

APPENDIX C

Approved Equality Impact Assessment template

PART A) To be completed during the planning /proposal stage. Further sheets should be added where needed.

1. Name of the change, strategy, project or policy:			
2. Name of person(s) completing this form:			
3. Has the policy/practice been assessed to consider any potential impact on the equality groups? If yes, please add further detail on a separate sheet(s).			
Where potential impact has been identified, please complete questions 5-9, if none is identified, please sign and proceed to question 10.			
4. Equality Target Group (circle):	Negative impact – it could disadvantage	Reason	
Race Religion/belief Disability Gender Gender Reassignment Sexual Orientation Age Pregnancy/Maternity Marriage & Civil Partnerships			
5.			Yes
Is the impact legal/lawful? Seek advice from your School link HR Business Partner if necessary.			No
Is the impact intended?			
6. Does this action/policy/procedure attempt to meet the aims of the public sector equality duty?	Yes, No, or N/A	If yes, please provide details	
Eliminate unlawful discrimination, harassment and victimisation			
Advance equality of opportunity between different equality groups			
Foster good relations between different equality groups			

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7. If you have identified any negative impact, have you identified any ways of avoiding or minimising it?
8. Is it possible to consider a different policy/strategy/action, which still achieves your aim, but avoids any negative impact on people?
9. In light of all the information detailed in this form; what practical actions would you take to reduce or remove any negative impact?

PART B) To be completed when assessment and consultation has been carried out

10.a) As a result of the assessment and consultation completed in Part A above, state whether there will need to be any changes made to the policy, project or planned action.			
10.b) As a result of this assessment and consultation, does the school need to commission specific research on this issue or carry out monitoring/data collection?			
11. Have you set up a monitoring/evaluation/review process to check the successful implementation of the policy, project or change?	Yes		No

Signed:

Date: