

# Easton&OtleyCollege

## Equality Impact Assessment – Initial Screening Form

Policy / procedure / event title	S107 – Employment of Persons with Criminal Convictions
Policy holder	Liz Howard
Job title	HR Director
Contact details	01603 731303 / 01473 784105 – liz.howard@eastonotley.ac.uk
Directorate owner	Liz Howard
Date of completion	23 <sup>rd</sup> October 2013
<b>Step A</b>	
What are the aims, perceived benefits and suggested outcomes?	
<p>This procedure is part of the College's suite of Safeguarding processes.</p> <p>All individuals are assured that the presence of a criminal record will not necessarily exclude them from employment with Easton and Otley College. Any criminal background will be assessed by reference to the circumstances and nature of offences and how these relate to the nature of the position.</p> <p>The primary responsibility of the College, linked to this procedure, is to ensure the safety of students, staff and visitors whilst ensuring legal and best practice compliance.</p>	
<b>Step B</b>	
Do you have any data showing how the policy has been received and whether it is successful?	
<p>Over the past three years applicants have made a variety of disclosures. The College follows a risk assessment process on each occasion, and only if adequate assurances can be provided will the applicant be able to progress into employment.</p>	
<b>Step C</b>	
Which equality strands could the policy, procedure or event impact upon?	
<b>Strand</b>	<b>Notes</b>
Ethnicity / Race / Language / Nationality	Overseas checks will be required for applicants who have not been in the UK for five years. As overseas checks vary it has to be accepted that the process itself will be varied. However the College will ensure fairness and equity in how the procedures are conducted irrelevant of Nationality.

Pregnancy / Maternity	It is not anticipated that this procedure will have any undue negative impact upon this protected characteristic.
Disability	It is not anticipated that this procedure will have any undue negative impact upon this protected characteristic.
Gender	It is not anticipated that this procedure will have any undue negative impact upon this protected characteristic.
Religion	It is not anticipated that this procedure will have any undue negative impact upon this protected characteristic.
Age	It is not anticipated that this procedure will have any undue negative impact upon this protected characteristic. However the College accepts the older the applicant the longer the potential history – however the right for certain matters to be spent will be explained.
Sexuality	It is not anticipated that this procedure will have any undue negative impact upon this protected characteristic.
Gender Reassignment	It is not anticipated that this procedure will have any undue negative impact upon this protected characteristic.
Full impact assessment required?	YES <input checked="" type="radio"/> No (please circle)
This will be conducted by: _____ (date)	
A copy of this form should be sent to the holder of the policy, procedure or event organiser	

EIA completed by L Howard on 23/10/2013 – and agreed by the policy group.