



Equality Impact Assessment Record Form

Child Protection Policy

Equality Impact Assessments

Directorate	Service	Person responsible for the assessment	Date assessment completed
Community	Supporting Communities	Sonia Shuter	30/09/09
Title of the policy being assessed	Child Protection Policy and Procedures (2007)		
The status of the policy	<p>Existing</p> <p>When the Policy was introduced staff received either basic or advanced training on child protection according to their job role. New staff are made aware of the policy as part of their induction. Arrangements are being made for an on going training programme to be established.</p> <p>Unison have been consulted on the Policy.</p>		
1. What are the aims, objectives and purposes of the policy?	<p>The Child Protection Policy aims to support the Council to fulfil its safeguarding functions and responsibilities.</p> <p>It identifies the procedures staff and Members should follow if they have alleged or suspected abuse concerns in relation to a child.</p> <p>The Policy also provides guidance for staff and elected Members regarding working practices to help protect themselves from potential false allegations of abuse.</p>		
2. Does the policy support other objectives of the council?	<p>The Policy supports the vision identified in Changing Gear – Corporate Plan 2006 – 2009 of “an organisation which inspires confidence amongst local people, our councillors and staff...”</p> <p>It also links into other Council policies and procedures such as:</p> <p>Whistle blowing Policy Policy on the recruitment of ex offenders</p>		

	<p>Employee code of conduct Disciplinary Policy (Equality Impact Assessed 2009) Health and Safety Policy Communications Strategy Procurement Toolkit North Norfolk Accessibility Matters guidelines. Compliance with legislation e. g The Children Act 2004</p>		
<p>3. Who is intended to benefit from the policy, and in what way?</p>	<p><u>Council</u> - help fulfil moral and legal obligation to ensure duty of care. <u>Staff and Members</u>– procedure should they have concerns about a child or a child makes an allegation of abuse. How to respond to allegations or concerns about a member of staff or an elected member. Guidance on safe working practices to reduce risk of false allegations of abuse. Not being alone with a child. <u>Contractors</u> - clarification of their responsibilities re child protection <u>Customers and service users</u> – confidence that the council accepts the moral and legal responsibility to implement procedures, to provide a duty of care for children, safeguard their well being and protect them from abuse when they are engaged in services organised and provided by the Council.</p>		
<p>4. What outcomes are anticipated from the policy being in place?</p>	<p>Staff recruited in line with safeguarding procedures e.g. Criminal Records Bureau checks where appropriate. Staff and elected Members receive appropriate training in safeguarding. Identified and documented reporting procedure pathway for staff and elected Members in response to child protection allegations or concerns. Contractors delivering services on the Council's behalf that are likely to involve contact with children either have their own or comply with Council's child protection policy.</p>		
<p>5. Identify and select your assessment team.</p>	<p>Name</p>	<p>Role</p>	<p>Responsibilities</p>
	<p>Sonia Shuter</p>	<p>Health Improvement Officer</p>	<p>Lead on assessment</p>
	<p>Maureen Clarke</p>	<p>Supporting Communities Manager</p>	<p>Lead manager for EQIA.</p>

	Sally Morgan Colin Brzeczek	Human Resources Officer Community Sports Manager	EQIA view sought on policy. EQIA view sought on policy	
6. What data have you gathered for this assessment? How have you analysed this data?	Source and Age of Data	Owner	Findings	Data Gaps
	Source of child protection referrals reported in last 2 years	NNDC	Referrals predominantly from Environmental Health and Revenues / Benefit service.	Noted that no referrals received from sports centres. Awaiting clarification as referrals may have been made directly to Childrens' Services due to NNDC opening times.
	Source of child protection referrals re concerns about staff or member reported in last 2 years	NNDC	No referrals received in time frame	
	Staff Survey (2008)	Human Resources	Number of employees who consider themselves to have a disability	Information not broken down according to sexual orientation or religion and belief.
7. Who are the main stakeholders of this policy?	Community	Staff/Members	Partners	
	Residents of and visitors to North Norfolk District Council	Staff and elected Members	Organisations contracted to deliver services on behalf of	

	area.		NNDC
8. Are there any concerns that the policy could have a negative impact with regard to race and ethnicity?	NO	What evidence (actual data or assumptions) do you have to support this?	
		<p>This policy applies equally to all employees and Member's regardless of their race and/or ethnicity. It also applies to all children regardless of ethnicity.(Policy page 5)</p> <p>The Council has and operates an Equal Opportunities Policy to ensure all staff are treated fairly, regardless of their background</p> <p>Using Intran the policy could be translated into different languages</p>	
9. Are there any concerns that the policy could have a negative impact with regard to gender?	NO	What evidence (actual data or assumptions) do you have to support this?	
		<p>This policy applies equally to all employees and Member's regardless of their gender. It also applies to all children regardless of gender.(Policy page 5)</p> <p>The Council has and operates an Equal Opportunities Policy to ensure all staff are treated fairly, regardless of their background.</p> <p>Women are more likely to be working part time (40.7% of women, compared to 16.5% of men at North Norfolk District Council). Therefore to ensure that all employees receive the information on the policy, any briefing sessions would need to be timed appropriately to catch as many employees as possible – e.g. different days of the week, times etc.</p>	
10. Are there any concerns that the policy could have a negative impact with regard to disability?	No	What evidence (actual data or assumptions) do you have to support this?	
		<p>This policy applies equally to all employees and Member's regardless of whether or not they have a disability. Links to Equal Opportunities Policy.</p> <p>The Policy aims to protect all children regardless of disability (Policy page 5) and particularly those that are vulnerable and may be singled out (Policy page</p>	

		<p>9)</p> <p>This policy should be communicated in a number of different forms – e.g. intranet, team briefing & briefing newsletter. Communications would need to comply with the Council’s Accessibility Standards.</p>
<p>11. Are there any concerns that the policy could have a negative impact with regard to age?</p>	<p>NO</p>	<p>What evidence (actual data or assumptions) do you have to support this?</p>
		<p>This policy applies equally to all employees and Member’s regardless of age. The Council has and operates an Equal Opportunities Policy to ensure all staff are treated fairly, regardless of their background This policy applies to all children under the age of 18 (Policy page 5) Vulnerable people over the age of 18 years are protected under the Safeguarding Vulnerable Adults Policy.</p>
<p>12. Are there any concerns that the policy could have a negative impact with regard to religion/belief?</p>	<p>NO</p>	<p>What evidence (actual data or assumptions) do you have to support this?</p>
		<p>This policy applies equally to all employees and Member’s regardless of religion/belief. The Policy aims to protect all children regardless of religion (Policy page 5)</p>
<p>13. Are there any concerns that the policy could have a negative impact with regard to sexual orientation?</p>	<p>No</p>	<p>What evidence (actual data or assumptions) do you have to support this?</p>
		<p>This policy applies equally to all employees and Member’s regardless of sexual orientation. The Policy aims to protect all children regardless of sexual preference (Policy page 5)</p>
<p>14. Are there any concerns that the policy could have a negative impact with regard to groups deemed ‘harder to reach’ - young parents</p>	<p>No</p>	<p>What evidence (actual data or assumptions) do you have to support this?</p>

<ul style="list-style-type: none"> - young carers - NEET - Low income households - those on the verge of the criminal justice system - rough sleepers - Leaving/left care <p>*categories identified by NNYV</p>		
<p>15. Could the negative impact you have identified in questions 8 - 14 lead to the potential for adverse impact if the policy is implemented?</p> <p>Can this adverse impact be justified on the grounds of promoting equality of opportunity for one group?</p> <p>Or any other reason?</p> <p>Can the impact be mitigated by existing means?</p> <p>If yes, what actions will you undertake to mitigate these impacts and revise</p>	<p>No</p>	

the policy?			
16. Describe the arrangements for reporting and publishing this assessment.	This assessment will be reported to the Equality and Diversity Board and will be published on the NNDC external website (www.northnorfolk.org)		
Has this assessment been undertaken by a minimum of two staff?	Yes	Has this assessment been scrutinised by your Directorate Steering Group?	Yes
If the policy is new, or requires a decision by Councillors to revise, has this Equality Impact Assessment been included with the report?			N/A
Have any actions identified in this assessment been included in your service equality and diversity action plan?			Yes Action Plan attached
Completed by:			Signed off by:

Equality Impact Assessments

Child Protection Policy and Procedures

Equality Impact Assessment – Action Plan

Action	Timescale	Responsibility	Resources	Completed
Check whether NNDC staff working out of Cromer office e.g Fakenham Connect and sports centres has access to intranet.	December 2009	Sonia Shuter	Time	
Ensure that staff are aware that the policy and procedures can be available different mediums and format e.g. hard copy, large print alternative language etc.	December 2009	Sonia Shuter	Time	
Child protection training to be delivered on different times, days and months and locations to increase access to training to all staff particularly those who work part time or are seasonal.	Ongoing	Human Resources and Sonia Shuter	Time plus cost of training	
Once staff have read the child protection policy they should complete a slip and return it to Supporting Communities. The return slips to be monitored to see if there are services where the policy does not seem to be reaching.	December 2009	Sonia Shuter	Time	
Remind officers procuring services involving working with children on the Councils behalf to ensure that contractors either have their own Child Protection policies and procedures or are given a	December 2009	Sonia Shuter	Time	

copy of the Councils to adhere to during the contract period.				
Establish a system to monitor and record Child Protection referrals sent directly to children's services outside of normal office hours e.g. by sports centre staff	December 2009	Sonia Shuter	Time	
Set up computer system to track progress of child protection referrals to Children's Services and ensure staff that make the referral are updated. System would not identify family or child, confidentiality to be respected.	December 2009	Sonia Shuter	Time	
Add "belief" to bullet point on page 5 describing who the policy applies to.	Next time policy is reviewed.	Sonia Shuter	Time	