



DEPARTMENT OF EDUCATION

EQUALITY AND HUMAN RIGHTS POLICY SCREENING

FOR PROPOSED/REVISED POLICY

Equality Team
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Guidance:

1. Text in red provides guidance please delete as you work through the form.
2. The text boxes can be extended as required.
3. Additional Guidance Notes for this template can be found in the Equality Toolkit (sited in the Equality section of the Department's intranet site)
4. Further advice on equality impact assessment may be found in the Equality Commission publication [Practical Guidance on Equality Impact Assessment](#)

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1. POLICY SCOPING

1.1 Title of policy

1.2 Type of Policy Development

This is an Existing/Revised/New Policy (*Delete as appropriate*)

1.3 Description of policy

- *What is it trying to achieve? (aims/outcomes)*
- *How will this be achieved? (key elements)*

1.4 What factors could contribute to, or detract from the intended aim/outcome of the policy? (*Please tick relevant boxes*)

None	
Legislative	
Financial	
Others please specify)	

1.5 Main stakeholders affected *(Please tick ✓ relevant boxes)*

Pupils (Actual or Potential)	
Parents	
Teaching Staff	
Trade Unions or Professional Organisations	
Other Public Sector Organisations	
Departmental Staff	
Others (please specify)	

1.6 Who is responsible for :

(a) Devising the policy

(i.e. is it DE, a Whitehall Department, EU etc)

(b) Implementing it

(i.e. is it DE, another Department, NDPB etc.)

(c) Explain the relationship?

1.7 Other policies or objectives with a bearing on this policy

- *What are they? (Programme for Government, Public Service Agreement targets etc.)*
- *Who owns them?*
- *Are there any links to other NI departments/NDPBs?*

2. EVIDENCE

2.1 What evidence/information (both qualitative and quantitative) have you gathered to inform this policy? *(Relevant details should be given for each of the categories.)*

Section 75 Category	Details of Evidence/Information
Religious Belief	
Political Opinion	
Racial Group	
Age	
Marital Status	
Sexual Orientation	
Men And Women Generally	
Disability	
Dependants	

2.2 Taking into account the evidence gathered at 2.1 what are the needs, experiences and priorities of each of the categories in relation to this particular policy? *(Relevant details should be given for each of the categories.)*

Section 75 category	Needs/Experiences/Uptake/Priorities
Religious Belief	
Political Opinion	
Racial Group	
Age	
Marital Status	
Sexual Orientation	
Men And Women Generally	
Disability	
Dependants	

3. SCREENING QUESTIONS

3.1 What is the likely impact of this policy on equality of opportunity for each of the Section 75 equality categories?

(* Please tick ✓ relevant boxes)

Section 75 category	None*	Minor *	Major *	Details of policy impact Level of impact?
Religious belief				
Political opinion				
Racial group				
Age				
Marital status				
Sexual Orientation				
Men and women generally				
Disability				
Dependants				

3.2 Are there opportunities to better promote equality of opportunity for people within the Section 75 equality categories?

(* Please tick relevant boxes)

Section 75 category	NO*	Yes*	Provide Details
Religious belief			
Political opinion			
Racial group			
Age			
Marital status			
Sexual Orientation			
Men and women generally			
Disability			
Dependants			

3.3 To what extent is the policy likely to impact on good relations between: people of different religious belief, political opinion or racial group? (* Please tick ✓ relevant boxes)

Good relations category	No impact*	Minor impact*	Major impact*	Details of policy impact
Religious belief				
Political opinion				
Racial group				

3.4 Are there opportunities to better promote good relations between people of different religious belief, political opinion or racial group?

(* Please tick ✓ relevant boxes)

Good relations category	NO*	YES*	Provide Details
Religious belief			
Political opinion			
Racial group			

3.5 Additional considerations - Multiple identities

Please provide details of data on the impact of the policy on people with multiple identities and specify relevant Section 75 categories concerned.

Are there any potential impacts of the policy/decision on people with multiple identities? i.e.: disabled minority ethnic children, school age mothers, Protestant boys, young lesbian, gay and bisexual people etc).

4. SCREENING DECISION

(Select appropriate option 1-3 and Delete others)

- 1** To carry out a Full Equality Impact Assessment due to significant/major equality issues identified for one or more of the nine equality groups.

OR

- 2** Not to conduct an equality impact assessment; although there is a minor impact, on one or more of the equality of opportunities and/or good relations categories but mitigation/alternative policies will offset the minor adverse impact(s).

OR

- 3** Not to conduct an equality impact assessment because no equality issues have been identified.

Please provide details which support the decision

If the Decision was:

- 1 Proceed to Section 5.*
- 2 Proceed to Section 6.*
- 3 Proceed to Section 7*

5. TIMETABLING AND PRIORITISING

5.1 If the policy has been ‘screened in’ for equality impact assessment, then please answer the following questions to determine its priority.

On a scale of 1-3, with 1 being the lowest priority and 3 being the highest, assess the policy in terms of its priority for equality impact assessment.

Criterion	Priority Rating
Effect on equality of opportunity and good relations	
Social need	
Effect on people’s daily lives	
Relevance to a public authority’s functions	
Total	

Details of the Department’s Equality Impact Assessment Timetable will be included in a Quarterly Screening Report.

5.2 If the policy is affected by timetables established by other relevant Public Authorities please provide details

6. MITIGATION

If you conclude that the likely impact is ‘**minor**’ and an equality impact assessment is not to be conducted, you should consider: mitigation to lessen the severity of any equality impact, or the introduction of an alternative policy to better promote equality of opportunity or good relations.

Why and how will the policy/decision be amended or changed or an alternative policy introduced to better promote equality of opportunity and/or good relations?

7. MONITORING

Effective monitoring will help identify any future adverse impact arising from the policy, as well as help with future planning and policy development.

Please detail what data you will collect in the future in order to monitor the effect of the policy on any of Section 75 equality categories.

8. DISABILITY DISCRIMINATION

8.1 Please state if the policy/decision in any way discourages persons with disabilities from participating in public life or fails to promote positive attitudes towards persons with disabilities.

8.2 Please state if there is an opportunity to better promote positive attitudes towards persons with disabilities or encourage participation in public life by making changes to the policy/decision or introducing additional measures.

8.3 Please detail what data you will collect in the future in order to monitor the effect of the policy with reference to the disability duties.

9. CONSIDERATION OF HUMAN RIGHTS ISSUES

**9.1 How does the policy/decision affect anyone’s Human Rights?
I.E.**

- [The Human Rights Act \(1998\)](#)
- [The United Nations Convention on the Rights of the Child \(UNCRC\)](#)
- [The United Nations Convention on the Rights of Persons with Disabilities \(UNCRPD\)](#)
- [The United Nations Convention on the Elimination of All Forms of Discrimination Against Women \(CEDAW\)](#)

(* Please tick as appropriate)

Category	No*	Yes*
Positive Impact		
Negative Impact (human right interfered with or restricted)		
Neutral Impact		

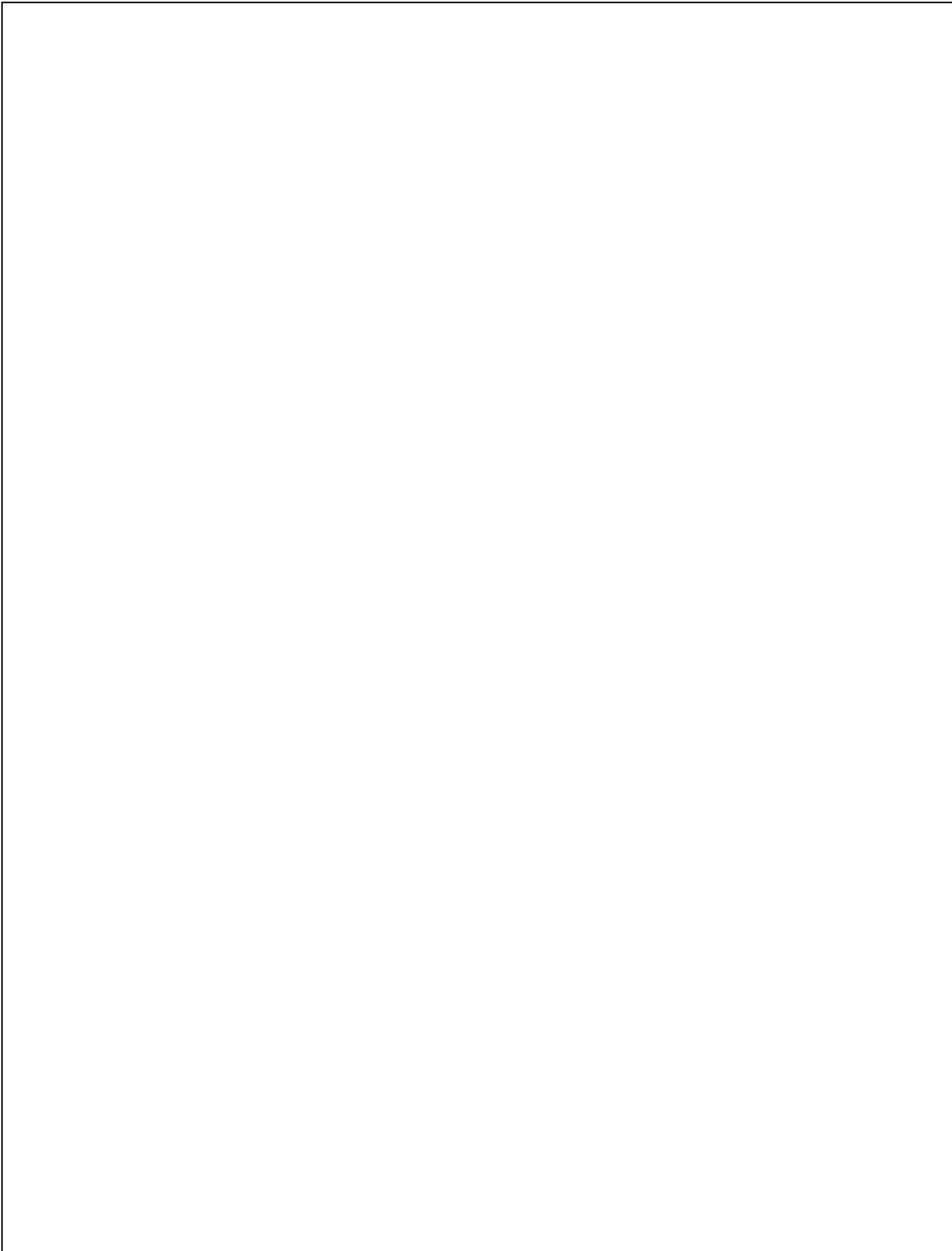
If the effect you have identified is positive or neutral proceed to Question 9.3.

9.2 If you have identified a negative impact who is affected and how?

At this stage you should determine whether to seek legal advice and to refer to the issue to the Equality and Sectoral Support Team to consider:

- *whether there is a law which allows you to interfere with or restrict rights*
- *whether this interference or restriction is necessary and proportionate*
- *what action would be required to reduce the level of interference or restriction).*

9.3 Outline any actions which could be taken to promote or raise awareness of human rights or to ensure compliance with the legislation in relation to the policy/decision.

A large, empty rectangular box with a thin black border, intended for the user to provide an outline of actions to promote human rights or ensure compliance with legislation.

10. APPROVAL AND AUTHORISATION

Screened By:	Position	Date
Approved BY:	Position	Date

Note: A copy of the Screening Form must be approved and 'signed off' by a senior manager responsible for the policy. It must be made easily accessible on the Department's website as soon as possible following completion and made available in alternative formats on request.

FOR COMPLETION BY EQUALITY TEAM

Quality Assured by: _____ Date: _____

Screening Out Agreed / Not Agreed **(delete as appropriate)**

Comments: _____

Date Directorate/Team Informed: _____

If Screened Out:

Start of Consultation: _____ End of Consultation:* _____

*** The consultation period must be a minimum of 12 weeks.**

Placed on Internet by: _____ Date: _____

If Screened In:

Date EQIA issued: _____

Please forward a copy of the completed Screening Form to:-

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