



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

Volunteer Policy

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

Revised

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

The aim of this policy is to provide clear guidance on the involvement of volunteers within the South Eastern Health and Social Care Trust.

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

Yes, staff, volunteers and possibly all categories.

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

This is a Trust policy. The Volunteering Committee are responsible for implementation.



(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?)

Staff not knowing about the policy.

(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)

Staff and volunteers

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

Volunteer Reimbursement of Expenses

Volunteer Driving Policy

(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>
<ul style="list-style-type: none"> • Volunteer Now provided guidance during this policies development • Monitoring of volunteer recruitment, creating a picture of demographics • Feedback from volunteers on recruitment, training and support

(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		N/A
Age		<p>Volunteers are required to be over 16 years of age.</p> <p>Volunteer Drivers are required to have a minimum of 3 years qualified driving experience prior to appointment. This</p>

		requirement will exclude anyone under the age of 20 years.
Religion		N/A
Political Opinion		N/A
Marital Status		N/A
Dependent Status		N/A
Disability		Volunteer Drivers are required to support patients/clients to and from their residence/day centre and in/out of the vehicle. This task would exclude wheelchair users from becoming volunteer drivers.
Ethnicity		N/A
Sexual Orientation		N/A

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

Feedback from volunteers in the form of exit questionnaires gained through both paper questionnaire and verbal questioning.

A volunteer representative was consulted during the development of this policy, as was Volunteering Committee members representing all programmes of care, Human Resources and staff side.

Occupational Health Manager was also consulted in respect of pre-engagement checks.

(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			None
Age			Major impact for people under the age of 16 years due to the lower age limit for volunteers. Major impact for people under the age of 20 years as the requirement is 3 years qualified driving.
Religion			None
Political Opinion			None
Marital Status			None
Dependent Status			None
Disability			Major impact for wheelchair users due to the requirements of the driving role.
Ethnicity			None
Sexual Orientation			None

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

Section 75 category	Please provide details
Gender	None
Age	None
Religion	None
Political Opinion	None
Marital Status	None
Dependent Status	None
Disability	None
Ethnicity	None
Sexual Orientation	None

(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?

<i>Good relations category</i>	<i>Please provide details</i>
Religious belief	None
Political opinion	None
Racial group	None

(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?

The Trust has a Disability Action Plan which addresses these issues.

(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			✓


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.


Training for Staff

(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	

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

Yes	
No	

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

Yes	
No	



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

This policy is written to meet the needs of all volunteers and the Trust commits to monitoring the policy for any potential adverse impact.

(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?

- Key Worker feedback – from volunteers, patient and clients
- Survey
- Complaints/compliments

Approved Lead Officer:

Position:

Volunteer Services Manager

Date:

8 September 2015

Policy/proposal screened by:

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