

Equality, Good Relations and Human Rights Screening Template

*****Completed Screening Templates are public documents and will be posted on the Trust's website*****

See [Guidance Notes](#) for further background information on the relevant legislation and for help in answering the questions on this template (follow the links).

(1) Information about the Policy/Proposal

(1.1) Name of the policy/proposal

Guideline for the Transfer In and Out of Health Visiting and School Nursing Records where there are Safeguarding Concerns.

(1.2) Is this a new, existing or revised policy/proposal?

Revised

(1.3) What is it trying to achieve (intended aims/outcomes)

Aim: The aim of this guidance is to have a consistent approach to the transfer in and out of records where a child is or has been subject to a Child Protection Plan, Looked After Child (LAC) process or a family of concern.

A standardised approach will reduce risks regarding Data Protection and ensure Records are transferred safely and information is shared in a timely and appropriate manner.

Appropriate actions can help minimise adverse effects and improve outcomes for children.

(1.4) Are there any Section 75 categories (see list in 3.1) which might be expected to benefit from the intended policy/proposal?

This guidance will benefit children (including the unborn child) and their families.

(1.5) Who owns and who implements the policy/proposal - where does it originate, for example DHSSPS, HSCB?

This guidance is local implementation of regional practices.

(1.6) Are there any factors that could contribute to/detract from the intended aim/outcome of the policy/proposal/decision? (Financial, legislative or other constraints?)

Nil of Note

(1.7) Who are the internal and external stakeholders (actual or potential) that the policy/proposal/decision could impact upon? (staff, service users, other public sector organisations, , trade unions, professional bodies, independent sector, voluntary and community groups etc)

Health Visitors, School Nurses, Children (including the unborn child) and their families

(1.8) Other policies with a bearing on this policy/proposal (for example regional policies) - what are they and who owns them?

Safeguarding Board for Northern Ireland (ISBN) Procedures Manual

November 2017 <http://www.proceduresonline.com/sbni/index.html>

Co-operating to Safeguard Children and Young people in Northern Ireland (Revised August 2017)

<https://healthcare-ni.gov.uk/publications/co-operating-safeguard-children-and-young-people-northern-ireland>

SET Corporate Policy on Safeguarding Children

SET Guideline for Health Visitors, School Nurses, Public Health Nurses, Community Children's Nurses and Community Midwives for a Child Not Seen/No Access Visit in a Community Setting.

SET Transferring Personal Information Policy & Procedures

SET Code of Practice on Protecting the Confidentiality of Service User Information

(2) Available evidence

Evidence to help inform the screening process may take many forms. What evidence/information (both qualitative and quantitative) have you gathered to inform this policy? Specify details for relevant Section 75 categories.

<i>Details of evidence/information</i>
Learning from, Internal Agency Reviews, Local and Regional Case Management Reviews.

(3) Needs, experiences and priorities

(3.1) Taking into account the information above what are the different needs, experiences and priorities of each of the Section 75 categories and for both service users and staff.

Category	Needs, experiences and priorities	
	Service users	Staff
Gender		81% female 19% male
Age	Child 0-18years(including unborn child)	Under 30 ,16 % 30-40, 23% 41-50 -30 % 51-60 , 25% over 60, 6 %

Religion		Majority Protestant
Political Opinion		Two of the three council areas have a unionist majority
Marital Status		Majority are married , 64 %
Dependent Status		Correlation between women and caring duties
Disability	Children with a disability.	Under reporting in workforce. NI average 20 %
Ethnicity		Majority are white
Sexual Orientation		6-10 % LGBT

(3.2) Provide details of how you have involved stakeholders, views of colleagues, service users and staff etc when screening this policy/proposal.

Staff from relevant services were involved in the revision of previous guideline which forms the basis for the current version.

Trust Consultation Process

(4) Screening Questions

You now have to assess whether the impact of the policy/proposal is major, minor or none. You will need to make an informed judgement based on the information you have gathered.

(4.1) What is the likely impact of equality of opportunity for those affected by this policy/proposal, for each of the Section 75 equality categories?

Section 75 category	Details of policy/proposal impact		Level of impact? Minor/major/none
	Services Users	Staff	
Gender			No Impact

Age			No Impact
Religion			No Impact
Political Opinion			No Impact
Marital Status			No Impact
Dependent Status			No Impact
Disability			No Impact
Ethnicity			No Impact
Sexual Orientation			No Impact

(4.2) Are there opportunities to better promote equality of opportunity for people within Section 75 equality categories?

<i>Section 75 category</i>	<i>Please provide details</i>
Gender	Staff Training and Engagement
Age	Staff Training and Engagement
Religion	Staff Training and Engagement
Political Opinion	Staff Training and Engagement
Marital Status	Staff Training and Engagement
Dependent Status	Staff Training and Engagement
Disability	Staff Training and Engagement
Ethnicity	Staff Training and Engagement
Sexual Orientation	Staff Training and Engagement

(4.3) To what extent is the policy/proposal likely to impact on good relations between people of different religious belief, political opinion or racial group? minor/major/none

Good relations category	Details of policy/proposal impact	Level of impact Minor/major/none
Religious belief		None
Political opinion		None
Racial group		None

(4.4) Are there opportunities to better promote good relations between people of different religious belief, political opinion or racial group?

Good relations category	Please provide details
Religious belief	Staff Training
Political opinion	Staff Training
Racial group	Staff Training

(5) Consideration of Disability Duties

(5.1) How does the policy/proposal encourage disabled people to participate in public life and promote positive attitudes towards disabled people?

This guidance will have a positive impact on children with a disability.

(6) Consideration of Human Rights

(6.1) Does the policy/proposal affect anyone's Human Rights?
Complete for each of the articles

Article	Positive impact	Negative impact = human right interfered with or restricted	Neutral impact
Article 2 – Right to life			√
Article 3 – Right to freedom from torture, inhuman or degrading treatment or punishment			√
Article 4 – Right to freedom from slavery, servitude & forced or compulsory labour			√
Article 5 – Right to liberty & security of person	√		
Article 6 – Right to a fair & public trial within a reasonable time			√
Article 7 – Right to freedom from retrospective criminal law & no punishment without law			√
Article 8 – Right to respect for private & family life, home and correspondence.	√	√	
Article 9 – Right to freedom of thought, conscience & religion			√
Article 10 – Right to freedom of expression			√
Article 11 – Right to freedom of assembly & association			√
Article 12 – Right to marry & found a family			√
Article 14 – Prohibition of discrimination in the enjoyment of the convention rights			√
1 st protocol Article 1 – Right to a peaceful enjoyment of possessions & protection of property			√

1 st protocol Article 2 – Right of access to education			√
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Please note: If you have identified potential negative impact in relation to any of the Articles in the table above, speak to your line manager and/or Equality Unit. It may also be necessary to seek legal advice.

(6.2) Please outline any actions you will take to promote awareness of human rights and evidence that human rights have been taken into consideration in decision making processes.

UN CRC article 3.1

"In all actions concerning children, whether undertaken by public or private social welfare institutions, courts of law, administrative authorities or legislative bodies, the best interests of the child shall be a primary consideration."

Articles 5 and 8 were considered particularly in relation to the best interests of the unborn baby/child.

(7) Screening Decision

(7.1) Given the answers in Section 4, how would you categorise the impacts of this policy/proposal?

Major impact	
Minor impact	
No impact	x

(7.2) Do you consider the policy/proposal needs to be subjected to ongoing screening

Yes	
No	x

(7.3) Do you think the policy/proposal should be subject to and Equality Impact Assessment (EQIA)?

Yes	
No	x

(7.4) Please give reasons for your decision and detail any mitigation considered.

This guidance is purely clinical in nature and no impact has been detected in terms of the Section 75 Categories.

(8) Monitoring

Please detail how you will monitor the effect of the policy/proposal for equality of opportunity and good relations, disability duties and human rights?

This will be monitored through Safeguarding Children Supervision and any Adverse Incidents/Serious Adverse Incidents and Case Management Reviews

Compliance with this policy will be considered within the SET annual audit programme as appropriate.

Complaints and Compliments

Approved Lead Officer: Maggie Morgan

Position: Named Nurse Safeguarding Children

Date: 8th May 2018

Policy/proposal screened by: Maggie Morgan Named Nurse for Safeguarding Children and Susan Thompson Equality Manager on the 9/5/2018