

Equality Impact Assessment Form

Department/Section: Nursery **Date of Assessment:** 19.4.21 **Review Due:** 19.4.24

Author/Owner: Nursery Manager **Signature:** Lianne Schemper **Date:** 31.5.21

Step 1

Aim of proposed activity/decision/new or revised policy or procedure: Absent Children procedure to provide guidelines to ensure that the reasons for children absences are established swiftly and appropriate follow up action is taken.	New	<input type="checkbox"/>
	Revised	<input checked="" type="checkbox"/>
	Existing	<input type="checkbox"/>

Who will be affected? Children, staff, parents/carers	Who will be consulted? staff, parent/carers	Evidence available: Inspection reports Audits
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Step 2

Potential Positive/Negative/Neutral Impact Identified. P, N, N/I	Age	Disability	Gender Reassignment	Marriage/Civil Partnership*	Pregnancy and Maternity	Race	Religion or Belief	Sex	Sexual Orientation
Eliminating Discrimination.	P	P	N/I	N/I	N/I	P	P	P	N/I
Advancing Equality of Opportunity.	P	P	N/I	N/I	N/I	P	P	P	N/I
Promoting Good Relations.	P	P	N/I	N/I	N/I	P	P	P	N/I

<p>Step 3 Action to be taken</p> <p>Ensure all new guidelines impact on the review of the procedures.</p> <p>Monitor impact on protected characteristics.</p>
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Summary of EIA Outcome – please tick	
No further action to be carried out.	<input checked="" type="checkbox"/>
Amendments or changes to be made.	<input type="checkbox"/>
Proceed with awareness of adverse impact.	<input type="checkbox"/>
Abandon process – Stop and Rethink.	<input type="checkbox"/>

Please forward completed EIA forms by e-mail to Anna Maria Kaczmarek, anna.kaczmarek.perth@uhi.ac.uk

HR/0100/HL/DS

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