors and students, with a process to facilitate the reporting of concerns of wrongdoing within the College and highlight the protection afforded to those who disclose concerns under the Disclosure Order. | Revised | 23 September 2024 | This policy has no impact on the 9 equality categories. |
| Hybrid Working Framework | The Hybrid Working Framework is not prescriptive but describes what is needed to enable employees to work remotely. It outlines who can work from home, how they should go about doing the work, what is expected of them, how their work will be measured and what support is available to them | Existing | 23 September 2024 | 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. |
| 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. | Revised | 1 October 2024 | No impact on any of the Section 75 equality categories. |
| Car Park Policy | 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 | 1 October 2024 | No impact on any of the Section 75 equality categories. |
| 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 | 1 October 2024 | No impact on any of the Section 75 equality categories. |
| Malware Management Policy | Aims of the Malware Management Policy:   1. Protection of IT Infrastructure: The primary aim of a Malware Management Policy is to safeguard the institution's IT infrastructure, including hardware, software, data, and networks, from malware threats. This ensures the continuity of services for staff, students, and other stakeholders. 2. Ensuring Data Security: Protect sensitive data, including personal, financial, and operational data, from breaches or corruption caused by malware. This helps maintain compliance with data protection laws like the UK GDPR and Data Protection Act 2018. 3. Minimising Operational Disruption: Malware can cause significant downtime, disrupt teaching, administrative, and other key functions. The policy aims to prevent, detect, and respond to malware incidents, reducing the impact on college operations. 4. User Awareness and Education: Promote awareness and understanding of malware risks among staff and students, equipping them with the knowledge to avoid common threats, such as phishing, suspicious downloads, and unsafe browsing practices. 5. Compliance with Legal and Regulatory Requirements: Ensure that the institution adheres to relevant legal and regulatory requirements for cybersecurity and information security, such as compliance with GDPR and Cyber Essentials | New | 7 October 2024 | Policy is guidance to communicate the importance of Cyber Security compliance with regard to Malware scanning and remediation regardless of equality category |
| Lone Working Guidance | The purpose of this policy is to:  Present the College’s commitment to a healthy and safe working environment and to comply with relevant legislation. | Revised | 8 October 2024 | No impact on any of the Section 75 equality categories. |
| 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. | Revised | 8 October 2024 | 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. |
| Student Disciplinary Policy | 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. | Existing | 8 October 2024 | 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. |
| Careers Education Information, Advice and Guidance Policy | To advise staff of NWRC’s commitment to provide a high quality information service which will enable staff, students, employers and enquiries to make informed choices about ways in which NWRC can meet their individual training and development needs | Existing | 11 October 2024 | Students from any of the section 75 equality categories are able to avail of the careers service provided by the college. Therefore there is no adverse impact on any category. |
| 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. | Existing | 11 October 2024 | The policy does not have any adverse impact on any of the equality categories. |
| Curriculum Policy | This policy seeks to give a clear indication about what all students and stakeholders can expect from the College learning environment and the services that the College offers in all settings. It applies to all provision; Further Education, Higher Education, Work Based Learning, Entitlement Framework, Community and NIPS programmes and bespoke skills training. The commitments described in the policy are expected to be experienced by all students and stakeholders and are intended to guide the development of specific strategies which support this policy | Revised | 14 October 2024 | No impact on any of the Section 75 Equality Category |
| Driving College Vehicle Guidance | To provide guidance on the driving of College Vehicles including College minibuses and vans. | Revised | 14 October 2024 | No impact on any of the Section 75 equality categories |
| Learning and Development Policy | The Learning and Development Policy reflects the aims of the College to be a learning organisation. The College provides a range of learning and development activities for all staff to ensure the successful delivery of the College Development Plan, Business and Service Plans, the annual Quality Improvement Plan and to meet key performance indicators in relation to Retention, Achievement and Success | Existing | 28 October 2024 | Any issues identified screened out in policy |
| Physical and Environmental Security Controls 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. | Revised | 31 October 2024 | No as policy is guidance to explain the need for Secure Accommodation and Information Security regardless of equality category |
| Miscarriage Guidance | This guidance is intended to help line managers provide appropriate practical and emotional support employees affected by miscarriage, ectopic or molar pregnancy. | Revised | 1 November 2024 | The policy aims to support staff who have experienced a miscarriage irrespective of any of the Section 75 Equality categories. There is no impact |
| CCTV Code of Practice | The purpose of this policy is to provide guidance in the recording, processing and accessing of CCTV image | Revised | 19 November 2024 | 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 | 12 December 2024 | No 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. | Existing | 18 December 2024 | As it may be necessary to make substantial changes to a course, suspend or close a course, the College will ensure clear and transparent consultation and communication with students and stakeholders affected by the change or closure, and to protect students’ interests.  There is no impact on any of the Section 75 categories. |
| Fitness to Study Policy | The objectives of this policy are:   * To encourage early intervention and active collaboration in addressing the impact of any physical, emotional or wellbeing difficulties students face in relation to their fitness to study. * To help students to pursue their study plans in the most appropriate way for their circumstances. * Where appropriate, to agree an Action Plan that will help students continue with their studies or determine whether they might benefit from taking a break from studying which may result in withdrawal from the course. * For HE/Access students, the rejoining a new cohort following a break in studies as agreed with the University at an Examination Board. * To provide an alternative, supportive approach where a more formal, disciplinary approach is not appropriate | New | 19 December 2024 | The aim of the policy is to support students to take control of attendance, application to studies, assignments and examination preparation in a way that supports positive progression. It will have no adverse impact on any of the Section 75 categories. The Policy offers support to students who are experiencing mental health anxieties. |
| Fitness to Practice Policy | 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 professional/regulatory bodies and to maintain public confidence | Existing | 19 December 2024 | 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. It will have no adverse impact on any of the Section 75 categories. The Policy offers support to students who are experiencing mental health anxieties through safeguarding and/or learning support. |
| Performance Review Guidance | The objectives of the Performance Review are to:   * ensure that Northern Ireland’s strategic priorities are reflected across the curriculum; * complete formal assessment of available evidence and review key performance indicators; * consider the quality and impact of developing or emerging opportunities and to plan for improvements; * enhance the quality of the provision by ensuring a robust Quality Improvement Process with targeted support where this is deemed necessary; * inform the specific working group (Essential Skills, HE (Academic Standards), WBL, FE, Prison) linked to the curriculum area to ensure the learning is disseminated across the whole college and that we build capacity for continuous improvement; * confirm and support connectivity across the College, Academic and Support, to establish and enhance working relationships, drive efficiency and effectiveness, underpin governance and accountability and inform progress. | Revised | 19 December 2024 | Performance Review supports professional discussion informing self-evaluation and quality improvement planning **within** and **across** departments and will have no adverse impact on any of the Section 75 categories. |
| Periodic Review Guidelines | The purpose of the review is to:   * Assess Academic Validity and Course Design in line with the National Qualification Framework, National and Local Strategic Initiatives, Industry Need, Sector Skills, and Professional Bodies to ensure that the course meets the needs of employers and learners; * Meet Quality Expectations in line with Key Performance Indicators of Recruitment, Retention, Achievement, Success and Progression (Recruitment, numbers and Widening Access considered). What are your course entry requirements? * Review the attendance modality and attendance data to assess care and welfare afforded to learners. If they feel valued and the course is relevant, learners will attend; * Review how the Course Team and Learners are using Technology Enhanced Learning (TELs) modalities. | Existing | 19 December 2024 | The Periodic Review is an internal mechanism for holistically evaluating the College’s Higher Level programmes as part of the Quality Improvement Process (QIP). It will have no adverse impact on any of the Section 75 categories. |