

EQUALITY IMPACT ASSESSMENT

Care Group/Directorate: Corporate Nursing and Quality

Corporate

Name of Service/Title of Policy or Strategy, Name of Event:

Volunteering Policy

Equality Impact Assessment Undertaken by:

David Napier, Patient Experience Manager

Service:

Policy:

Event:

Strategy:

Date undertaken:

December 2022

Questions

1. What are the main aims and purposes of the Service?

The purpose of this policy is to set out the arrangements for managing the risks associated with volunteers who volunteer throughout the Trust.

The policy outlines the process for the recruitment and ongoing management of volunteers and the necessary training and supervision required to ensure patient safety.

2. Who is involved in delivering the service? (i.e., partnerships, stakeholders or agencies)

This policy is applicable to all staff across the Trust – in particular, Nursing and Quality Directorate, Deputy Director for Patient Experience and Involvement, Patient Experience Manager, Voluntary Services Manager, Associate Nurse Directors and Service Manager responsible for Volunteers.

3. What information / data or experience can you draw on to provide an indication of the potential inclusive / exclusive results of delivering this service or event / implementing the policy or strategy to different groups of people and the different needs of people with protected characteristics in relation to this service?

Electronic Volunteer Database
Electronic Volunteer Personal Files
Volunteer Role Descriptions

Please use the following table to indicate the impact for the policy for the protected characteristics

Protected Characteristics	Positive Impact	Negative Impact	Reasons for Impact
Age	<input checked="" type="checkbox"/>	<input type="checkbox"/>	There are volunteers across the Trust with a range of ages from 18-84 years.
Disability	<input checked="" type="checkbox"/>	<input type="checkbox"/>	People with a disability are encouraged to volunteer and are supported once they are in placement.
Gender reassignment	<input checked="" type="checkbox"/>	<input type="checkbox"/>	This policy is consistent in its approach to the management of volunteers regardless of gender reassignment.
Marriage and civil partnership	<input checked="" type="checkbox"/>	<input type="checkbox"/>	The policy is consistent in its approach to the management of volunteers regardless of marriage and civil partnership.
Pregnancy and maternity	<input checked="" type="checkbox"/>	<input type="checkbox"/>	The policy is consistent in its approach to the management of patient volunteers regardless of pregnancy and maternity, following an appropriate risk assessment.

Protected Characteristics	Positive Impact	Negative Impact	Reasons for Impact
Race	X☒	<input type="checkbox"/>	The policy is consistent in its approach to the management of volunteers regardless of race.
Religion or belief	X☒	<input type="checkbox"/>	Personal preferences of the volunteer will be taken into account when agreeing their placement options.
Sex	X☒	<input type="checkbox"/>	The volunteer should be given the opportunity to state their preference in relation to the sex of the people they are supporting. Volunteers have the opportunity to decline a particular person if that person is not acceptable to them for any reason.
Sexual Orientation	X☒	<input type="checkbox"/>	The policy is consistent in its approach to the management of volunteers regardless of sexual orientation.
Disadvantaged groups	X☒	<input type="checkbox"/>	The policy is consistent in its approach to the management of any volunteers from disadvantaged groups.

4. What positive impacts are there for this service to better meet the needs of people with protected characteristics?

As outlined above, the policy allows volunteers from all areas of society to support Trust staff to provide a service to a wide range of people within both clinical and non-clinical settings.

The service provides volunteers from all backgrounds with evidence of skills and experience in a range of settings that they may use to help secure employment or pursue a career.

5. What action would be needed to ensure the service overcomes:

- Discriminatory negative impacts
- Exclusion
- Failure to meet the needs of volunteers from across the protected characteristics and opportunities for promoting equality and inclusion are maximised.

None.

6. Recommended steps to avoid discrimination and ensure opportunities for promoting equality and inclusion are maximised. Include:

Options for action	Explanation if no further action is required	Lead responsible for overseeing actions	Timescales	Costs (where applicable)
Staff awareness sessions during the promotion and recruitment of volunteers across all Care Groups regarding equality and diversity issues and information available about the protected characteristics		Patient Experience Manager / Voluntary Services Manager	Ongoing	None
Support offered to volunteers and applicants with a		Voluntary Services Manager	Ongoing	None

disability to complete the online volunteer learning programme or a suitable alternative.				
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7. Monitoring and reporting arrangements of EIA, for policies and strategies refer to section 7 of the Policy for the Development and Management of Procedural Documents.

For services / events please include the following:

- How the equality impact of the service will be monitored
Via the IR1 reporting mechanism
- Frequency of monitoring
Quarterly
- How the monitoring results will be used and where they will be published;
PEI 6 monthly Quality Assurance report
- Who will be responsible for reviewing monitoring results and initiating further action where required
Patient Experience Manager, Associate Nurse Directors, Service Managers
- Any changes that have been made to remove or reduce any negative impacts as a result of conducting the equality impact assessment?
None
- Any action points should be included in Care Group / Corporate action plans, with monitoring and review processes.

Is further work / consultation required? If yes, please explain how this is to be carried out and the time frame for completion.

Yes No

The Equality Impact Assessment will be reviewed in line with changes to services, client or staff groups, legislation or policy review.

Name:

David Napier

Designation:

Patient Experience Manager

Signature:



Date:

5 December 2022