

Easton&OtleyCollege

Equality Impact Assessment – Initial Screening Form

Policy / procedure / event title	S105 – Visitors
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 rd December 2012
Step A What are the aims, perceived benefits and suggested outcomes?	
In order to comply with the Easton and Otley College Safeguarding Agenda and Policy, the following Visitors procedure must be followed by all staff when welcoming Visitors to the College site.	
Step B Do you have any data showing how the policy has been received and whether it is successful?	
It is widely acknowledged that there is a need for this procedure, and that the procedure is reasonable in securing the aims of the College to safeguard the students on site.	
Step C 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. The College will support visitors with a disability to ensure their visit is successful and their time spent on site is safe.
Gender	Disadvantages in regards to Gender have not been highlighted during the review of this procedure.

