

Equality and Diversity - Policy Screening Checklist

Policy: Missing Patients Procedure (Patients over 16 years)	Directorate: Corporate Nursing
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Name of person/s authoring a policy: Phil Chambers & Lorraine Longstaff

Aims/Objectives of policy: To provide the Trust with a structured approach to manage patients/service users who are identified as missing or unaccounted for. To identify the location and wellbeing of missing or unaccounted for patients/service users. To inform appropriate staff groups and agencies of the patients/service users whereabouts to encourage their safe return to the ward/department.

Policy Content:

- For each of the following check the policy/service is sensitive to people of different age, ethnicity, gender, disability, religion or belief, and sexual orientation?
- The checklists below will help you to see any strengths and/or highlight improvements required to ensure that the policy/service is compliant with equality legislation.

1. Check for DIRECT discrimination against any group of SERVICE USERS:

Question: Does your policy/service contain any statements/functions which may exclude people from using the services who otherwise meet the criteria under the grounds of:	1.1 Response		Action required		1.2 Resource implication	
	Yes	1.3 No	Yes	No	Yes	No
1.1 Age?	✓		✓			✓
1.2 Gender re-assignment?		✓		✓		✓
1.3 Disability?		✓		✓		✓
1.4 Race or Ethnicity?		✓		✓		✓
1.5 Religion or belief (including lack of belief)?		✓		✓		✓
1.6 Sex?		✓		✓		✓
1.7 Sexual Orientation?		✓		✓		✓
1.8 Marriage & Civil partnership?		✓		✓		✓
1.9 Pregnancy & Maternity?		✓		✓		✓

If yes is answered to any of the above items the policy/service may be considered discriminatory and requires review and further work to ensure compliance with legislation.

2. Check for INDIRECT discrimination against any group of SERVICE USERS:

Question: Does your policy/service contain any statements/functions which may exclude people from using the services under the grounds of:	1.4 Response		Action required		1.5 Resource implication	
	Yes	1.6 No	Yes	No	Yes	No
2.1 Age?	✓			✓		✓
2.2 Gender re-assignment?		✓		✓		✓
2.3 Disability?		✓		✓		✓
2.4 Race or Ethnicity?		✓		✓		✓
2.5 Religion or belief (including lack of belief)?		✓		✓		✓
2.6 Sex?		✓		✓		✓
2.7 Sexual Orientation?		✓		✓		✓
2.8 Marriage & Civil partnership?		✓		✓		✓

2.9	Pregnancy & Maternity?		✓		✓		✓
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If yes is answered to any of the above items the policy/service may be considered discriminatory and requires review and further work to ensure compliance with legislation.

TOTAL NUMBER OF ITEMS ANSWERED 'YES' INDICATING DIRECT DISCRIMINATION = 2

3. Check for DIRECT discrimination against any group relating to EMPLOYEES:

Question: Does your policy/service contain any statements which may exclude employees from implementing the service/policy under the grounds of:	1.7 Response		Action required		1.8 Resource implication	
	Yes	1.9 No	Yes	No	Yes	No
3.1 Age?		✓		✓		✓
3.2 Gender re-assignment?		✓		✓		✓
3.3 Disability?		✓		✓		✓
3.4 Race or Ethnicity?		✓		✓		✓
3.5 Religion or belief (including lack of belief)?		✓		✓		✓
3.6 Sex?		✓		✓		✓
3.7 Sexual Orientation?		✓		✓		✓
3.8 Marriage & Civil partnership?		✓		✓		✓
3.9 Pregnancy & Maternity?		✓		✓		✓

If yes is answered to any of the above items the policy/service may be considered discriminatory and requires review and further work to ensure compliance with legislation.

4. Check for INDIRECT discrimination against any group relating to EMPLOYEES:

Question: Does your policy/service contain any conditions or requirements which are applied equally to everyone, but disadvantage particular persons' because they cannot comply due to:	1.10 Response		Action required		1.11 Resource implication	
	Yes	1.12 No	Yes	No	Yes	No
4.1 Age?		✓		✓		✓
4.2 Gender re-assignment?		✓		✓		✓
4.3 Disability?		✓		✓		✓
4.4 Race or Ethnicity?		✓		✓		✓
4.5 Religion or belief (including lack of belief)?		✓		✓		✓
4.6 Sex?		✓		✓		✓
4.7 Sexual Orientation?		✓		✓		✓
4.8 Marriage & Civil partnership?		✓		✓		✓
4.9 Pregnancy & Maternity?		✓		✓		✓

If yes is answered to any of the above items the policy/service may be considered discriminatory and requires review and further work to ensure compliance with legislation.

TOTAL NUMBER OF ITEMS ANSWERED 'YES' INDICATING INDIRECT DISCRIMINATION = 0

2

Signatures of authors / auditors:Lorraine Longstaff

Date of signing: 7/6/2012

Directorate: Corporate Nursing

Service/Policy: Missing Patients Procedure (Patients over 16 years)

Responsible Manager: Sam Foster

Name of Person Developing the Action Plan: Lorraine Longstaff

Consultation Group(s): Challenging Behaviours Operational Group

Review Date:

The above service/policy has been reviewed and the following actions identified and prioritised. All identified actions must be completed by: _____

Action:	Lead:	Timescale:
A missing patient procedure to be developed for Children up to the age of 16	Jackie Edwards & Maria Kilcoyne	To be agreed

When completed please return this action plan to the Trust Equality and Diversity Lead; Pamela Chandler or Jane Turvey. The plan will form part of the quarterly Governance Performance Reviews.

Signed by Responsible Manager:

Date: