



Equality Impact Assessment Template

Before carrying out EqIA, you should familiarise yourself with the University's EqIA Policy Statement and Guidance and Checklist Notes, and undertake our online training on Equality and Diversity and EqIA. These, along with further information and resources, are available at www.ed.ac.uk/schools-departments/equality-diversity/impact-assessment

EqIA covers policies, provisions, criteria, functions, practices and activities, including decisions and the delivery of services, but will be referred to as 'policy/practice' hereinafter.

A. Policy/Practice (name or brief description): **School of Engineering Policy and Code of Practice on Work Experience for Children and Young People**

B. Reason for Equality Impact Assessment (Mark **yes against the applicable reason):**

- Proposed new policy/practice **Yes**
- Proposed change to an existing policy/practice
- Undertaking a review of an existing policy/practice
- Other (please state):

C. Person responsible for the policy area or practice:

Name: Andy McDermott

Job title: Health & Safety Officer

School/service/unit: School of Engineering

D. An Impact Assessment should be carried out if any of the following apply to the policy/practice, if it:

- affects primary or high level functions of the University
- is relevant to the promotion of equality (in terms of the Public Sector Equality Duty 'needs' as set out in the Policy and Guidance)?
- **It is one which interested parties could reasonably expect the University to have carried out an EqIA?**

E. Equality Groups

To which equality groups is the policy/practice relevant and why? (add notes against the following applicable equality group/s)

- **Age – The policy relates specifically to the management of young persons or children undertaking work experience within the school. The policy positively impacts this group as it gives guidance as to the specific measures that need to be taken to protect young persons, over and above those that would be taken for any other workers.**
- Disability
- race (including ethnicity and nationality)

- religion or belief
- sex
- sexual orientation
- gender reassignment
- pregnancy and maternity
- marriage or civil partnership¹

Add notes against the following applicable statements:

- On any available information about the needs of relevant equality groups: Policy gives guidance on the additional risk control measures that need to be implemented to take into account the lack of physical and psychological maturity that young people may have
- Any gaps in evidence/insufficient information to properly assess the policy, and how this be will be addressed: No known gaps
- If application of this policy/practice leads to discrimination (direct or indirect), harassment, victimisation, less favourable treatment for particular equality groups: This policy gives guidance to prevent discrimination on grounds of age. There are no negative impacts for other protected groups.
- If the policy/practice contributes to advancing equality of opportunity² Selection of students who take part in work experience is outwith the scope of this policy
- If there is an opportunity in applying this policy/practice to foster good relations: This policy will lead to good relations with individual young people and their schools. It will help ensure that young person's work experience is a positive experience and give reassurance to them and their guardians that their safety has been prioritised.
- If the policy/practice create any barriers for any other groups? None expected
- How the communication of the policy/practice is made accessible to all groups, if relevant? Policy only available in written format, but given the small number of people who will need to be aware of it, then the cost of producing in alternative formats is not thought to be cost effective.
- How equality groups or communities are involved in the development, review and/or monitoring of the policy or practice? Not seen as necessary in this case
- Any potential or actual impact of applying the policy or practice, with regard to the need to eliminate discrimination, advance equality and promote good relations: The policy should be a positive factor in these areas, with no negative impact anticipated

F. Equality Impact Assessment Outcome

Select one of the four options below to indicate how the development/review of the policy/practice will be progressed and state the rationale for the decision

Option 1: No change required – the assessment is that the policy/practice is/will be robust. The policy was written to provide clarity for staff in their dealings with young people on work

¹ Note: only the duty to eliminate discrimination applies to marriage and civil partnership. There is no need to have regard to advancing equality or opportunity or fostering good relations in this respect.

² This question does not apply to the protected characteristic of marriage or civil partnership

experience. The policy is designed to improve the safety and overall experience of young people on work experience.

Option 2: Adjust the policy or practice – this involves taking steps to remove any barriers, to better advance equality and/or to foster good relations.

Option 3: Continue the policy or practice despite the potential for adverse impact, and which can be mitigated/or justified

Option 4: Stop the policy or practice as there are adverse effects cannot be prevented/mitigated/or justified.

G. Action and Monitoring

1. Specify the actions required for implementing findings of this EqIA and how the policy or practice will be monitored in relation to its equality impact (or note where this is specified above). No further action necessary.
2. When will the policy/practice next be reviewed? Policy will be reviewed after 1 year to gauge its effectiveness and to make adjustments where feedback from staff and work experience indicates it may be necessary.

H. Publication of EqIA

Can this EqIA be published in full, now? Yes/No

If No – please specify when it may be published or indicate restrictions that apply:

I. Sign-off

EqIA undertaken by (name(s) and job title(s)): Andy McDermott, School of Engineering Health & Safety Officer

Accepted by (name):

[This will normally be the person responsible for the policy/practice named above. If not, specify job-title/role.]

Date:18/1/23

Retain a copy of this form for your own records and send a copy to equalitydiversity@ed.ac.uk