

Equality Screening Template for Safeguarding Policy

Date: 10/12/2024

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Equality Screening Template

Part 1: Policy Scoping

Information about the policy

| |
|---|
| Name of the policy: Safeguarding Policy |
| Is this an existing, revised or a new policy? Revised Policy |
| What is it trying to achieve? (intended aims/outcomes) The purpose of this policy is to ensure: <ul style="list-style-type: none">• the safety of children, young people and adults when using library services• that staff are aware of their responsibilities in relation to the protection of children, young people and adults• to ensure that staff are adequately supported in dealing with incidents of suspected or actual abuse and that structures and procedures are in place to protect them and the organisation from potential allegations of inappropriate behaviour towards children, young people or adults at risk. |
| Are there any Section 75 categories which might be expected to benefit from the intended policy? If so, explain how. This policy treats everyone using Libraries NI library services equally |
| Who initiated or wrote the policy? The policy was initiated by the Director of Library Services and was drafted by the Deputy Head of Service and Service Development Manager with lead responsibility for Safeguarding. |
| Who owns and who implements the policy? The policy is owned by Libraries NI Director of Library Services, implementation of the policy is the responsibility of all staff within the organisation. |

Implementation Factors

Are there any factors which could contribute to/detract from the intended aim/outcome of the policy/decision? If yes, are they:

| | |
|---|-------------------------------------|
| | Financial |
| | |
| X | Legislative |
| | |
| | Other, please specify: _____ |

Main Stakeholders Affected

Who are the internal and external stakeholders (actual or potential) that the policy will impact upon?

| | |
|---|--|
| X | Staff |
| | |
| X | Service Users |
| | |
| X | Other Public Sector Organisations |
| | |
| X | Voluntary/Community/Trade Unions |
| | |
| | Other, please specify: _____ |

Other policies with a bearing on this policy

- What are they?
- Who owns them?

- Code of Conduct for Staff – Director of Business Support
- Customer Feedback Policy– Director of Business Support
- Data Protection Policy– Director of Business Support
- Digital Inclusion Policy – Director of Library Services
- Discipline Policy– Director of Business Support
- Equal Opportunities Policy– Director of Business Support
- Filming Policy– Director of Business Support
- Health and Safety Policy– Director of Business Support
- Information Technology Security Policy– Director of Business Support
- Library Computers Conditions of Use Policy– Director of Business Support
- Policy on the Code of Recruitment and Selection– Director of Business Support
- Raising a Concern (Whistleblowing Policy) – Director of Business Support

- Records Management Policy– Director of Business Support
- Room Hire Policy– Director of Library Services
- Safe and Welcoming Libraries– Director of Library Services
- Social Media Policy– Director of Library Services
- Staff Acceptable Use Policy– Director of Business Support
- Volunteer Policy– Director of Business Support

Available Evidence

What evidence/information (both qualitative and quantitative) have you gathered to inform this policy? Specify details for each of the section 75 categories

| Section 75 category | Details of evidence/information |
|----------------------------|--|
| Religious belief | Libraries NI does not gather evidence of religious belief. As the policy applies to and impacts on all section 75 categories in a fair and consistent manner no qualitative and quantitative evidence has been gathered to inform this policy |
| Political opinion | Libraries NI does not gather evidence of political opinion. As the policy applies to and impacts on all section 75 categories in a fair and consistent manner no qualitative and quantitative evidence has been gathered to inform this policy |
| Racial group | As the policy applies to and impacts on all section 75 categories in a fair and consistent manner no qualitative and quantitative evidence has been gathered to inform this policy |
| Age | As the policy applies to and impacts on all section 75 categories in a fair and consistent manner no qualitative and quantitative evidence has been gathered to inform this policy |
| Marital status | As the policy applies to and impacts on all section 75 categories in a fair and consistent manner no qualitative and quantitative evidence has been gathered to inform this policy |
| Sexual orientation | As the policy applies to and impacts on all section 75 categories in a fair and consistent manner no qualitative and quantitative evidence has been gathered to inform this policy |
| Men women generally | As the policy applies to and impacts on all section 75 categories in a fair and consistent manner no qualitative and quantitative evidence has been gathered to inform this policy |
| Disability | As the policy applies to and impacts on all section 75 categories in a fair and consistent manner no qualitative and quantitative evidence has been gathered to inform this policy |
| Dependants | As the policy applies to and impacts on all section 75 categories in a fair and consistent manner no qualitative and quantitative evidence has been gathered to inform this policy |

Needs, Experiences and Priorities

Taking into account the information referred to above, what are the different needs, experiences and priorities of each of the following categories, in relation to the particular policy/decision? Specify for each of the section 75 categories.

| Section 75 category | Details of needs/experiences/priorities |
|----------------------------|---|
| Religious belief | The policy applies fairly and consistently to all members of staff and persons using Libraries NI services and facilities. There is no evidence of any different needs, experiences or priorities for this category |
| Political opinion | The policy applies fairly and consistently to all members of staff and persons using Libraries NI services and facilities. There is no evidence of any different needs, experiences or priorities for this category |
| Racial group | The policy applies fairly and consistently to all members of staff and persons using Libraries NI services and facilities. There is no evidence of any different needs, experiences or priorities for this category |
| Age | The policy recognises the needs of children and vulnerable adults are not the same as the rest of the population. The procedures and guidance developed for the policy advise staff how to deal with safeguarding issues appropriately. The policy and associated procedures are applied fairly and consistently to all members of staff and treat child's needs and those of vulnerable adults differently because they may need additional protection |
| Marital status | The policy applies fairly and consistently to all members of staff and persons using Libraries NI services and facilities. There is no evidence of any different needs, experiences or priorities for this category |
| Sexual orientation | The policy applies fairly and consistently to all members of staff and persons using Libraries NI services and facilities. There is no evidence of any different needs, experiences or priorities for this category |
| Men women generally | The policy applies fairly and consistently to all members of staff and persons using Libraries NI services and facilities. There is no evidence of any different needs, experiences or priorities for this category |
| Disability | The policy recognises the needs of disabled users are not the same as the rest of the population. The procedures and guidance developed for the policy advice staff how to deal with safeguarding issues appropriately. The policy and associated procedures are applied fairly and consistently to all members of staff and treats child's needs and those of vulnerable adults differently because they may need additional protection |
| Dependants | The policy applies fairly and consistently to all members of staff and persons using Libraries NI services and facilities. There is no evidence of any different needs, experiences or priorities for this category |

Part 2. Screening Questions

| 1 What is the likely impact on equality of opportunity for those affected by this policy, for each of the Section 75 equality categories? | | |
|--|--|--|
| Section 75 category | Details of policy impact | Level of impact? Minor/major/none |
| Religious belief | | None |
| Political opinion | | None |
| Racial group | Provided consideration is given to those whose first language is not English. | Minor |
| Age | The policy is mindful of the paramount importance of safeguarding when children and adults use Libraries NI premises and attend events | Minor |
| Marital status | | None |
| Sexual orientation | | None |
| Men women generally | | None |
| Disability | Provided consideration is given to the needs of people with disabilities in providing access to library services. | Minor |
| Dependants | | None |

| 2 Are there opportunities to better promote equality of opportunity for people within the Section 75 equality categories? | | |
|--|--|---|
| Section 75 category | If yes, provide details | If no, provide reasons |
| Religious belief | | The policy does not impact on the equality of opportunity for this category |
| Political opinion | | The policy does not impact on the equality of opportunity for this category |
| Racial group | By addressing language needs and translation of the policy as necessary | |
| Age | The policy and associated procedures are mindful of the importance of appropriate sensitivities around safeguarding when dealing with children and adults who may be elderly | |
| Marital status | | The policy does not impact on the equality of opportunity for this category |
| Sexual orientation | | The policy does not impact on the equality of opportunity for this category |
| Men women generally | | The policy does not impact on the equality of opportunity for this category |
| Disability | By the use of different formats when communicating the policy in order to allow a full understanding of the policy to be gained by the user | |
| Dependants | | The policy does not impact on the equality of opportunity for this category |

| 3 To what extent is the policy likely to impact on good relations between people of different religious belief, political opinion or racial group? Minor/major/none | | |
|--|---------------------------------|---|
| Section 75 category | Details of policy impact | Level of impact Minor/major/none |
| Religious belief | N/A | None |
| Political opinion | N/A | None |
| Racial group | N/A | None |

| 4 Are there opportunities to better promote good relations between people of different religious belief, political opinion or racial group? | | |
|--|--------------------------------|--|
| Section 75 category | If yes, provide details | If no, provide reasons |
| Religious belief | | No, the scope of the policy does not offer opportunities to better promote good relations as it is only relevant to safeguarding incidents |
| Political opinion | | No, the scope of the policy does not offer opportunities to better promote good relations as it is only relevant to safeguarding incidents |
| Racial group | | No, the scope of the policy does not offer opportunities to better promote good relations as it is only relevant to safeguarding incidents |

Additional Considerations

Multiple identity

Provide details of data on the impact of the policy on people with multiple identities. Specify relevant section 75 categories concerned

As the policy applies fairly and consistently to all members of staff and persons using Libraries NI services and facilities irrespective of their membership of a particular section 75 category the issues of multiple identities is already covered in the previous responses.

Part 3. Screening Decision

If the decision is not to conduct an equality impact assessment, please provide details of the reason.

The policy does not have an adverse impact on any of the Section 75 categories - provided proper consideration is given to those who may have particular needs e.g. people with a disability or those whose first language is not English
It has a positive impact on children and adults.

If the decision is not to conduct an equality impact assessment consider if the policy should be mitigated or an alternative policy be introduced.

The policy is available in print format in all branches for those with no access to ICT equipment such as older people. There is software available on library computers to provide access to the policy in different languages and for people with disabilities such as visual impairment.

If the decision is to subject the policy to an equality impact assessment, please provide details of the reason

N/A

Mitigation

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

If so, give the **reasons** to support your decision, together with the proposed changes/amendments or alternative policy.

N/A

Timetabling and Prioritising

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

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.

| Priority criterion | Rating (1 - 3) |
|--|-------------------|
| Effect on equality of opportunity and good relations | |
| Social need | |
| Effect on people's daily lives | |
| Relevance to a public authority's functions | |

Note: The Total Rating Score should be used to prioritise the policy in rank order with other policies screened in for equality impact assessment. This list of priorities will assist in timetabling. Details of the Equality Impact Assessment Timetable should be included in the quarterly Screening Report.

Is the policy affected by timetables established by other relevant public authorities?

If yes, please provide details:

N/A

Part 4. Monitoring

[Specify details of how the policy will be monitored for effectiveness/impact. See the Commission's Monitoring Guidance For Use By Public Authorities (July 2007)].

- Quarterly report collated by DHoS and submitted to the Department
- All incidents are reported to the Chief Executive
- Retention policy of relevant documents is in line with legislation
- Ongoing training provided to all staff

Part 5. Approval and Authorisation

| Screened by: | Position/Job Title: | Date: |
|---|------------------------------|------------|
| Helen Poston  | Service Development Manager | 10/12/2024 |
| Approved by: | | |
|  | Director of Library Services | 11/12/2024 |

Note: A copy of the Screening template, for each policy screened should be 'signed off' and approved by a senior manager responsible for the policy, made easily accessible on the website as soon as possible following completion and made available on request.