

# Easton&OtleyCollege

## Equality Impact Assessment – Initial Screening Form

Policy / procedure / event title	Adoption Policy
Policy holder Job title Contact details	Liz Howard HR Director Extn 303
Directorate owner	Liz Howard
Date of completion	February 2013
<b>Step A</b> What are the aims, perceived benefits and suggested outcomes?	
<p>This policy aims to provide a framework within which a more effective combination of home and work responsibilities; enhance equality of opportunity at work; and maintain the competitive advantage of the organisation by retaining skilled &amp; valued employees.</p> <p>No existing employees shall be disadvantaged, as compared with their existing position, by the implementation of the terms of this agreement.</p>	
<b>Step B</b> Do you have any data showing how the policy has been received and whether it is successful?	
<p>The adoption policy has not been used in the past three years. However staff are aware of it's existence; it is accessible to all on SharePoint.</p>	
<b>Step C</b> Which equality strands could the policy, procedure or event impact upon?	
<b>Strand</b>	<b>Notes</b>
Ethnicity	It is accepted that adoption will be viewed differently across different cultures. The College will ensure any employee who wishes to access this policy is supported fully. In reviewing this policy the Policy Review Group deemed this policy to be fit for purpose and was unaware of any significant detriments to any personal characteristic.
Language	Employees with English as their second language will be supported in the understanding of this policy and will be supported via HR through the administration requirements of any adoption process related to their work.
Disability	This policy can be provided in alternative formats to assist an employee with a disability.
Gender	Unlike maternity this policy is applicable to both genders.

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Religion	This policy will be applied consistently and ones religious affiliations will have no impact.
Age	It is accepted that there will be an age band that are more likely to require this policy than others, but there are no College set parameters and the policy will be applied equally to employees of all ages.
Sexuality	The College is happy to acknowledge the right of same sex couples to adopt and will ensure this policy is accessible to employees of all sexual orientations.
Full impact assessment required?	YES <input type="radio"/> (please circle) <input checked="" type="radio"/> NO
This will be conducted by: _____ (date)	
A copy of this form should be sent to the holder of the policy, procedure or event organiser	

This EIA was completed post review by the Policy Review Group 18<sup>th</sup> February 2013.