

## Equality Impact Assessment (EIA) Form

The purpose of an EIA is to ensure organisations are as inclusive as possible, both as a service deliverer and as an employer. It also demonstrates our compliance with Public Sector Equality Duty (PSED).

This document is a planning tool, designed to help you improve programmes of work by considering the implications for different groups of people.

Please note that, once approved, this document will be made public, unless you have indicated that it contains sensitive information. Please ensure that the form is clear and easy to understand.

<b>Service / policy / strategy / practice / plan being assessed</b>	
<b>Is this a new or existing service / policy / strategy / practice / plan?</b> If an existing service / policy / strategy / practice / plan please state date of last assessment	
<b>EIA Review team – list of members</b>	
<b>Does this EIA contain personal and / or sensitive information?</b>	
<b>Are any of the outcomes from this assessment likely to result in complaints from existing services users, members of the public and / or employees?</b>	If <b>yes</b> please let your Headteacher know

**1. Please explain the background to your proposed activity and the reasons for it.**

**2. Please outline your proposed activity including a summary of the main actions.**

**3. Who is this going to impact and how? (pupils, parents, carers, staff)**

It is good practice to seek the views of your stakeholders and for these to influence your proposed activity. Please list anything you have already found out. If you still need to talk to stakeholders, include this as an 'action' at the end of your EIA.

**4. Please analyse the potential impact of your proposed activity against the protected characteristics.**

**N.B** Think about what actions you might take to mitigate / remove the negative impacts and maximize on the positive ones. This will form part of your action plan at question 7.

	<b>What information do you have? What information do you still need to get?</b>	<b>Positive impacts</b>	<b>Negative impacts</b>
<b>Age</b>			
<b>Disability</b> Consider <ul style="list-style-type: none"> <li>• Physical disabilities</li> <li>• Sensory impairments</li> <li>• Neurodiverse conditions (e.g. dyslexia)</li> <li>• Mental health conditions (e.g. depression)</li> <li>• Medical conditions (e.g. diabetes)</li> </ul>			
<b>Gender Reassignment</b>			
<b>Marriage and Civil Partnership</b>			
<b>Pregnancy and Maternity</b>			
<b>Race</b>			
<b>Religion or Belief</b>			
<b>Sex</b>			

<b>Sexual Orientation</b>			
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**5. What could the impact of your proposed activity be on other vulnerable groups e.g. deprivation, looked after children, carers?**

**6. How does / could your proposed activity fulfil the three aims of PSED, giving due regard to:**

- the elimination of discrimination, harassment and victimisation
- creating equality of opportunity between those who share a protected characteristic and those who do not
- fostering good relationships between those who share a protected characteristic and those who do not

**7. Actions – what do you need to do next?**

Consider:

- Who else do you need to talk to? Do you need to engage or consult?
- How you will ensure your activity is clearly communicated
- Whether you could mitigate any negative impacts for protected groups
- Whether you could do more to fulfil the aims of PSED
- Anything else you can think of!

Action	Timescale	Name of person responsible

## 8. Sign off.

Name of person/s completing EIA	
Date	
Date of next review and name of person/s responsible	