Equality Impact Assessment

Guidance on completing Equality Impact Assessments can be found on the intranet in the equality and inclusion section

Document:	*Student Needs Records Project*
Executive Summary:	Currently information regarding students requiring addition support is not held against the students record held in ProSolutions. The information is managed and stored using various methods – log books, spreadsheets, word documents - depending on the curriculum area/department. Learning support, student advise and achievement coaches also use their own log books to record student information There are stored in shared area on the U drive, with access to various folders managed and controlled by IT department. The inconsistent approach to managing this information creates a number of issues and challenges. - Challenges in providing teaching staff with additional information regarding student needs, creating a communication void - Data protection and data security issues - Students have no access to information held on them - Wellbeing risk, assessment disadvantage. - Reporting constraints This was highlighted as an area for improvement following the Education Scotland visit in November 2022. Moving to a digitised solution to centralise and standardise the approach to managing this information will improving and resolving the issues mentioned above.

By law we must meet the requirements of the Equality Act 2010 including the Public Sector Equality Duty. Please give due regard to the following when completing an EIA;

1: Does the policy/practice eliminate discrimination, harassment and victimisation?
2: Does the policy/practice promote equality of opportunity?
3: Does the policy/practice promote good relations?

Protected Characteristic	Commentary *For each protected characteristic provide a commentary of impact. If a negative impact occurs, consider the following;*

	1. *Change the policy so impact is no longer negative* 2. *Justify why it has to be done e.g. health and safety legislation* 3. *Consider how you are going to mitigate the impact*
Age *Someone belonging to a particular age, or range of ages*	The project seeks to introduce a more efficient and effective way to track students with specific characteristics or risk factors to ensure better support is offered. The project is therefore likely to have a positive impact across all protected characteristic groups. The project is likely to have a positive impact across all student groups as it enables students to view their information, and request updates to their own file. **Risk**: Unconscious bias may lead to automatic judgements being made as a result of information available on a student's file. This may impact on the level of support offered. **Mitigation**: Unconscious bias training offered to all staff. **Risk:** In the process of writing up case notes, a staff member inadvertently shares information of a sensitive nature that compromises the confidentiality of discussions. **Mitigation:** All relevant staff receive professional writing training to ensure they understand the appropriate depth in which information should be recorded and published on ProMonitor.
Care Experienced *Someone who has been or is currently in care or from a looked-after background at any stage in their life. This includes adopted children who were previous looked-after.*	The project seeks to introduce a more efficient and effective way to track students with specific characteristics or risk factors to ensure better support is offered. The project is therefore likely to have a positive impact across all protected characteristic groups. **Risk**: Unconscious bias may lead to automatic judgements being made as a result of information available on a student's file. This may impact on the level of support offered **Mitigation**: Unconscious bias training offered to all staff. **Risk:** In the process of writing up case notes, a staff member inadvertently shares information of a sensitive nature that compromises the confidentiality of discussions. **Mitigation:**

	All relevant staff receive professional writing training to ensure they understand the appropriate depth in which information should be recorded and published on ProMonitor.
Marriage/Civil Partnership *Married couples and civil partnership should be treated the same on a wide range of matters*	Not applicable.
Race *Refers to a group of people defined by their race, colour and nationality (including citizenship) ethnic or national origins*	The project seeks to introduce a more efficient and effective way to track students with specific characteristics or risk factors to ensure better support is offered. The project is therefore likely to have a positive impact across all protected characteristic groups. **Risk**: Unconscious bias may lead to automatic judgements being made as a result of information available on a student's file. This may impact on the level of support offered **Mitigation**: Unconscious bias training offered to all staff. **Risk:** In the process of writing up case notes, a staff member inadvertently shares information of a sensitive nature that compromises the confidentiality of discussions. **Mitigation:** All relevant staff receive professional writing training to ensure they understand the appropriate depth in which information should be recorded and published on ProMonitor.
Sexual Orientation *A persons sexual and/or romantic attraction to other people, or lack thereof*	The project seeks to introduce a more efficient and effective way to track students with specific characteristics or risk factors to ensure better support is offered. The project is therefore likely to have a positive impact across all protected characteristic groups. **Risk**: Unconscious bias may lead to automatic judgements being made as a result of information available on a student's file. This may impact on the level of support offered **Mitigation**: Unconscious bias training offered to all staff. **Risk:** In the process of writing up case notes, a staff member inadvertently shares information of a sensitive nature that compromises the confidentiality of discussions. **Mitigation:**

	All relevant staff receive professional writing training to ensure they understand the appropriate depth in which information should be recorded and published on ProMonitor.
Disability *A physical or mental impairment which has a substantial and long-term adverse effective on a person's ability to carry out normal day-to-day activities*	The project seeks to introduce a more efficient and effective way to track students with specific characteristics or risk factors to ensure better support is offered. The project is therefore likely to have a positive impact across all protected characteristic groups. **Risk**: Staff and/or students with disabilities may find it difficult to access/review information. **Mitigation**: Ensure support is available to those who experience issues with accessibility. **Risk**: Unconscious bias may lead to automatic judgements being made as a result of information available on a student's file. This may impact on the level of support offered **Mitigation**: Unconscious bias training offered to all staff. **Risk:** In the process of writing up case notes, a staff member inadvertently shares information of a sensitive nature that compromises the confidentiality of discussions. **Mitigation:** All relevant staff receive professional writing training to ensure they understand the appropriate depth in which information should be recorded and published on ProMonitor. Accessibility Statement for Pro-Monitor
Gender identity/ reassignment *The process of transitioning from one gender to another (can include changing names, pronouns, dressing differently, medical intervention and living in their self-identified gender)*	The project seeks to introduce a more efficient and effective way to track students with specific characteristics or risk factors to ensure better support is offered. The project is therefore likely to have a positive impact across all protected characteristic groups. **Risk**: Unconscious bias may lead to automatic judgements being made as a result of information available on a student's file. This may impact on the level of support offered **Mitigation**: Unconscious bias training offered to all staff. **Risk:**

	In the process of writing up case notes, a staff member inadvertently shares information of a sensitive nature that compromises the confidentiality of discussions. **Mitigation:** All relevant staff receive professional writing training to ensure they understand the appropriate depth in which information should be recorded and published on ProMonitor.
Pregnancy/maternity *Refers to being pregnant and the period after birth (linked to maternity leave in the employment context)*	The project seeks to introduce a more efficient and effective way to track students with specific characteristics or risk factors. The project is therefore likely to have a positive impact across all protected characteristic groups. **Risk**: Unconscious bias may lead to automatic judgements being made as a result of information available on a student's file. This may impact on the level of support offered **Mitigation**: Unconscious bias training offered to all staff. **Risk:** In the process of writing up case notes, a staff member inadvertently shares information of a sensitive nature that compromises the confidentiality of discussions. **Mitigation:** All relevant staff receive professional writing training to ensure they understand the appropriate depth in which information should be recorded and published on ProMonitor.
Religion or Belief *Religious and philosophical beliefs, including lack of belief (atheism)*	The project seeks to introduce a more efficient and effective way to track students with specific characteristics or risk factors to ensure better support is offered. The project is therefore likely to have a positive impact across all protected characteristic groups. **Risk**: Unconscious bias may lead to automatic judgements being made as a result of information available on a student's file. This may impact on the level of support offered **Mitigation**: Unconscious bias training offered to all staff. **Risk:** In the process of writing up case notes, a staff member inadvertently shares information of a sensitive nature that compromises the confidentiality of discussions. **Mitigation:**

	All relevant staff receive professional writing training to ensure they understand the appropriate depth in which information should be recorded and published on ProMonitor.
Sex *Gender assigned at birth*	The project seeks to introduce a more efficient and effective way to track students with specific characteristics or risk factors to ensure better support is offered. The project is therefore likely to have a positive impact across all protected characteristic groups. **Risk**: Unconscious bias may lead to automatic judgements being made as a result of information available on a student's file. This may impact on the level of support offered **Mitigation**: Unconscious bias training offered to all staff. **Risk:** In the process of writing up case notes, a staff member inadvertently shares information of a sensitive nature that compromises the confidentiality of discussions. **Mitigation:** All relevant staff receive professional writing training to ensure they understand the appropriate depth in which information should be recorded and published on ProMonitor.
Employment or Trade Union Membership	Not applicable.
Past Criminal Convictions	The project seeks to introduce a more efficient and effective way to track students with specific characteristics or risk factors to ensure better support is offered. The project is therefore likely to have a positive impact across all protected characteristic groups. **Risk**: Unconscious bias may lead to automatic judgements being made as a result of information available on a student's file. This may impact on the level of support offered **Mitigation**: Unconscious bias training offered to all staff. **Risk:** In the process of writing up case notes, a staff member inadvertently shares information of a sensitive nature that compromises the confidentiality of discussions. **Mitigation:** All relevant staff receive professional writing training to ensure they understand the appropriate depth in which information should be recorded and published on ProMonitor.
Poverty or Deprivation	The project seeks to introduce a more efficient and effective way to track students with specific characteristics or risk factors to

ensure better support is offered. The project is therefore likely to have a positive impact across all protected characteristic groups.

Risk:
Unconscious bias may lead to automatic judgements being made as a result of information available on a student's file. This may impact on the level of support offered
Mitigation:
Unconscious bias training offered to all staff.

Risk:
In the process of writing up case notes, a staff member inadvertently shares information of a sensitive nature that compromises the confidentiality of discussions.
Mitigation:
All relevant staff receive professional writing training to ensure they understand the appropriate depth in which information should be recorded and published on ProMonitor.

Owner:	Suzan Bell	
Date initiated:	09/05/2023	
Consultation:	*Which groups were consulted with in the development of this EIA?* Equalities officer, Director of Student Services, Director of MIS & E-Learning	
Signature (Owner)	*Suzan Bell*	Date 19/09/23
Signature (Equalities Officer)		Date 19/09/2023

Please return the completed Equality Impact Assessment to the Equalities Officer (abrydon@borderscollege.ac.uk)