

# Easton&OtleyCollege

## Equality Impact Assessment – Initial Screening Form

Policy / procedure / event title	S102 - Volunteers
Policy holder Job title Contact details	Liz Howard HR Director (01603) 731303 / (01473) 784105 Liz.howard@eastonotley.ac.uk
SMT owner	Liz Howard
Date of completion	3 <sup>rd</sup> December 2012
<b>Step A</b>	
What are the aims, perceived benefits and suggested outcomes?	
<p>The College receives a number of requests from volunteers who wish to help in the College or to gain more experience in an area, particularly teaching experience. Volunteer helpers are not employees of the College and do not receive any form of payment for the services they provide.</p> <p>Volunteer helpers must NOT be used as substitute staff and should NOT have sole responsibility for a student or group of students at any time. Volunteer helpers must be registered with HR prior to undertaking any work.</p> <p>This procedure forms part of the College's safeguarding agenda and aims to ensure all staff on site have been suitable vetted.</p>	
<b>Step B</b>	
Do you have any data showing how the policy has been received and whether it is successful?	
This policy has been universally accepted as a positive part of the College's safeguarding agenda. It is simple to administer and is deemed to be very positive.	
<b>Step C</b>	
Which equality strands could the policy, procedure or event impact upon?	
Strand	Notes
Ethnicity / Race	Disadvantages in regards to Ethnicity / Race have not been highlighted during the review of this procedure.
Language	Disadvantages in regards to Language have not been highlighted during the review of this procedure.  The College would always ensure employees fully understand procedures and would use different approaches to assist communication.
Disability	Disadvantages in regards to Disability have not been highlighted during the review of this procedure.

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	However the College is fully aware that the Equality Act extends beyond employment and the College would endeavour to meet the needs of a volunteer with a disability in the same way the College would seek to meet the needs of an employee, i.e. with due regards to the need to make reasonable adjustments.
Gender	Disadvantages in regards to Gender have not been highlighted during the review of this procedure.
Religion or Belief	Disadvantages in regards to Religion or Belief have not been highlighted during the review of this procedure.
Age	Disadvantages in regards to Age have not been highlighted during the review of this procedure.
Sexuality	Disadvantages in regards to Sexuality have not been highlighted during the review of this procedure.
Pregnancy & Maternity	Disadvantages in regards to Pregnancy & Maternity have not been highlighted during the review of this procedure.  The College would however potentially require a risk assessment to support the health and safety aspects of an application from a volunteer who was pregnant or post natal.
Full impact assessment required?	YES <input checked="" type="radio"/> NO (please circle)
This will be conducted by:	N/A (date)

A copy of this form should be sent to the holder of the policy, procedure or event organiser  
 EIA – reviewed by Policy committee 3<sup>rd</sup> December 2012, D Bale, C Bound, J Bultitude, L Howard