

## Impact Assessment Proforma

### 1. What is the policy? (Name/description of the policy)

Positive Behavior Management Policy and Disciplinary Procedures

### 2. What is the aim, objective or purpose of the policy?

- To review and update the existing policy in line with the on-going review of all college policies;
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### 3. Who defines or defined the policy and who implements it?

- Policy defined by the Board of Management and Senior Staff
- Policy written and updated by the Principal
- Policy implemented by Assistant Directors and the Director of learning and teaching

### 4. Is the policy applied uniformly throughout the College?

Yes	Yes
No	

N/A

### 5. Who are the stakeholders in relation to this policy (for example the Funding Councils, UCAS)?

Board of Management  
Student Council  
All Staff

### 6. What data are available to facilitate the screening of this policy?

Student Disciplinary records

### 7. Is there any evidence of higher or lower participation or uptake by the following characteristics?

	Yes	No	Not known
Age		No	
Disability		No	
Sex		No	

Race		No	
Gender Reassignment		No	
Pregnancy or Maternity		No	
Religious belief		No	
Sexual orientation		No	
Marriage/Civil Partnership		No	

Please comment:

This policy is applicable to all groups equally.

**8. Is there any evidence that different groups have different needs, experiences, issues and priorities in relation to this policy?**

	Yes	No	Not known
Age		No	
Disability		No	
Sex		No	
Race		No	
Gender Reassignment		No	
Pregnancy or Maternity		No	
Religious belief		No	
Sexual orientation		No	
Marriage/Civil Partnership		No	

Please comment:

In order to help ensure accessibility for all the policy and Disciplinary procedures and any response will be provided in a format as requested by any applicant to whom the policy and procedures may apply, including a format which will meet the accessibility requirements of the Disability Discrimination Act 1995.

**9. Have previous consultations with relevant groups, Organisations or individuals indicated that policies of this type create problems specific to them?**

Please comment:

- There is no evidence that any particular group will be disadvantaged by the policy (see comment at 8).

**10. Is there an opportunity to promote equality of opportunity or community relations more effectively by altering the policy, or by working with others?**

Yes	
No	No

Please elaborate:

N/A

**11. In the context of question 9 are there any relevant groups which you believe should be consulted?**

Please specify:

Ongoing consultation with Staff and students on the implementation of the policy and procedures, including a review process.

**12. What data are required in the future to ensure effective monitoring?**

- The Director of Learning and Teaching, supported by the Assistant Directors will monitor the application of this policy and Procedures.

**13. Please indicate whether a full impact assessment is recommended.**

Yes	
No	No

Please elaborate:

Policy applies to all students and no evidence of risk that any of the protected groups will be disadvantaged is available (see comment at 8)

**14. Any other comments on the policy and/or screening exercise?**

None

**Impact Assessment Summary**

<b>Policy Name</b>	<b>Freedom of Information</b>
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**1. On a scale of high, medium or low assess the policy in terms of priorities for impact assessment.**

High		Medium	X	Low	
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Please indicate when you think this policy should be reviewed next:

Year	July 2015
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2. Is the Policy affected by a strategic planning document, for example Agenda for Action, Institutional Plan, Strategic Development Plan?

3.

Yes	
No	No

Please elaborate:

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4. Is the policy affected by the timetable established by other relevant public authorities or organisations in relation to common functions?

5.

Yes	
No	No

Please elaborate:

n/a
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4. Are there any particular resource implications incurred by the policy?

Cost of monitoring and review (Salary Costs).

**Preliminary screening by:** Gordon Jenkins  
Principal  
20 October 2012.