

### **1. What is an Equality Impact Assessment?**

An Equality Impact Assessment (EIA) - also known as an Impact, Needs and Requirement Assessment (INRA) - is a way to make sure individuals and teams think carefully about the likely impact of policies or procedures, strategies, functions and activities, to identify any unmet needs, and to provide a basis for action to improve activities where appropriate.

It systematically assesses and records the actual, potential or likely impact of a activity, policy or project – or a significant change in a activity, policy or project - on different groups of people. The consequences of policies and projects on particular groups are analysed and anticipated so that, as far as possible, any negative consequences can be eliminated or minimised and opportunities for ensuring equality can be maximised.

### **2. Why do Equality Impact Assessments?**

To understand why EIAs are necessary requires an understanding that 'equality' is not about treating everybody the same. For example, providing a activity for everybody only on a Friday will adversely affect certain religious groups, and altering funding arrangements for community and voluntary sector groups would disproportionately impact on particular communities. Equality means making sure that the individual requirements of different people and different communities are taken into account.

The EIA is carried out by commissioning or drawing on existing research and/or monitoring information, and community consultation. The first part of the assessment, initial screening, is used for a preliminary screening of the policy, activity or project. If a potential impact on a particular group is identified in initial screening, the activity, policy, or project in question will undergo a more wide-ranging assessment.

We have a legal responsibility under the Race Relations (Amendment) Act 2000 to assess policies and functions, and to set out how we will monitor any possible negative impact on race equality. We also have to consult on proposed policies, and have a positive duty to promote good relations between communities.

## Equality Impact Assessment Form

### Part 1: Initial Screening

1. Persons responsible for this Assessment:

<b>Name</b>	
<b>Role</b>	
<b>Date of assessment</b>	

2. Name of the policy, activity, strategy, procedure or function:

<b>Name</b>	
<b>New or existing</b>	

3. Briefly describe its aims and objectives:

4. Who is intended to benefit from this and in what way:

5. What outcomes are expected:

6. Have you consulted on this policy, activity, strategy, procedure or function:

<b>Yes or No</b>	
<b>Details</b>	

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7. What evidence has been used for this assessment:

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8. Could a particular group be affected in either a negative or positive way:

	<b>Negative</b>	<b>Positive</b>	<b>Evidence</b>
<b>Age</b>			
<b>Disability</b>			
<b>Gender (including transgender)</b>			
<b>Race (including Gypsy and Traveller)</b>			
<b>Religion or Belief</b>			
<b>Sexual Orientation</b>			
<b>Other Groups (see Guidance Notes)</b>			

9.

	<b>Yes or No</b>	<b>Name of policy, strategy, procedure or function</b>
<b>Are there any other policies, activities, strategies, procedures or functions that need to be assessed</b>		

<p><b>alongside this screening?</b></p> <p><b>If Yes, please identify which groups are affected</b></p>		
<p><b>Should the policy, activity, strategy, procedure or function proceed to a full Equality Impact Assessment? (if a negative impact is identified this must be the case)</b></p> <p><b>If the answer is no please give reasons for this decision</b></p>		
<p><b>Date by which full Equality Impact Assessment is to be completed</b></p>	<p><b>Date:</b></p>	

**Declaration**

We are satisfied that an initial screening has been carried out on this policy, activity, strategy, procedure or function (delete those which do not apply) and a full Equality Impact Assessment is/is not required. We understand that the Equality Impact Assessment is required by the School and that we take responsibility for the completion and quality of this assessment.

<p><b>Completed by:</b></p>
<p><b>Role:</b></p>
<p><b>Date for Review:</b></p>

Please forward an electronic copy to the Headteacher’s PA by emailing it to [l.barrow@ratton.e-sussex.sch.uk](mailto:l.barrow@ratton.e-sussex.sch.uk) .