

## Equality Impact Assessment (supporting guidance available)

### Action Plan

This section is completed at the end of the Equality Impact Assessment. Due to the importance of embedding equality in SQA through our actions the Action Plan will be the focus and record of ongoing actions.

|                             |             |                                 |             |
|-----------------------------|-------------|---------------------------------|-------------|
| Agreed Schedule Review Date | August 2024 | Additional Schedule Review Date | August 2027 |
|-----------------------------|-------------|---------------------------------|-------------|

Explain how you will monitor and record the actual impact on equality groups, including how the evidence can be revisited to measure the actual impact.

| Required Actions                                                                                                           | Owner | Date    | Comment & Review |
|----------------------------------------------------------------------------------------------------------------------------|-------|---------|------------------|
| Actions taken to <b>monitor the implementation of policy and the impact on equality groups</b> (evidence and consultation) |       |         | [ONGOING RECORD] |
| Ensure ongoing child and adult protection risk assessments and management across SQA.                                      | EMT   | Ongoing | Ongoing          |

## Policy Aims

|                                               |                                 |
|-----------------------------------------------|---------------------------------|
| <b>Name of Policy or practice</b>             | Child & Adult Protection Policy |
| <b>New Policy or Revision</b>                 | New                             |
| <b>Name of Policy Owner</b>                   | Head of Human Resources         |
| <b>Date Policy Owner Confirmed Completion</b> | TBC                             |

### **What is the rationale for this policy or practice?**

To identify and minimise any avoidable risk of harm being caused to children or adults at risk of harm who come into contact with SQA.

### **What evidence is there to support the implementation or development of this policy or practice?**

SQA is legislatively obliged to comply with the duties and responsibilities of relevant legislation, principally the Protection of Vulnerable Groups (Scotland) Act 2007 (PVG Act), Children and Young People (Scotland) Act 2014 (CYPS Act) and Disclosure (Scotland) Act 2020.

### **What are the aims of this policy or practice?**

1. Outlines responsibilities of SQA employees for the protection of children and protected adults in order to identify and minimise any avoidable risk of harm.
2. Provides guidance to SQA employees on how to proceed with information, received whilst carrying out their duties, that gives reason for concern that children or protected adults may be at risk of harm.
3. Clearly explains the organisational and legislative obligations of SQA.
4. Highlights the procedure for PVG checks.

### **How is the content of these aims relevant to equality groups?**

This policy applies to all SQA employees therefore will include employees with protected characteristics. No offer of appointment will be confirmed for PVG regulated roles until SQA receive a PVG Certificate that it deems to be satisfactory.

## Evidence, Consultation and Engagement

| What stakeholders have you engaged with in the development of this policy or practice?                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>This policy has been developed in consultation with SQA's recognised Trades Unions, Unite and Unison, and line with SQA Recognition Agreement.</p> <p>In addition, as this is an internal policy, SQA has asked for feedback from internal employee network groups in relation to equality impact groups. These employee network groups include:</p> <ul style="list-style-type: none"><li>▪ ACE (Appreciate Culture and Ethnicity) Network.</li><li>▪ SQA Disability Network.</li><li>▪ SQA Rainbow Network.</li><li>▪ Women's Network.</li></ul> <p><b>Evidence of Stakeholder Engagement:</b></p> <p><b>Trade Union Consultation Review Group (Policy Review Group):</b></p> <p>Members of SQA Human Resources department and trade union representatives from <i>Unite the Union</i> and <i>Unison</i> meet weekly in SQA via the PRG. SQA's trade union representatives are also given statutory time off to attend relevant training, meetings and other information gathering activities as supported in our union framework agreement.</p> <p><b>Evidence of all meeting minutes, actions and consultation undertaken with the PRG group</b> (including Equality considerations in respect of all policies, activities and functions) is detailed on a dedicated SQA shared resources site.</p> <p>This EQIA is supported by <a href="https://www.gov.scot/publications/disclosure-scotland-bill-impact-assessment-eqia/">https://www.gov.scot/publications/disclosure-scotland-bill-impact-assessment-eqia/</a></p> |
| What evidence about equality groups do you have to support this assessment?                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |

Age

| Age bracket | 2019 no | 2019 %  | 2020 no | 2020 %  | 2021 no | 2021 %  | 2022 no | 2022 %  | Variance no | Variance % |
|-------------|---------|---------|---------|---------|---------|---------|---------|---------|-------------|------------|
| 16–24       | 59      | 6.32%   | 50      | 5.27%   | 49      | 4.93%   | 36      | 3.47%   | -23         | -2.85%     |
| 25–29       | 65      | 6.97%   | 60      | 6.32%   | 73      | 7.35%   | 105     | 10.14%  | 40          | 3.17%      |
| 30–34       | 123     | 13.18%  | 109     | 11.49%  | 96      | 9.67%   | 95      | 9.17%   | -28         | -4.01%     |
| 35–39       | 131     | 14.04%  | 145     | 15.28%  | 146     | 14.70%  | 144     | 13.90%  | 13          | -0.14%     |
| 40–44       | 129     | 13.83%  | 135     | 14.23%  | 146     | 14.70%  | 150     | 14.48%  | 21          | 0.65%      |
| 45–49       | 116     | 12.43%  | 105     | 11.06%  | 113     | 11.38%  | 124     | 11.97%  | 8           | -0.46%     |
| 50–54       | 125     | 13.40%  | 141     | 14.86%  | 131     | 13.19%  | 126     | 12.16%  | 1           | -1.24%     |
| 55–59       | 119     | 12.75%  | 117     | 12.33%  | 122     | 12.29%  | 122     | 11.78%  | 3           | -0.98%     |
| 60–64       | 53      | 5.68%   | 72      | 7.59%   | 81      | 8.16%   | 102     | 9.85%   | 49          | 4.16%      |
| 65+         | 13      | 1.39%   | 15      | 1.58%   | 36      | 3.63%   | 32      | 3.09%   | 19          | 1.70%      |
| Total       | 933     | 100.00% | 949     | 100.00% | 993     | 100.00% | 1036    | 100.00% | 103         | 11.04%     |

Table 1.1 shows the age profile of the organisation from 2019 to 2022

Source: SQA Workforce Equality Monitoring Report 2021-23

[Equalities: SQA workforce monitoring report 2021-23](#)

Disability

| Disability        | 2019 number | 2019 %  | 2020 number | 2020 %  | 2021 number | 2021 %  | 2022 number | 2022 %  | Variance number | Variance % |
|-------------------|-------------|---------|-------------|---------|-------------|---------|-------------|---------|-----------------|------------|
| No                | 417         | 44.69%  | 651         | 68.60%  | 683         | 68.78%  | 697         | 67.28%  | 280             | 22.59%     |
| Not Specified     | 444         | 47.59%  | 152         | 16.02%  | 152         | 15.31%  | 184         | 17.76%  | -260            | -29.83%    |
| Prefer not to say | 21          | 2.25%   | 68          | 7.17%   | 76          | 7.65%   | 72          | 6.95%   | 51              | 4.70%      |
| Yes               | 51          | 5.47%   | 78          | 8.22%   | 82          | 8.26%   | 83          | 8.01%   | 32              | 2.54%      |
| Total             | 933         | 100.00% | 949         | 100.00% | 993         | 100.00% | 1036        | 100.00% | 103             | 0.00%      |

Source: SQA Workforce Equality Monitoring Report 2021-23

[Equalities: SQA workforce monitoring report 2021-23](#)

Table 3.1 shows the composition of the disability self-reporting categories for the period from 2019 to 2022.

Of those staff who have declared a disability, females made up 58.54% (2021) and 53.01% (2022) of the population, and males 41.46% (2021) and 46.99% (2022). Due to the low number of staff declaring a disability within SQA we are unable to publish further intersectional data in relation to disability and other protected characteristics.

## Race

**Table 7.1: Race**

| Ethnicity                                    | 2019<br>number | 2019%   | 2020<br>number | 2020%   | 2021<br>number | 2021%   | 2022<br>number | 2022%   |
|----------------------------------------------|----------------|---------|----------------|---------|----------------|---------|----------------|---------|
| African, Scottish African or British African | < 5            | < 0.54% | < 5            | < 0.53% | < 5            | < 0.50% | <5             | <0.48%  |
| Asian, Scottish Asian or British Asian       | 13             | 1.39%   | 20             | 2.11%   | 24             | 2.42%   | 25             | 2.41%   |
| Caribbean or Black                           | < 5            | < 0.54% | < 5            | < 0.53% | < 5            | < 0.50% | < 5            | < 0.48% |
| Mixed or multiple ethnic group               | < 5            | < 0.54% | < 5            | < 0.53% | < 5            | < 0.50% | < 5            | < 0.48% |
| Not specified                                | 383            | 41.05%  | 123            | 12.96%  | 101            | 10.17%  | 122            | 11.78%  |
| Other ethnic group                           | < 5            | < 0.54% | < 5            | < 0.53% | < 5            | < 0.50% | < 5            | < 0.48% |
| Prefer not to say                            | 10             | 1.07%   | 33             | 3.48%   | 34             | 3.42%   | 30             | 2.90%   |
| White                                        | 523            | 56.06%  | 763            | 80.40%  | 825            | 83.08%  | 849            | 81.95%  |

Source: SQA Workforce Equality Monitoring Report 2021-23

[Equalities: SQA workforce monitoring report 2021-23](#)

Table 7.1 shows the ethnic minority background of staff within the organisation for the period from 2019 to 2022

Just under 3.50% staff declared they were from an ethnic minority background in both 2021 (3.32%) and 2022 (3.38%). However, it is encouraging to note that the percentage of staff declaring they are from an ethnic minority background has increased overall by 3.97% between 2019 and 2022. The percentage of staff within each ethnic minority category has remained relatively stable over the last three years.

## Religion or Belief

**Table 8.1: Religion or belief**

| Religion or belief       | 2019 number | 2019%   | 2020 number | 2020%   | 2021 number | 2021%   | 2022 number | 2022%   |
|--------------------------|-------------|---------|-------------|---------|-------------|---------|-------------|---------|
| Another religion or body | < 5         | < 0.54% | < 5         | < 0.53% | 6           | 0.60%   | 6           | 0.58%   |
| Buddhist                 | < 5         | < 0.54% | < 5         | < 0.53% | < 5         | < 0.50% | < 5         | < 0.48% |
| Church of Scotland       | 91          | 9.75%   | 122         | 12.86%  | 127         | 12.79%  | 125         | 12.07%  |
| Hindu                    | < 5         | < 0.54% | < 5         | < 0.53% | 7           | 0.70%   | 8           | 0.77%   |
| Jewish                   | < 5         | < 0.54% | < 5         | < 0.53% | < 5         | < 0.50% | < 5         | < 0.48% |
| Muslim                   | 7           | 0.75%   | 11          | 1.16%   | 10          | 1.01%   | 11          | 1.06%   |
| None                     | 286         | 30.65%  | 421         | 44.36%  | 462         | 46.53%  | 489         | 47.20%  |
| Not specified            | 405         | 43.41%  | 126         | 13.28%  | 102         | 10.27%  | 123         | 11.87%  |
| Other Christian          | 26          | 2.79%   | 43          | 4.53%   | 44          | 4.43%   | 44          | 4.25%   |
| Prefer not to say        | 35          | 3.75%   | 98          | 10.33%  | 103         | 10.37%  | 103         | 9.94%   |
| Roman Catholic           | 76          | 8.15%   | 118         | 12.43%  | 129         | 12.99%  | 123         | 11.87%  |
| Sikh                     | < 5         | < 0.54% | < 5         | < 0.53% | < 5         | < 0.50% | < 5         | < 0.48% |

Table 8.1 shows the religion, belief or non-belief status of staff within the organisation for the period from 2019 to 2022.

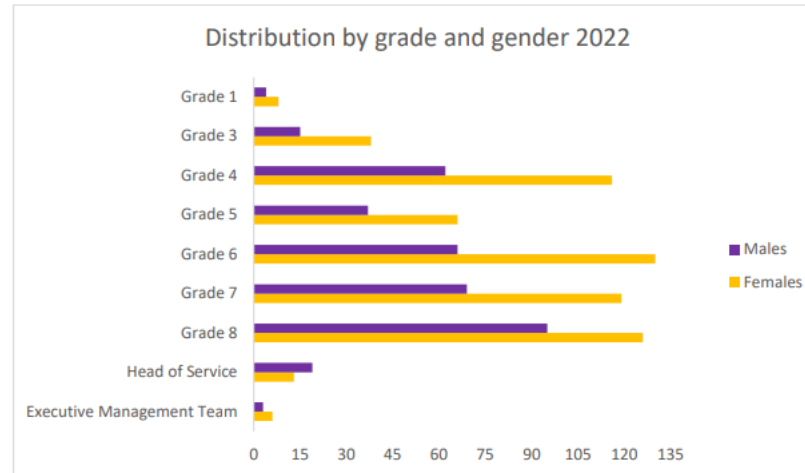
Source: SQA Workforce Equality Monitoring Report 2021-23

[Equalities: SQA workforce monitoring report 2021-23](#)

## Sex

### Gender

#### Distribution by grade and gender of SQA grade 1 – EMT



Source: SQA Summary of Equal Pay Audit 2023

[Scottish Qualifications Authority \(sqa.org.uk\)](https://www.sqa.org.uk)

The majority of the 2.9 million lone-parent families in 2022 were headed by a lone mother (2.5 million, 84%)

Source: <https://www.ons.gov.uk/peoplepopulationandcommunity/birthsdeathsandmarriages/families/bulletins/familiesandhouseholds/2022>

59% of unpaid carers are women (Census 2021). Women are more likely to become carers and to provide more hours of unpaid care than men. More women than men provide high intensity care at ages when they would expect to be in paid work (Petrillo and Bennett, 2022)

Source: Carers UK

There are 1.25 million sandwich carers in the UK. These are people caring for an older relative as well as bringing up a family. 68% (850,743) are women.

Source: <https://www.ageuk.org.uk/our-impact/campaigning/care-in-crisis/breaking-point-report/>

|                                                                                                                   |                                                                                                                                                                                                                                                         |             |         |             |         |             |         |             |         |
|-------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|---------|-------------|---------|-------------|---------|-------------|---------|
| Sexual Orientation                                                                                                | Table 10.1: Sexual orientation                                                                                                                                                                                                                          |             |         |             |         |             |         |             |         |
|                                                                                                                   | Sexual Orientation                                                                                                                                                                                                                                      | 2019 number | 2019%   | 2020 number | 2020%   | 2021 number | 2021%   | 2022 number | 2022%   |
|                                                                                                                   | Bisexual                                                                                                                                                                                                                                                | 9           | 0.96%   | 12          | 1.26%   | 15          | 1.51%   | 16          | 1.54%   |
|                                                                                                                   | Gay man                                                                                                                                                                                                                                                 | 13          | 1.39%   | 20          | 2.11%   | 21          | 2.11%   | 23          | 2.22%   |
|                                                                                                                   | Gay woman / lesbian                                                                                                                                                                                                                                     | 9           | 0.96%   | 10          | 1.05%   | 12          | 1.21%   | 12          | 1.16%   |
|                                                                                                                   | Heterosexual / straight                                                                                                                                                                                                                                 | 431         | 46.20%  | 670         | 70.60%  | 700         | 70.49%  | 702         | 67.76%  |
|                                                                                                                   | In another way                                                                                                                                                                                                                                          | < 5         | < 0.54% | < 5         | < 0.53% | < 5         | < 0.50% | < 5         | < 0.48% |
|                                                                                                                   | Not specified                                                                                                                                                                                                                                           | < 5         | < 0.54% | < 5         | < 0.53% | 156         | 15.71%  | 189         | 18.24%  |
|                                                                                                                   | Not sure                                                                                                                                                                                                                                                | 26          | 2.79%   | 76          | 8.01%   | < 5         | < 0.50% | < 5         | < 0.48% |
|                                                                                                                   | Prefer not to say                                                                                                                                                                                                                                       | 443         | 47.48%  | 158         | 16.65%  | 84          | 8.46%   | 88          | 8.49%   |
| <hr/>                                                                                                             |                                                                                                                                                                                                                                                         |             |         |             |         |             |         |             |         |
| Table 10.1 shows the composition of staff sexual orientation within the organisation for the period 2019 to 2022. |                                                                                                                                                                                                                                                         |             |         |             |         |             |         |             |         |
| Source: SQA Workforce Equality Monitoring Report 2021-23                                                          |                                                                                                                                                                                                                                                         |             |         |             |         |             |         |             |         |
| <a href="#">Equalities: SQA workforce monitoring report 2021-23</a>                                               |                                                                                                                                                                                                                                                         |             |         |             |         |             |         |             |         |
| Gender Re-assignment<br>(Gender identity and transgender)                                                         | Due to the low number of staff reporting as transgender or describing their gender identity ‘in another way’, we are unable to publish further data in relation to gender reassignment or gender identity. This data is, however, monitored internally. |             |         |             |         |             |         |             |         |



Marriage/Civil Partnership

Table 5.1: Relationship status

| Relationship status                              | 2019 number | 2019 %  | 2020 number | 2020 %  | 2021 number | 2021 % | 2022 number | 2022 % |
|--------------------------------------------------|-------------|---------|-------------|---------|-------------|--------|-------------|--------|
| Civil Partnership                                | 7           | 0.75%   | 7           | 0.74%   | 8           | 0.81%  | 9           | 0.87%  |
| Co-habiting/in a relationship                    | 80          | 8.57%   | 112         | 11.80%  | 122         | 12.29% | 122         | 11.78% |
| Divorced/Dissolved Civil Partnership             | 14          | 1.50%   | 16          | 1.69%   | 17          | 1.71%  | 19          | 1.83%  |
| Married                                          | 265         | 28.40%  | 370         | 38.99%  | 425         | 42.80% | 416         | 40.15% |
| Married/Civil Partnership                        | 8           | 0.86%   | 12          | 1.26%   | 14          | 1.41%  | 16          | 1.54%  |
| Not Specified                                    | 407         | 43.62%  | 179         | 18.86%  | 102         | 10.27% | 127         | 12.26% |
| Other                                            | < 5         | < 0.54% | < 5         | < 0.53% | 7           | 0.70%  | 9           | 0.87%  |
| Prefer not to say                                | 18          | 1.93%   | 49          | 5.16%   | 55          | 5.54%  | 59          | 5.69%  |
| Separated                                        | 6           | 0.64%   | 12          | 1.26%   | 12          | 1.21%  | 13          | 1.25%  |
| Single                                           | 122         | 13.08%  | 183         | 19.28%  | 224         | 22.56% | 239         | 23.07% |
| Widowed/surviving partner from Civil Partnership | < 5         | < 0.54% | 6           | 0.63%   | 7           | 0.70%  | 7           | 0.68%  |

Table 5.1 shows the marriage and civil partnership status of staff within the organisation for the period from 2019 to 2022.

Source: SQA Workforce Equality Monitoring Report 2021-23

[Equalities: SQA workforce monitoring report 2021-23](#)

Pregnancy / Maternity

Table 6.1: Pregnancy and maternity

| Pregnancy and maternity   | 2019 number | 2019 %  | 2020 number | 2020 %  | 2021 number | 2021 %  | 2022 number | 2022 %  |
|---------------------------|-------------|---------|-------------|---------|-------------|---------|-------------|---------|
| Contract ended as planned |             |         |             |         | 1           | 3.33%   |             | 0.00%   |
| Due to return to work     |             |         |             |         | 0           | 0.00%   | 11          | 40.00%  |
| Resigned                  |             |         |             |         | 0           | 0.00%   | 1           | 4.00%   |
| Returned to work          | 20          | 100.00% | 10          | 100.00% | 29          | 96.67%  | 14          | 56.00%  |
| Total                     | 20          | 100.00% | 10          | 100.00% | 30          | 100.00% | 26          | 100.00% |

|                                             |                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|---------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                             | <p>Table 6.1 details the number of staff who have taken maternity leave, whether they are still on maternity leave (due to return to work), have returned to work following maternity leave, resigned following maternity leave, or their fixed-term contract ended (contract ended as planned).</p> <p>Source: SQA Workforce Equality Monitoring Report 2021-23<br/> <a href="#">Equalities: SQA workforce monitoring report 2021-23</a></p> |
| <b>Care experience<br/>(where relevant)</b> | SQA does not currently collect Care Experience data.                                                                                                                                                                                                                                                                                                                                                                                          |

## Impact and Opportunities for Action

The impact that a policy or practice has on an equality group may be different and this requires to be recorded. The impact may not always be negative. Actions are taken to address any differential impact, and include actions to mitigate against any negative impact, to advance equality and to foster good relations between groups.

Each section contains questions for each equality group. These questions are here to support consideration; however, you can provide further detail. Focus initially on the equality groups that would be affected by this policy. If you do not consider that certain equality groups would be affected by this policy, you may leave these sections.

| Protected Characteristic | General Equality Duty                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
|--------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Age                      | Eliminate unlawful discrimination, harassment and victimisation and other conduct that is prohibited by the Equality Act 2010                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
|                          | <p>Risks of Discrimination:</p> <p>This policy provides formal guidance and rules for colleagues who are working with children and vulnerable adults. It also allows a mechanism for reporting any wrongdoing or concerns with these children and vulnerable adults and clarifies to colleagues what legislation SQA is following.</p> <p>The policy should therefore have a <b>positive impact</b> on all employees of all <i>Age</i> groups as it provides a formal process and guidance to colleagues in complex situations.</p> <p>The recent legal provision ends the automatic disclosure of convictions for offences accrued under the age of 18. Convictions in this range will not be disclosed until an initial assessment is performed by Disclosure Scotland and there will be the opportunity for independent review and with regard given to representations submitted by the applicant. The upper age limit of 18 was chosen in recognition of the fact that adolescence is a unique phase of life and offending during childhood is not always indicative of a person's character as an adult. This will allow people with offending in their past who now live law-abiding lives to move on.</p> <p><b>Conclusion: Probable positive impact</b></p> |

|                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
|---------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                 | Advance equality of opportunity                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
|                                 | All SQA employees are entitled to use, access and be subjected to the Child & Adult Protection Policy and there is no evidence to indicate that this policy could affect employees differently or less favourably, on the grounds of their Age.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
|                                 | Foster good relations                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
|                                 | There is no evidence to indicate that this policy currently fosters good relations between employees of different Age groups.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>Protected Characteristic</b> | <b>General Equality Duty</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>Disability</b>               | Eliminate unlawful discrimination, harassment and victimisation and other conduct that is prohibited by the Equality Act 2010                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|                                 | <p>Risks of Discrimination:</p> <p>This policy provides formal guidance and rules for colleagues who are working with children and vulnerable adults. It also allows a mechanism for reporting any wrongdoing or concerns with these children and vulnerable adults and clarifies to colleagues what legislation SQA is following.</p> <p>The PVG application process may have an impact on disabled employees or prospective employees with a disability that has a negative digital impact if they are, for example:</p> <ul style="list-style-type: none"> <li>• people with dyslexia and dyspraxia.</li> <li>• blind or partially sighted people.</li> <li>• British Sign Language users.</li> <li>• people with low or no digital skills.</li> </ul> <p>SQA will uphold their process within the policy and ensure that paper copies are available and that where required support to complete the paper version is provided if required.</p> <p>The policy should therefore have a neutral impact on all employees - including people who have / do not have a</p> |

|  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
|--|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|  | <p><i>Disability.</i></p> <p><b>Conclusion: Probable neutral impact</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|  | <p>Advance equality of opportunity</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|  | <p>The policy states “We will ensure throughout this procedure that we do not unfairly discriminate against anyone because of a protected characteristic. Further details can be found in our Equality, Diversity and Inclusion policy.”</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|  | <p>Foster good relations</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|  | <p><u>The outcomes of the policy should continue to be monitored for any trends that suggests employees may be disadvantaged directly or indirectly as a result of their <i>Disability</i>.</u></p> <p>SQA’s Disability network group have a remit to:</p> <ol style="list-style-type: none"> <li>1: Promote and enhance disability equality in SQA</li> <li>2: Position SQA as an inclusive employer of choice that welcomes, embraces and celebrates the contribution of a diverse workforce</li> <li>3: Supporting SQA to become a <i>Disability Confident</i> leader in Scotland’.</li> </ol> <p>Consulting the policy’s aims and processes with this group would both help to check its overall impact but also explore opportunities for further development.</p> <p>SQA are also a <i>Disability Confident</i> employer so continued promotion and engagement with the objectives of the scheme is also essential in continuing to foster good relations between employees who are disabled / not disabled.</p> |

| Protected Characteristic | General Equality Duty                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|--------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Race                     | Eliminate unlawful discrimination, harassment and victimisation and other conduct that is prohibited by the Equality Act 2010                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|                          | <p>Risks of Discrimination:</p> <p>This policy provides formal guidance and rules for colleagues who are working with children and vulnerable adults. It also allows a mechanism for reporting any wrongdoing or concerns with these children and vulnerable adults and clarifies to colleagues what legislation SQA is following.</p> <p>The policy should therefore have a <b>positive impact</b> on all employees of different ethnicities, nationalities or citizenships (Race).</p> <p><b>Conclusion: Probable positive impact</b></p>                                                   |
|                          | Advance equality of opportunity                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|                          | <p>SQA employees are entitled to use, access and be subjected to the Child &amp; Adult Protection Policy and Procedure.</p> <p>There is no empirical evidence to indicate that this policy affects employees differently or less favourably, on the grounds of their Race or Ethnicity</p>                                                                                                                                                                                                                                                                                                    |
|                          | Foster good relations                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|                          | <p>There is no evidence to indicate that this policy currently fosters good relations between employees of different Race or Ethnicity.</p> <p>The ACE Network exists to foster good relations, provide support, create an overall sense of belonging that may not exist elsewhere in the organisation. It also exists with the aim of sharing experiences, providing feedback and recommendations as to how SQA can promote a more diverse and inclusive workplace.</p> <p>We encourage colleagues, regardless of race or ethnicity, to participate in and support the network, with the</p> |

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|                                 | <p>understanding that we will work together towards achieving our aims and objectives.'</p> <p>The intention to consult with this network in respect of the contents of this policy could also help in fostering good relations between employees of different racial groups.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>Protected Characteristic</b> | <b>General Equality Duty</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>Religion or Belief</b>       | <p>Eliminate unlawful discrimination, harassment and victimisation and other conduct that is prohibited by the Equality Act 2010</p> <p>Risks of Discrimination:</p> <p>This policy provides formal guidance and rules for colleagues who are working with children and vulnerable adults. It also allows a mechanism for reporting any wrongdoing or concerns with these children and vulnerable adults and clarifies to colleagues what legislation SQA is following.</p> <p>The policy should therefore have a <b>positive impact</b> on all employees of different <i>Religions and Philosophical Belief Systems</i>.</p> <p>We recognise that some people may feel less inclined to raise a concern for reasons of culture / religion. For actions and recommendations, please see the previous section of this assessment (<i>Race</i>).</p> <p><b>Conclusion: Probable positive impact</b></p> <p>Advance equality of opportunity</p> <p>All SQA employees from all Religions / Beliefs are entitled to use, access and be subjected to Child &amp; Adult Protection Policy and Procedure</p> <p>There is no empirical evidence to indicate that this policy affects employees differently or less favourably, on the grounds of their Religion or Philosophical Belief System.</p> |

|                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
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|                                 | Foster good relations                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
|                                 | Please see actions for the previous section (Race).                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>Protected Characteristic</b> | <b>General Equality Duty</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b>Sex</b>                      | Eliminate unlawful discrimination, harassment and victimisation and other conduct that is prohibited by the Equality Act 2010                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
|                                 | <p>Risks of Discrimination:</p> <p>This policy provides formal guidance and rules for colleagues who are working with children and vulnerable adults. It also allows a mechanism for reporting any wrongdoing or concerns with these children and vulnerable adults and clarifies to colleagues what legislation SQA is following.</p> <p>As this policy is new there is no sample size of staff who have utilised this policy. There is no data to suggest if employees are or are not protected under the Sex protected characteristic have specific issues in accessing or utilising the policy.</p> <p>SQA must follow the legislation and therefore SQA has a legal requirement to ensure this policy is available to all 'workers. We believe the policy, being governed by law should alleviate their concerns.</p> <p><b>Conclusion: Probable neutral impact</b></p> |
|                                 | Advance equality of opportunity                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|                                 | All SQA employees are entitled to use, access and be subjected to the Child & Adult Protection Policy and Procedure and there is no evidence to indicate that this policy could affect employees differently or less favourably, on the grounds of their Sex                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|                                 | Foster good relations                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
|                                 | SQA undertakes a public sector equality duty report (Equality Mainstreaming report) every two years which assists us to maintain equal opportunities best practice and identify barriers to workforce equality and diversity. SQA also undertakes a people survey which recognise the value and contribution of all our colleagues. The survey is carried out quarterly and aims to continue to build on areas for improvement                                                                                                                                                                                                                                                                                                                                                                                                                                               |



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|                                 | <p>In SQA, the Women's network 'provides a welcoming space for women across the organisation. Through open meetings and events there are opportunities to get to know one another, offer and receive support, and influence SQA policy development in areas of equality and inclusion. This network is exploring exciting developments such as informal mentoring and liaising with other staff networks.</p> <p>Speaking to members of this network directly will help SQA measure the impact of this policy and explore ways we can improve its direction and profile in SQA. Specifically, to question whether the policy impacts individuals of a particular sex negatively.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b>Protected Characteristic</b> | <b>General Equality Duty</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b>Sexual Orientation</b>       | <p>Eliminate unlawful discrimination, harassment and victimisation and other conduct that is prohibited by the Equality Act 2010</p> <p>Risks of Discrimination:</p> <p>This policy provides formal guidance and rules for colleagues who are working with children and vulnerable adults. It also allows a mechanism for reporting any wrongdoing or concerns with these children and vulnerable adults and clarifies to colleagues what legislation SQA is following. The policy should therefore have a positive impact on all employees - including people of all Sexual Orientations.</p> <p>We can identify no reasonable risks indicating that this policy could disproportionately impact a person on the grounds of their Sexual Orientation.</p> <p><b>Conclusion: Probable positive impact</b></p> <p>Advance equality of opportunity</p> <p>All SQA employees are entitled to use, access and be subjected to the Child &amp; Adult Protection Policy and Procedure and there is no evidence to indicate that this policy could affect employees differently or less favourably, on the grounds of their Sexual Orientation.</p> |

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|                                                               | Foster good relations                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
|                                                               | The Rainbow Network is SQA's lesbian, gay, bisexual, transgender, queer or questioning (LGBTQ+) colleague network. Measuring the impact of the policy by the intention of asking for feedback through EMRG process to the Rainbow network could assist in helping to Foster Good Relations between employees of different sexual orientations or LGBTQ+ status.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b>Protected Characteristic</b>                               | <b>General Equality Duty</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b>Gender Re-assignment (Gender identity and transgender)</b> | Eliminate unlawful discrimination, harassment and victimisation and other conduct that is prohibited by the Equality Act 2010                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
|                                                               | <p>Risks of Discrimination:</p> <p>The Equality Act 2010 protects employees against discrimination if they are absent from work related to Gender Reassignment. This is defined when a person transitions from one Gender to another. The protection against discrimination includes:</p> <ul style="list-style-type: none"> <li>• Proposing to undergo a Gender transition.</li> <li>• Undergoing the process of Gender transitioning.</li> <li>• As a result of Gender transition.</li> </ul> <p>This policy provides formal guidance and rules for colleagues who are working with children and vulnerable adults. It also allows a mechanism for reporting any wrongdoing or concerns with these children and vulnerable adults and clarifies to colleagues what legislation SQA is following.</p> <p>We can identify no reasonable risks indicating that this policy could disproportionately impact a person on the grounds of their Transgender status.</p> <p><b>Conclusion: Probable neutral impact</b></p> |
|                                                               | Advance equality of opportunity                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|                                                               | SQA has a Gender Identity and Transitioning at Work policy which support all colleagues.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |

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|                                   | Foster good relations                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|                                   | There is no evidence to indicate that this policy currently fosters good relations between people of different Gender Identities or who are LGBTQ+ however there is no concerns about it will negatively impact these colleagues either.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b>Protected Characteristic</b>   | <b>General Equality Duty</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b>Marriage/Civil Partnership</b> | Eliminate unlawful discrimination, harassment and victimisation and other conduct that is prohibited by the Equality Act 2010                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|                                   | <p>Risks of Discrimination:</p> <p>This policy provides formal guidance and rules for colleagues who are working with children and vulnerable adults. It also allows a mechanism for reporting any wrongdoing or concerns with these children and vulnerable adults and clarifies to colleagues what legislation SQA is following.</p> <p>The policy should therefore have a positive impact on all employees - including people of all different marital status.</p> <p>We conclude there is no evidence to suggest that this policy may impact directly / indirectly on people who are Married or in a Civil Partnership and therefore make no further recommendations in this area.</p> <p><b>Conclusion: Probable positive impact</b></p> |
|                                   | Advance equality of opportunity                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|                                   | All SQA employees are entitled to use, access and be subjected to the Child & Adult Protection Policy and Procedure and there is no evidence to indicate that this policy could affect employees differently or less favourably, on the grounds of their Marital Status.                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|                                   | Foster good relations                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|                                   | <p>There is no evidence to indicate that this policy currently fosters good relations between employees of different Marital Status.</p> <p>No further recommendations are made in respect of this in relation to this policy.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |

| Protected Characteristic                | General Equality Duty                                                                                                                                                                                                                                                                                                                                                                   |
|-----------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Pregnancy / Maternity</b>            | Eliminate unlawful discrimination, harassment and victimisation and other conduct that is prohibited by the Equality Act 2010                                                                                                                                                                                                                                                           |
|                                         | <p>Please refer to the separate SQA policy – <i>Maternity, Paternity and Adoption</i></p> <p>Risks of Discrimination:</p> <p>We conclude there is no evidence to suggest that this policy may impact directly / indirectly on people who are pregnant or on maternity and therefore make no further recommendations in this area.</p> <p><b>Conclusion: Probable neutral impact</b></p> |
|                                         | Advance equality of opportunity                                                                                                                                                                                                                                                                                                                                                         |
|                                         | All SQA employees are entitled to use, access and be subjected to the Child & Adult Protection Policy and there is no evidence to indicate that this policy could affect employees differently or less favourably, on the grounds of Pregnancy/Maternity.                                                                                                                               |
|                                         | Foster good relations                                                                                                                                                                                                                                                                                                                                                                   |
|                                         | <p>There is no evidence to indicate that this policy currently fosters good relations between employees that are Pregnant or on Maternity.</p> <p>No recommendations are made in respect of this in relation to this policy.</p>                                                                                                                                                        |
| Considered by SQA                       | General Equality Duty                                                                                                                                                                                                                                                                                                                                                                   |
| <b>Care experience (where relevant)</b> | Eliminate unlawful discrimination, harassment and victimisation and other conduct that is prohibited by the Equality Act 2010                                                                                                                                                                                                                                                           |
|                                         | Whilst there is currently no evidence to suggest that care experience colleagues are placed at a disadvantage compared to other colleagues (or vice versa), it is recommended that data is collected and an analysis, by care experience, be performed of the 'lifecycle' of colleagues to identify any adverse trends and consider what support for growth and performance is needed.  |

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|  | <p>There is evidence from the Scottish Prison Service that Care Experienced Young People are 40% more likely to enter the prison system. However, the application of the Child &amp; Adult Protection Policy and PVG application process has a <i>neutral impact</i> on the protected characteristic of care experience. At the point of the PVG application the employee has already been leeted and selected for the role.</p> <p><b>Conclusion: Probable neutral impact</b></p> |
|  | Advance equality of opportunity                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
|  | <p>All SQA employees are entitled to use, access and be subjected to the Child &amp; Adult Protection Policy and there is no evidence to indicate that this policy could affect employees differently or less favourably, on the grounds of Care Experience. The absence of evidence should be rectified, if possible, by collection of data relating to care experience.</p>                                                                                                      |
|  | Foster good relations                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|  | <p>There is no evidence to indicate that this policy currently fosters good relations between employees that are Care Experienced</p>                                                                                                                                                                                                                                                                                                                                              |

| Considered by SQA                    | General Equality Duty                                                                                                         |
|--------------------------------------|-------------------------------------------------------------------------------------------------------------------------------|
| Social and economic (where relevant) | Eliminate unlawful discrimination, harassment and victimisation and other conduct that is prohibited by the Equality Act 2010 |
|                                      | No impacts identified.                                                                                                        |
|                                      | Advance equality of opportunity                                                                                               |
|                                      | No impacts identified.                                                                                                        |
|                                      | Foster good relations                                                                                                         |
|                                      | No impacts identified.                                                                                                        |

## Rationale

If you are proceeding with a decision that may have a negative impact and are not putting in place actions to mitigate against this, please explain how this is objectively justified.

No negative impacts identified.