

## PART A - Initial Equality Screening Assessment

As a public authority we need to ensure that all our strategies, policies, service and functions, both current and proposed have given proper consideration to equality and diversity.

A **screening** process can help judge relevance and provide a record of both the process and decision. Screening should be a short, sharp exercise that determines relevance for all new and revised strategies, policies, services and functions.

Completed at the earliest opportunity it will help to determine:

- the relevance of proposals and decisions to equality and diversity
- whether or not equality and diversity is being/has already been considered, and
- whether or not it is necessary to carry out an Equality Analysis (Part B).

Further information is available in the Equality Screening and Analysis Guidance – see page 9.

### 1. Title

**Title: Elective Home Education Policy review**

**Directorate: CYPS**

**Service area: Access to Education**

**Lead person:**  
Sarah Whitby

**Contact: Sarah Whitby**

Is this a:

☒

**Strategy / Policy**

☐

**Service / Function**

☐

**Other**

**If other, please specify**

### 2. Please provide a brief description of what you are screening

Elective Home Education Policy review

### 3. Relevance to equality and diversity

All the Council's strategies/policies, services/functions affect service users, employees or the wider community – borough wide or more local. These will also have a greater/lesser relevance to equality and diversity.

The following questions will help you to identify how relevant your proposals are.

When considering these questions think about age, disability, sex, gender reassignment, race, religion or belief, sexual orientation, civil partnerships and marriage, pregnancy and maternity and other socio-economic groups e.g. parents, single parents and guardians, carers, looked after children, unemployed and people on low incomes, ex-offenders, victims of domestic violence, homeless people etc.		
Questions	Yes	No
Could the proposal have implications regarding the accessibility of services to the whole or wider community? <i>(Be mindful that this is not just about numbers. A potential to affect a small number of people in a significant way is as important)</i>	x	
Could the proposal affect service users? <i>(Be mindful that this is not just about numbers. A potential to affect a small number of people in a significant way is as important)</i>	x	
Has there been or is there likely to be an impact on an individual or group with protected characteristics? <i>(Consider potential discrimination, harassment or victimisation of individuals with protected characteristics)</i>	x	
Have there been or likely to be any public concerns regarding the proposal? <i>(It is important that the Council is transparent and consultation is carried out with members of the public to help mitigate future challenge)</i>	x	
Could the proposal affect how the Council's services, commissioning or procurement activities are organised, provided, located and by whom? <i>(If the answer is yes you may wish to seek advice from commissioning or procurement)</i>		x
Could the proposal affect the Council's workforce or employment practices? <i>(If the answer is yes you may wish to seek advice from your HR business partner)</i>		x
If you have answered no to all the questions above, please explain the reason		

If you have answered **no** to **all** the questions above please complete **sections 5 and 6**.

If you have answered **yes** to any of the above please complete **section 4**.

#### 4. Considering the impact on equality and diversity

If you have not already done so, the impact on equality and diversity should be considered within your proposals before decisions are made.

Considering equality and diversity will help to eliminate unlawful discrimination, harassment and victimisation and take active steps to create a discrimination free society by meeting a group or individual's needs and encouraging participation.

Please provide specific details for all three areas below using the prompts for guidance and complete an Equality Analysis (Part B).

<ul style="list-style-type: none"> <li>• <b>How have you considered equality and diversity?</b></li> </ul> <p>Equality and diversity has been considered as the Elective Home Education Policy impacts customers including those with protected characteristics. It is important that no customer is disadvantaged by any revisions to the Policy.</p>	
<ul style="list-style-type: none"> <li>• <b>Key findings</b></li> </ul> <p>Stakeholder engagement is planned and it is important that this is conducted in a way that is accessible to all groups of people and provides an opportunity for views to be heard.</p> <p>Information about protected characteristics is only collected and stored where this is relevant to service provision and discharge of statutory duty. It is known from school recorded data that approximately one third of children home educated in the borough have known special educational needs and disabilities at the point of deregistration from school.</p>	
<ul style="list-style-type: none"> <li>• <b>Actions</b></li> </ul> <p>Open engagement events for home educators to come and share their views of home education in Rotherham and how communication between home educators and the Local Authority can be most productive- publicised by direct mailout to home educators via Email</p> <p>Stakeholder engagement with the Parent and Carer Forum- attendance by invite</p> <p>Stakeholder engagement with key services supporting discharge of statutory duty- attendance by invite</p> <p>Public consultation hosted online for 4 weeks- publicised by mailout to home educators via Email</p>	
Date to scope and plan your Equality Analysis:	7 May 2025
Date to complete your Equality Analysis:	30 May 2025
Lead person for your Equality Analysis (Include name and job title):	Sarah Whitby, Head of Service Access to Education

## 5. Governance, ownership and approval

Please state here who has approved the actions and outcomes of the screening:

Name	Job title	Date
Sarah Whitby	Head of Service, Access to Education	17 December 2024
Rebecca Braithwait	Principal Officer for EHE	17 December 2024

## 6. Publishing

This screening document will act as evidence that due regard to equality and diversity has been given.

If this screening relates to a **Cabinet, key delegated officer decision, Council, other committee or a significant operational decision** a copy of the completed document

should be attached as an appendix and published alongside the relevant report.

A copy of **all** screenings should also be sent to [equality@rotherham.gov.uk](mailto:equality@rotherham.gov.uk) For record keeping purposes it will be kept on file and also published on the Council's Equality and Diversity Internet page.

<b>Date screening completed</b>	17 December 2024
<b>Report title and date</b>	Review of Elective Home Education Policy
<b>If relates to a Cabinet, key delegated officer decision, Council, other committee or a significant operational decision – report date and date sent for publication</b>	Report due at Cabinet July 2024
<b>Date screening sent to Performance, Intelligence and Improvement</b> <a href="mailto:equality@rotherham.gov.uk">equality@rotherham.gov.uk</a>	20 December 2024