

## Equality & Diversity Impact Assessment

### Company Policies

Policy	Initial Screen	Full Impact	Action Plan
Anti-Fraud Policy	✓	No	n/a
Appraisal Policy	✓	No	n/a
Archiving Information Policy	✓	No	n/a
Assignment and Sub Contracting Policy	✓	No	n/a
Business Planning & Continuity Policy	✓	No	n/a
Charities Policy	✓	No	n/a
Child Protection Policy	✓	No	n/a
Communication Policy	✓	No	n/a
Complaints and Allegations for Clients Policy	✓	Yes	
Continuous Improvement and Sharing Good Practice Policy	✓	No	n/a
Copyright Policy	✓	No	n/a
Criminal Records Bureau Disclosure Policy	✓	No	n/a
Data Protection and Data Collection Policy	✓	No	n/a
Disciplinary Policy for Work Based Learning Programmes	✓	No	n/a
Equality & Diversity Policy & First Place Disability Statement	✓	Yes	
Ethics Policy	✓	No	n/a
Feedback Loop	✓	No	n/a
Funding Policy	✓	No	n/a
Health & Safety Policy (+ H&S Statement)	✓	No	n/a
Health & Safety Policy for External Activity Programme	✓	No	n/a
Induction Policy	✓	No	n/a
Information, Advice & Guidance Policy	✓	Yes	
Information Communication Technology Policy & Develop EBP Moodle Users Agreement	✓	No	n/a
Initial Assessment Policy	✓	No	n/a
Internal Verification Policy	✓	No	n/a
Leadership and Management Policy	✓	No	n/a
Learner Access and Recruitment Policy	✓	No	n/a
Learner Guidance & Support	✓	Yes	
Learner Progression Policy	✓	No	n/a

Document name		Location/File path	
Company Policies Checklist		\\developserver\Data\Company\Policies\Policies 2015-16	
Created by	Date issued	Version No	Approved by
Mark Pike	01/12/2015		Mark Pike

Lone Working Policy	✓	<b>Yes</b>	n/a
Managing Medication Policy (+ HP & PA forms)	✓	<b>No</b>	n/a
Managing Resources Policy	✓	<b>No</b>	n/a
Marketing and Publicity Policy	✓	<b>Yes</b>	
Monitoring and Evaluation of First Place's Quality Policies	✓	<b>Yes</b>	
Occupational Driving Policy	✓	<b>No</b>	n/a
Observation Policy		<b>Yes</b>	
Part-time staff Policy	✓	<b>Yes</b>	
Personnel Policy	✓	<b>Yes</b>	
Plagiarism Policy	✓	<b>Yes</b>	
Procurement Policy	✓	<b>No</b>	n/a
Quality Policy	✓	<b>Yes</b>	
Recruitment of ex-offenders Policy	✓	<b>Yes</b>	
Recruitment of Staff Policy	✓	<b>No</b>	n/a
Recycling Policy	✓	<b>No</b>	n/a
Review of Finance & Performance Strategy	✓	<b>No</b>	n/a
Safeguarding Policy	✓	<b>No</b>	n/a
Smoking Policy	✓	<b>Yes</b>	
Staff and Consultant Development Programme Policy	✓	<b>No</b>	n/a
Staff Employment and Work Life Balance Policy	✓	<b>Yes</b>	
Stress Policy	✓	<b>Yes</b>	
Sustainability Policy	✓	<b>No</b>	n/a
Teaching and Learning Policy	✓	<b>No</b>	n/a
Unit Certification Policy	✓	<b>No</b>	n/a
Volunteering Policy	✓	<b>Yes</b>	
Whistle Blowing Policy	✓	<b>No</b>	n/a
Work Experience, Young Apprenticeships and Seminars Policy	✓	<b>Yes</b>	
Work Placement & Work Taster Policy	✓	<b>No</b>	n/a

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