



Statutory and Essential Training (SET) Policy

Please Note: This policy is currently under review and is still fit for purpose.

This procedural document supersedes: CORP/EMP 29 v.4 – Statutory and Essential Training (SET) Policy.



Did you print this document yourself?

The Trust discourages the retention of hard copies of policies and can only guarantee that the policy on the Trust website is the most up-to-date version. **If, for exceptional reasons, you need to print a policy off, it is only valid for 24 hours.**

Executive Sponsor(s):	Karen Barnard
Author/reviewer: (this version)	Gail Eden
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Target audience:	Trust-wide

Amendment Form

Please record brief details of the changes made alongside the next version number. If the procedural document has been reviewed **without change**, this information will still need to be recorded although the version number will remain the same.

Version	Date Issued	Brief Summary of Changes	Author
Version 5	6 August 2019	<p>Reviewed to ensure this Policy is current and reflects the Organisation Structure and Governance arrangements.</p> <ul style="list-style-type: none"> • Updated inclusion and cross referencing to the Core Skills Training Framework (CSTF) • Expansion, identification and importance of Role Specific Training (ReST) • Changes to reflect the new Organisational Structure. • Policies that new members of staff need to read on commencement of employment. • Updated in the New Trust Template. • Removal of out of date SET Matrix • Change of terminology to reflect name changes. • Removal of out of date information. 	Gail Eden
Version 4	30th July 2015	<p>This is a new Procedural Document replacing the Mandatory and Statutory Training Policy (CORP/EMP 29 v.3) and the Corporate and Local Induction Policy (CORP/EMP 28 v.2)</p> <ul style="list-style-type: none"> • Inclusion and cross referencing to the Core Skills Training Framework (CSTF) • Expansion and identification of Role Specific Training (ReST) • Changes to reflect the new Organisational Structure. • Examples of policies to include at Local Inductions 	Alison Barlow

Contents

	Page No.
1 INTRODUCTION	4
2 PURPOSE.....	4
3 DUTIES AND RESPONSIBILITIES.....	4
3.1 The Chief Executive	4
3.2 Trust Board	4
3.3 Senior Managers.....	5
3.4 Subject Matter Experts (SMEs).....	5
3.5 Training and Education Department	5
3.6 Managers.....	5
3.7 Employees	5
4 PROCEDURE.....	6
4.1 Trust Corporate Induction.....	6
4.2 Local Induction	6
4.3 Core Skills SET: See Appendix 1	6
4.4 Core Skills Training Framework (CSTF) & Mandatory and Statutory Training (MaST)	6
4.5 Action to be taken when employees fail to attend or undertake SET	7
5 TRAINING/SUPPORT	7
6 DEFINITIONS	8
7 EQUALITY IMPACT ASSESSMENT	9
8 DATA PROTECTION	9
9 REFERENCES.....	9
APPENDIX 1 - STATUTORY ESSENTIAL TRAINING (SET) ALIGNED TO CORE SKILLS TRAINING FRAMEWORK (CTSF).....	10
SET DAY INFORMATION	10
APPENDIX 2 – LOCAL INDUCTION CHECKLIST	11
APPENDIX 3 - KEY POLICIES WHICH NEED TO BE READ IN THE EMPLOYEE’S FIRST THREE MONTHS OF CONTRACTUAL EMPLOYMENT.....	20
APPENDIX 4 – EQUALITY IMPACT ASSESSMENT - PART 1 INITIAL SCREENING	21

1 INTRODUCTION

Doncaster and Bassetlaw Teaching Hospitals NHS Foundation Trust (DBTH) are committed to creating and maintaining a positive and safe working environment, ensuring that you have the right skills, knowledge and ability to undertake your role to the required standard and minimise the risk to you and to Patients, Visitors and Colleagues. As an Organisation we categorise the training you need as Statutory and Essential Training (SET) and Role Specific Training (ReST).

By following the required Statutory and Essential Training (SET) and Role Specific Training (ReST) you will be able to carry out your duties safely, effectively and efficiently ensuring that we meet the requirements of the NHS inspection regime and external legislation, in particular Care Quality Commission (CQC) standards and the Health and Safety Executive (HSE).

Training needs will vary for groups of staff according to your profession and area of work. It is essential that your Manager clearly identifies the training requirements for you. Appendix 1 has details of SET for each staff group. Your ReST requirements will also be discussed and agreed with your local Manager.

This document is designed to provide you with Corporate Guidance for your SET requirements and is in addition to any ReST requirements and those made by your Professional Body or training which your Division or Department has decided is essential in order for you to carry out your role.

2 PURPOSE

This policy has been developed to ensure that we have a positive risk management culture at DBTH. The Policy applies to all Employees including those on permanent and temporary contracts, voluntary staff and all staff seconded to the Trust.

3 DUTIES AND RESPONSIBILITIES

3.1 The Chief Executive

The Chief Executive will endorse and support the Statutory and Essential Training (SET) programmes for all staff within the Trust, encouraging a positive health and safety culture.

3.2 Trust Board

The content of SET sessions and packages will be identified and updated by the Subject Matter Experts (SMEs). The Trust Board will approve and endorse the Policy and Workforce Education Research Committee (WERC) will make provisions for compliance within each Division/ Directorate.

3.3 Senior Managers

The Executive, Corporate and Divisional Directors/Managers are responsible for ensuring compliance with the policy within their areas of responsibility.

3.4 Subject Matter Experts (SMEs)

The Subject Matter Experts (SMEs) are responsible for updating the content of the specific SET topic appropriate to their area of expertise in alignment to the Core Skills Training Framework (CSTF) where applicable. They must also ensure that there are sufficient training opportunities for all staff. The way in which the SET is delivered to you will be flexible and delivered at times convenient to operational areas. SMEs must ensure that all records of attendance are sent to the Training and Education Department in a timely manner to allow details to be entered onto the Oracle Learning Management System (OLM) system.

3.5 Training and Education Department

The Training and Education Department will manage the co-ordination of the SET topics and this policy. We will ensure all courses are setup on the OLM including all necessary competencies. We will record all training attendances on OLM to ensure that monitoring and reporting is complete. Reports will be issued to the Workforce, Education and Research Committee (WERC) and Divisions and Corporate Departments on a monthly basis identifying non-attendance.

3.6 Managers

Managers must ensure that you receive a Local Induction in the first month of employment and must book you onto an appropriate Trust Induction programme. As part of your Appraisal your Manager will identify the SET needed for your role, to ensure you are competent in all areas of your role.

Your Manager must allow you to attend SET training sessions and is responsible for ensuring that you book onto and are released to attend SET face to face sessions or to complete by means of eLearning. Your Manager must follow up any non-attendance and/or cancellation.

Managers must support and comply with this Policy, making provisions to release staff for SET and provide information to the Training and Education Department where applicable.

3.7 Employees

You are responsible for ensuring that you attend all training onto which you are booked and be able to demonstrate application of the training in your Clinical Area/Department. You must inform your Manager if you are unable to attend scheduled training and this must be rebooked immediately.

4 PROCEDURE

4.1 Trust Corporate Induction

All new members of staff will attend a Trust Corporate Induction appropriate to their role within three months of employment. The Trust Corporate Induction programme will focus on the specific areas of competence required for their new role e.g. Corporate Induction, Foundations of Care (FOC), and Preceptorship; the induction will introduce new employees to our Trust Values and its Vision.

4.2 Local Induction

New staff will also receive a Local Induction conducted by their Line Manager. This must be completed within one week of the start of employment and confirmation of completion must be sent to the Training and Education Department to allow this to be recoded on OLM.

4.3 Core Skills SET: See Appendix 1

In order to make it possible for you to attend SET Training the Education Leads may organise specific training tailored to clinical areas/departments. Your Manager will contact Trainers if this is necessary.

4.4 Core Skills Training Framework (CSTF) & Mandatory and Statutory Training (MaST)

The UK Core Skills Training Framework (CSTF) sets out twelve Statutory and Mandatory Training topics for all staff working in health and social care settings. The CSTF includes nationally agreed learning outcomes and training delivery standards. DBTH aligned fully with the CSTF in December 2017 and this is constantly being reviewed with the Subject Matter Experts (SME's). It should be noted that MaST is equivalent to SET within DBTH.

Click below to access the Core Skills Training Framework:

<http://www.skillsforhealth.org.uk/services/item/146-core-skills-training-framework>

The Mandatory and Statutory Training MaST Streamlining project has been commissioned to develop a national process to improve the standards, recording and sharing of MaST data between NHS organisations. For many years Employees have been required to repeated MaST or Statutory Essential Training (SET) each time they join a new NHS organisation, even if they didn't need to – simply because their training records did not transfer with them. This programme aims to eliminate this unnecessary repetition of training by ensuring all training records are transferred using the pre-hire Inter Authority Transfer (IAT) function within Electronic Staff Record (ESR) and DBTH remains an active member of the working group regionally.

Click the link below for more information:

<https://www.nhsemployers.org/-/media/Employers/Documents/Streamlining/MaST-Four-steps.docx?la=en&hash=2F7544DC97FB2C60EAC591CEA0A2DA82BA8AE64B>

4.5 Action to be taken when employees fail to attend or undertake SET

All non-attendance (DNAs) and cancellations will be notified to your manager by the Training and Education Department. At this point your Manager or yourself must reschedule for the next available training date. Failure to attend the rescheduled training dates will be documented in your personal file. Continued failure to attend may result in disciplinary action and immediate suspension from duty until you have completed the required training. It may also mean that you are unable to revalidate and that you will be unable to move to any new higher pay points.

Please click the link below for more information:

<https://www.nhsemployers.org/your-workforce/2018-contract-refresh/pay-progression>

5 TRAINING/SUPPORT

The training requirements of staff will be identified through a Learning Needs Analysis (LNA) – previously called Training Needs Analysis (TNA) and reflects the role requirements. Monitoring compliance with the procedural document

What is being Monitored	Who will carry out the Monitoring	How often	How Reviewed/ Where Reported to
SET Requirements	Training and Education Department	Annually	Management Board, Executive Team, Trust Board via the Workforce, Education and Research Committee (WERC) report
Attendance	Training and Education Department	Monthly	Using OLM (via the MI report) compliance will be reported to Divisional Directors, Deputy Chief Operating Officers/ General Managers, Associate Directors of Nursing/ Heads of Nursing and Directorate Managers for dissemination to Managers within their area of responsibility
Non Attendance	Training and Education Department	Monthly	Using OLM non-attendance will be brought to the attention of Divisional Director, General Managers, Associate Directors of Nursing/ Heads of Nursing and Directorate Managers for dissemination to Managers within their area of responsibility

Effectiveness of training	Facilitators and the Training and Education Department	A selection of courses	The Training and Education Department will monitor using feedback questionnaires. Feedback will be collated and sent to course Facilitators.
Completion of Local Induction	Training and Education Department	Monthly	Confirmation of Induction training will be matched to New Starter lists. Non completion will be reported to Divisional Directors, General Managers, Associate Directors of Nursing/ Heads of Nursing and Directorate Managers for dissemination to Managers within their area of responsibility.

6 DEFINITIONS

SET	Statutory & Essential Training (comparable to Mandatory and Statutory Training)
Statutory Training	Statutory training is mandated by parliamentary legislation or statute regardless of the employing bodies own rules and regulations, and is required by law. At the development of this policy, the statutory training requirement for the DBTH is Fire. Initial training in this will be delivered at Trust Corporate Induction.
Essential Training	Essential training is that which is required or commanded by your Employer and is compulsory for staff. It is essential to enable you to carry out your duties safely, effectively and efficiently, which will help you maintain your competencies to the required standards as identified in the Core Skills Training Framework (CTSF).
Role Specific (ReST)	Role Specific Training is that which is required by your department and/or professional body.
Policy	Written Statement of Intent
Service	A 'product' that is received by a patient, carer or visitor
Strategy	Document setting out the long term aims and objectives for the Organisation/Directorate or service, often linked to other Corporate Documents.
Learning Needs Analysis (LNA)	Learning Needs Analysis (LNA) is the process in which the Organisation identifies training and development needs of its Employees so that they can do their job effectively. It involves a complete analysis of training needs required at various levels of the Organisation.

7 EQUALITY IMPACT ASSESSMENT

An Equality Impact Assessment (EIA) has been conducted on this procedural document in line with the principles of the Equality Analysis Policy (CORP/EMP 27) and the Fair Treatment For All Policy (CORP/EMP 4).

The purpose of the EIA is to minimise and if possible remove any disproportionate impact on employees on the grounds of race, sex, disability, age, sexual orientation or religious belief. No detriment was identified. **See Appendix 4.**

8 DATA PROTECTION

Any personal data processing associated with this policy will be carried out under 'Current data protection legislation' as in the Data Protection Act 2018 and the General Data Protection Regulation (GDPR) 2016.

For further information on data processing carried out by the trust, please refer to our Privacy Notices and other information which you can find on the trust website:

<https://www.dbth.nhs.uk/about-us/our-publications/uk-data-protection-legislation-eu-general-data-protection-regulation-gdpr/>

9 REFERENCES

Core Skills Framework (CTSF):

<http://www.skillsforhealth.org.uk/services/item/146-core-skills-training-framework>

NHS Employers:

<https://www.nhsemployers.org/your-workforce/2018-contract-refresh/pay-progression>

Programme overview: Mandatory and Statutory Training (MaST):

<https://www.nhsemployers.org/-/media/Employers/Documents/Streamlining/MaST-Four-steps.docx?la=en&hash=2F7544DC97FB2C60EAC591CEA0A2DA82BA8AE64B>

APPENDIX 1 - STATUTORY ESSENTIAL TRAINING (SET) ALIGNED TO CORE SKILLS TRAINING FRAMEWORK (CTSF)

Please refer to your Training record on The ESR Portal to determine your individual Statutory Essential Training (SET) requirements.

Please click the link below to access the Electronic Staff Record login:

https://my.esr.nhs.uk/localresponse/?TAM_OP=login&USERNAME=unauthenticated&ERROR_CODE=0x00000000&METHOD=GET&URL=%2Fdashboard%2Fc%2Fportal%2Flogin&HOSTNAME=my.esr.nhs.uk&FAILREASON=&PROTOCOL=https

Click the link to access the SET Booklet & Questions:

<http://extranet.dbth.nhs.uk/training-education/wp-content/uploads/2018/09/SET-enrolment-instructions.pdf>

For problems accessing your USERNAME and PASSWORD follow the link below:

Dbth.esrportal@nhs.net

SET DAY INFORMATION

Please refer to the Training and Education Department Intranet pages for specific course contents and dates.

http://intranet/education_and_development/default.aspx

APPENDIX 2 – LOCAL INDUCTION CHECKLIST

LOCAL INDUCTION MANUAL FOR ALL TRUST STAFF

Name

Post Title

Division/ Directorate/ Department / Ward/Area

Date of appointment

Name of Line Manager

Name of Inductor if different from above

This document has been created to assist with the induction of new Employees to the Trust. Please note that this is the minimum content requirement and some departments may wish to adapt this document to accommodate other issues unique to the department. A copy of adapted Local Induction programmes MUST be sent to the Training and Education department for audit purposes.

Introduction

The Induction Checklist ensures that all aspects of the induction process are covered in a timely and effective manner. This manual will help support in welcoming and preparing you for your role in the Trust. Ideally, your Line Manager will carry out the induction process, however, where this is not possible he/she will nominate an appropriate deputy. Local Induction is an important element in ensuring that you are safe and fully prepared for your new role.

The Induction process will enable you to feel part of your new area and have a better understanding of your role.

Checklist

You must be booked onto the next available Trust Corporate Induction in line with the Statutory and Essential Training Policy.

Although Induction starts at the recruitment process when you start to learn about the organisation and your role, the overall Local Induction could take several days or weeks, depending on your job and your individual needs. However, information on (or clarification of) basic conditions of employment, departmental, domestic and geographical information, should take place on the first day. As each item is discussed and your inductor feels happy that it has been adequately covered, it will be ticked, if any item

does not apply to the post, it will be marked not applicable (N/A). Both you and your Inductor must then sign when you are both happy that the subjects have been adequately covered.

Once the checklist has been completed, it will be placed in your personal file, a copy will be given to you for your records. The confirmation slip must be sent to the Training and Education Department by your Inductor and details of completion will be recorded onto the Oracle Learning Management (OLM) system.

This Induction must be carried out within the first week of employment.

The following section must be completed and signed off by the Line Manager (or deputy) within the FIRST WEEK of employment

Date of the Trust Corporate Induction:

.....

Please allow new employee adequate time to read all relevant procedures

INDUCTION SUBJECTS	INDUCTOR Please Tick	LOCAL NOTES
Health & Safety <ul style="list-style-type: none"> • Health & Safety at Work Act • Safety Representative • Procedures • Security • Waste disposal & COSHH • Display Screen regulations • Slips, Trips and Falls • Sharps Injuries • Food Hygiene • Fluid Contact 		
Fire safety procedure, notices and assembly points <ul style="list-style-type: none"> • Fire exits • Equipment • Alarms • Evacuation procedures • Emergency telephone numbers 		
Emergency Procedures <ul style="list-style-type: none"> • Major Incident Plan 		
Clinical Risk Management <ul style="list-style-type: none"> • Explain the Trust's culture of reporting • Explain the relationship between reporting and disciplinary action • How to obtain valid consent • <i>How to raise concerns about another's practice</i> 		
Datix Reporting of Accidents, Incidents and Near Miss <ul style="list-style-type: none"> • When to complete • How to complete 		
Reporting Faults <ul style="list-style-type: none"> • Estates • IT 		
First Aid <ul style="list-style-type: none"> • Name of First Aider: • Location of First Aid box 		

Resuscitation procedure <ul style="list-style-type: none"> • Procedure • Equipment • Crash trolley location • Emergency telephone number • Date for training session..... 		
Use of equipment and medical devices training <ul style="list-style-type: none"> • Explain training arrangements for all relevant pieces of equipment • Explain arrangements for checking competence 		
Manual Handling (Locally) <ul style="list-style-type: none"> • Advise - should not carry out manual handling activities until trained • Explain Manual Handling Policy • Give name of Manual Handling trainer • Explain process for accessing Induction training 		
Personal Protective Equipment <ul style="list-style-type: none"> • Advise what equipment should be worn/used • Issue or advise how to obtain it 		
Infection Control procedures <ul style="list-style-type: none"> • Refer to policy and location • Hand hygiene procedure • Infectious status of clinical setting • Give date for training session..... 		
Hot Water (safe temperatures) <ul style="list-style-type: none"> • Advise of safe temperatures for bath, shower, baby bath, bidet 		
Salary/Payment <ul style="list-style-type: none"> • Payment of salaries • Pay and pension queries • Claim forms • Salary progression (pay scale) • Pay clinics 		
Identity Badge <ul style="list-style-type: none"> • Explain policy on Identity Badges 		
Uniform/dress code <ul style="list-style-type: none"> • Procedure • Advise what is expected • Inform how to obtain • Location of changing facilities 		
Personal Property <ul style="list-style-type: none"> • Personal responsibility • Ensuring security of personal property • Lockers 		
Security <ul style="list-style-type: none"> • Personal safety • Ward/Departmental security • Security of patients' property • Difficult or violent situations • Date for Conflict Resolution Training. If necessary..... 		

<p>Hours of Work</p> <ul style="list-style-type: none"> • Timekeeping • Confirm start and finish times • Advise of lunch/break times • Explain e-Rostering system 		
<p>e-Rostering/ Time Sheets</p> <ul style="list-style-type: none"> • Explain usage • Location of forms 		
<p>Sickness Reporting</p> <ul style="list-style-type: none"> • Who to ring • When to ring 		
<p>Leave</p> <ul style="list-style-type: none"> • Explain procedure for booking annual leave • Notify entitlement • Authorised Leave • Statutory holidays • Special leave • Maternity leave, partner/paternity, adoption leave • Career break scheme • Paid and unpaid leave 		
<p>Trust Corporate Induction</p> <ul style="list-style-type: none"> • Confirm date of attendance and venue 		
<p>Performance Appraisal</p> <ul style="list-style-type: none"> • Appraisal arrangements • Objective setting 		
<p>Car parking</p> <ul style="list-style-type: none"> • Location of car parks • Security of car parks • Park and Ride/Shuttle Buses • Obtaining car parking permit 		
<p>Ward/department geography</p> <ul style="list-style-type: none"> • Toilets • Kitchen 		
<p>Site geography</p> <ul style="list-style-type: none"> • Location and opening times of Catering facilities /vending / Shops 		
<p>Site maps</p> <ul style="list-style-type: none"> • Identify relevant areas from maps 		
<p>Trust</p> <ul style="list-style-type: none"> • Trust Board • Strategic Direction and Annual Plan • Board and corporate committees • Directorate Staffing 		
<p>Roles and Responsibilities</p> <p>Departmental introductions</p> <ul style="list-style-type: none"> • Meet key colleagues • Identify responsibilities • Unit Structure • Key people • Strategy/objectives • Key issues 		

Policies and Procedures <ul style="list-style-type: none"> • Advise on location • Allocate time for individual to view/read as appropriate • Advise individual of their responsibility for adhering to Policies and Procedures 		
Confidentiality <ul style="list-style-type: none"> • Explain code of practice • Has the confidentiality form been signed? 		
Communications <ul style="list-style-type: none"> • Data Protection • Using the telephone systems • Telephone skills • Electronic communications • Ward/Departmental Meetings • Give list of useful telephone numbers including emergency numbers • Explain how to use the e-directory • Explain policy on personal calls and mobile phones • Give hand-out on use of telephone system (e.g. transferring calls) • Dealing with complaints • Interactive Information Bulletin - BUZZ • Vacancy Bulletin- NHS Jobs • Training Manual and Bulletin • Care Brief 		
Paging system <ul style="list-style-type: none"> • Give list of useful names and numbers • Give hand-out on use of bleep systems 		
Staff Support <ul style="list-style-type: none"> • Occupational Health • 24/7 Counselling services • Physiotherapy • Chaplaincy 		
Computer systems <ul style="list-style-type: none"> • Give dates for training: 		
Libraries <ul style="list-style-type: none"> • Trust Libraries 		

Signature of Inductor.....

Date.....

Signature of Individual.....

Date.....

Role Specific Training (ReST) INDUCTION	INDUCTOR Please Tick	LOCAL NOTES
<u>(please list)</u>		

Signature of Inductor

Date.....

*Please indicate below any subjects, which have not been covered and state reason.

.....

The checklist must be retained in the Individual’s personal file and a copy given to the Individual.
Please return

Please ensure that a copy of the Confirmation of Completion of Local Induction below is sent to the
Training and Education Department, Education Centre, DRI

CONFIRMATION OF COMPLETION OF LOCAL INDUCTION

I can confirm that a full local induction has been carried out and was completed on (insert date)

.....

For the following member of staff

Whose employment with the trust commenced on

Name of Inductor.....

Signature of Inductor.....

Signature of Individual.....

Date.....

APPENDIX 3 - KEY POLICIES WHICH NEED TO BE READ IN THE EMPLOYEE'S FIRST THREE MONTHS OF CONTRACTUAL EMPLOYMENT

Data Protection Policy – **CORP/ICT 7**

Information Governance Policy – **CORP/ICT 9**

Confidentiality Code of Conduct – **CORP/ICT 10**

Fair Treatment for All- **CORP/EMP 4**

Raising Concerns 'We Care, We Listen, We Act'- **CORP/EMP 14**

Health & Wellbeing Policy – **CORP/EMP 31**

Dress Code and Uniform Policy – **CORP/EMP 20**

Disciplinary Policy – **CORP/EMP 02**

DBTH Leave Policy – **CORP/EMP 49**

Sickness Absence – **(Please remember to follow local reporting procedures in the event of absence from work) – CORP/EMP 1**

De-escalation: Principles and Guidance including restraint: **PAT/PS 15**

APPENDIX 4 – EQUALITY IMPACT ASSESSMENT - PART 1 INITIAL SCREENING

Service/Function/Policy/Project/ Strategy	Division/Executive Directorate and Department	Assessor (s)	New or Existing Service or Policy?	Date of Assessment
CORP/EMP29 v.5	P&OD	Gail Eden	Existing	19/07/2019
1) Who is responsible for this policy? P&OD: Education Lead				
2) Describe the purpose of the service / function / policy / project/ strategy? Intended to benefit all Trust staff. To provide clear guidelines on the required Statutory and Essential Training requirements for all staff and a comprehensive Local Induction checklist.				
3) Are there any associated objectives? Improved compliance rates.				
4) What factors contribute or detract from achieving intended outcomes? None				
5) Does the policy have an impact in terms of age, race, disability, gender, gender reassignment, sexual orientation, marriage/civil partnership, maternity/pregnancy and religion/belief? NO				
<ul style="list-style-type: none"> • If yes, please describe current or planned activities to address the impact [e.g. Monitoring, consultation] 				
6) Is there any scope for new measures which would promote equality? N/A				
7) Are any of the following groups adversely affected by the policy? NO				
Protected Characteristics	Affected?	Impact		
a) Age	No			
b) Disability	No			
c) Gender	No			
d) Gender Reassignment	No			
e) Marriage/Civil Partnership	No			
f) Maternity/Pregnancy	No			
g) Race	No			
h) Religion/Belief	No			
i) Sexual Orientation	No			
8) Provide the Equality Rating of the service / function / policy / project / strategy – tick (✓) outcome box				
Outcome 1 ✓	Outcome 2	Outcome 3	Outcome 4	
<i>*If you have rated the policy as having an outcome of 2, 3 or 4, it is necessary to carry out a detailed assessment and complete a Detailed Equality Analysis form in Appendix 4</i>				
Date for next review: July 2022				
Checked by: Sam Debbage, Deputy Director of Education			Date: 1st August 2019	