Policy Screening Template for *Safeguarding Policy*

Date: *27 April 2021*

LNI Policy 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:
   • the safety of children, young people and adults at risk when using library services
   • that staff are aware of their responsibilities in relation to the protection of children, young people and adults risk
   • 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.**
The policy treats all persons using the library service 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 with responsibility for Safeguarding.

Who owns and who implements the policy?
The policy is owned by the Director of Library Services, responsibility for the implementation of the policy lies with 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
*	**legislative**
	other, please specify_____

Main stakeholders affected

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

*	**staff**
*	**service users**
*	**other public sector organisations**
*	**Voluntary/community/trade unions**
	Other, please specify_____

Other policies with a bearing on this policy

What are they?

- Customer Feedback Policy
- Equal Opportunities Policy
- Health and Safety Policy
- Records Management Policy
- Room Hire Policy
- Social Media Policy
- Volunteer Policy
- Whistleblowing Policy

Who owns them?

- Customer Feedback Policy - The Director of Business Support
- Equal Opportunities Policy - The Director of Business Support
- Health and Safety Policy - The Assets Manager
- Records Management Policy - Head of ICU/ICT
- Room Hire Policy - Service Development Managers
- Social Media Policy - The Director of Library Services
- Volunteer Policy - The appropriate Head of Service
- Whistleblowing Policy - The Director of Business Support

The above policies are owned and implemented by Libraries NI.

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. The Continuous Household Survey reports that 42% of those surveyed who used the library were Catholic, 44% were Protestant, 13% were other or no religion, and 1% chose not to answer.
Political opinion	There is no available evidence of the political opinion of library users/non users.
Racial group	Libraries NI provides the option for members on joining to indicate "to which ethnic group do they belong?" Groups listed are in line with those used in the Northern Ireland Census. In relation to ethnicity these show that the percentage of Black and Minority Ethnic (BME) active members in 2017/18 was higher than in the 2011 Census (3.93% BME active members compared to 1.79% in Census). White members (96.07%) was less than the Census percentage (98.21%).
Age	Active membership demonstrates that the number of children who are active members (33.7% of library members are under the age of 16), is higher proportionally than in the NI population (20.8%) whilst the number of adults over 65 years (19% of library members) is more than the 16.8% in the NI population who are older than 65 years. The average age of library users is 40.79 years, the average male member is 40.12 years, and the average female age is 41.42 years old.
Marital status	Libraries NI does not collect data for this category. However, the 2018/19 Continuous Household Survey indicates that 25% of married people, 25% of single people, 20% of widowed people and 24% of separated or divorced people said they had used a library in the previous year
Sexual	Libraries NI does not collect data for this category

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orientation	
Men women generally	LMS statistics show that 62.54% of active members are female, and 37.46% of active members are male. The Continuous Household Survey reports that 22% of males have used the library service within the last year compared to 28% of females. 14% of women use the library service more than once a month compared to 9% of men.
Disability	Continuous Household Survey (2018/19) indicates recent use by people with disabilities (22%) and without disabilities (26%). 0.53% of library users are registered as disabled (5,089), of these 919 are active members. Mobility is the form of disability most often cited by library members.
Dependants	According the Continuous Household Survey adults (aged 16 -44) with dependent children (33%) are more likely to use the library service than adults with no dependents (24%). Adults over the age of 44 with dependent children are no more likely to use the service than those without dependents.

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 vulnerable adult 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 vulnerable adults who may be elderly	The policy does not impact on the equality of opportunity for this category
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

Children and vulnerable adults who use Libraries NI buildings and attend events in Libraries NI premises may have multiple identities: they may have learning difficulties, they may be from a different ethnic background, they may have hidden or obvious disabilities. These were considered when the policy was developed, and have been considered in the production of associated procedures.

Advice from experts in safeguarding has been sought in the development of the policy, procedures and guidance to ensure any impacts are negative mitigated.

This is also true of vulnerable adults, and again these issues were considered in the creation of the policy and procedures.

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 vulnerable 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 be '**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:

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:
Ciara Gault	SDM	27/4/2021
Michael Lynn	SDM	27/4/2021
Approved by:		
Trisha Ward Trisha Ward	Director	13/8/2021

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.