

INITIAL EQUALITY IMPACT ASSESSMENT (EIA) FORM

Name of policy / process / service / other	Volunteering Policy	Date completed	March 2021
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Responsible Staff Member: Laura Shalev Greene
 EIA Assessor/s: Nichola Kane, Deputy Director of Nursing
 Directorate: Corporate Nursing

1. FIELD / SUBJECT

Function Policy Procedure / practice Service Strategy Document (if joint, state with whom)

Describe the main aim, objectives and intended outcomes of the above:

The main aim is to accurately document the existing practices and protocols of the Volunteering Service and the way in which volunteers are recruited, retained, trained, rewarded and recognised for their time at Kingston Hospital. Its objective is to guide staff, volunteers and external stakeholders so that all volunteering is treated equally and consistently across the Trust and wherever the volunteer may be placed. It's intended outcome is to streamline the volunteering experience for the organisation, staff, volunteers and volunteering audiences and stakeholders, making volunteering fair, inclusive and standardised.

An initial screening should be undertaken first. This helps to identify whether there is a possibility that people might have different experiences of the function/policy / process/ strategy compared to others.

This initial EIA simply assesses whether different groups of people who use a service are affected by the intended function / policy/ practice / strategy more, less or in a different way than other groups of people. A differential impact occurs when a particular group has been affected differently by this in either a positive or negative/adverse way.

An assessment of whether there is a differential impact will be based on two factors – quantitative monitoring data and qualitative information, including the expert opinion from the EIA assessor who is normally the manager responsible for the delivery as well as someone with a different perspective. This would ideally be one or more service users or someone related to the service. There will be times when involving someone for their technical expertise or someone with specialist knowledge will be appropriate and EIA assessors should consider this. You must assess **each** of the 9 areas separately and consider how your document in section 1 may affect people's human rights.

2. ASSESSMENT OF POSSIBLE ADVERSE IMPACT AGAINST ANY MINORITY GROUP

	Could the policy / service / function / other in section 1 have a significant negative impact on equality in relation to each area below?	Response		If YES, please state why and the evidence used in your assessment
		Yes	No	
1	Age	*		Volunteering is only open to those over the age of 16. Some roles are restricted to those above the age of 18 due to the vulnerability of the people they are supporting.
2	Sex (Male and Female)		*	
3	Disability (Learning Difficulties / Physical or Sensory Disability)		*	
4	Race or Ethnicity		*	
5	Religion and Belief		*	
6	Sexual Orientation (gay, lesbian or heterosexual)		*	
7	Pregnancy and Maternity		*	
8	Gender Reassignment (the process of transitioning from one gender to another)		*	
9	Marriage and Civil Partnership		*	

You need to ask yourself:

- Will the policy / practice / service create any **problems** or **barriers** to any community or group? Yes **No**
- Will any group be **excluded** because of this? Yes **No**
- Will there be a negative impact on **community relations**? Yes **No**

If the answer to any of these questions is YES, you must complete a **FULL** Equality Impact Assessment. Contact the Corporate Governance Administrator and refer to the EIA Policy on the intranet.

3. POSITIVE IMPACT

Could the policy / practice / service / other have a significant positive impact on equality by reducing inequalities that already exist? Explain how will it meet our duty to:		Response		If YES , please state why and the evidence used in your assessment
		Yes	No	
1	Promote equal opportunities	*		Statement of equal opportunities included.
2	Get rid of discrimination	*		Statement of equal opportunities included. Recruitment policy explicitly targets people from seldom heard and under represented groups, e.g. refugee community.
3	Get rid of harassment	*		Raising Concerns & Grievance Policy included
4	Promote good community relations	*		Actively states that recruitment will practice equal and open opportunities welcoming applications from across the community without discrimination
5	Promote positive attitudes towards disabled people	*		Statement of equal opportunities included. Volunteering Strategy makes explicit reference to inclusion of disabled people
6	Encourage participation by disabled people	*		Statement of equal opportunities included. Volunteering Strategy makes explicit reference to inclusion of disabled people.
7	Consider more favourable treatment of disabled people	*		Statement of equal opportunities included. Volunteering Strategy makes explicit reference to inclusion of disabled people.
8	Promote and protect human rights	*		Statement of equal opportunities included. Raising Concerns and Grievance Policy included.

4. SUMMARY

On the basis of the information/evidence/consideration so far, do you believe that the policy / practice / service / other will have a positive or negative impact on equality?

POSITIVE			NEGATIVE			
High	Medium	Low	Nil	Low	Medium	High
Date Assessment completed: 10 th March 2021			Is a <u>full</u> Equality Impact Assessment required? YES / NO			

COMPLETED BY

Name	Laura Shalev Greene		
Job Title	Head of Volunteering		
Date	10.03.2021	Contact number/s	
Head of Service	Nichola Kane, Deputy Director of Nursing & Patient Experience		

THIS EIA HAS BEEN APPROVED BY THE MANAGER / HEAD OF SERVICE

Name	Nichola Kane		
Job Title	Chief Nurse		
Date 12.10.2021	10.03.2021	Contact number/s	