

## PROFORMA FOR FULL EQUALITY IMPACT ASSESSMENT

<b>DIRECTORATE:</b>	Children's Services – Social Care Adult Social Care - Older People	<b>FUNCTION:</b>	Religious Worship
<b>ASSESSMENT BY:</b>	Siobhan Williams (updated Annie Dickson)	<b>RELATED POLICIES:</b>	Race Equality Scheme From Contact to Closure Looked After Children Policy Residential Homes, Short Break Units, Fostering Service – Statements of purpose
<b>DATE:</b>	25 <sup>th</sup> May 2006 (updated 30 <sup>th</sup> October 2006)	<b>RELATED PROCEDURES:</b>	Pre-Placement Agreement – West Midlands Consortium Service Level Agreement National Association of Special Schools Contract Fostering Handbook Residential Services Handbook (draft) Children's Services Handbook Welcome Pack and Admissions Procedures – Children's Homes and Short Break Units Service User Information Packs – Residential Resource Centres Older People's Residential Policy and Procedures Manual
		<b>RELATED LEGISLATION:</b>	Children Act 1989 and DoH Guidance & Regulations Fostering Services Regulations 2002 Fostering National Minimum Standards 2002 Children's Homes Regulations 2002 Children's Homes National Minimum Standards 2002 Care Standards Act 2000 National Minimum Standards for Care Homes & Care Homes with Nursing and Domiciliary Care Human Rights Act 2000

## PROFORMA FOR FULL EQUALITY IMPACT ASSESSMENT

<b>EQUALITY IMPACT ASSESSMENT WORKING GROUP:</b>	<b>NAMES:</b> Siobhan Williams Annie Dickson – Older People’s Services Chris Parker – Children with Disabilities Alison King – Fostering Services – Children’s Gloria Armitage – Residential Services – Children’s Daphne Jeffery – Planning & Review Unit – Children’s Jo Luke – User Involvement Officer – Younger People Jill Hobbins/Sue Boyd – Children’s Contracts	<b>ROLE ON GROUP:</b> Co-Ordinator
--	--	---------------------------------------

## PROFORMA FOR FULL EQUALITY IMPACT ASSESSMENT

STEP & PAGE IN TOOL KIT	DESCRIPTION OF STEP		CHECKLIST
<b>1.</b>	<p><b>Identify all aims of the function:</b></p> <ol style="list-style-type: none"> <li>1. Commitment from County Council Social Care Services to respect the religious beliefs and ethical views of Service Users and their families and include this in assessment and care planning</li> <li>2. Identification of religious beliefs and ethics and needs and wishes of Service User and their family, relating to those beliefs and views</li> <li>3. Identification and resourcing of need to enable planning to meet needs arising that Council has responsibility for</li> <li>4. Give guidance to staff and carers on Council's commitment and responsibilities and how these will be met</li> </ol>	<p><b>What do you want to achieve?</b></p> <ol style="list-style-type: none"> <li>1. Ensure the Council promotes respect and tolerance of religious and ethical views</li> <li>2. Ensure Council does not discriminate in access and provision of service on the basis of religious views or ethics</li> <li>3. Ensure there is guidance and procedures in place for staff and carers relating to religious worship and ethics</li> <li>4. Ensure all assessments of need include needs relating to religious worship and ethics</li> <li>5. Ensure resources are identified to meet assessed needs to enable service users to practice their religious beliefs, including worship.</li> </ol>	<p><b>How will you do that?</b></p> <ol style="list-style-type: none"> <li>1. Devise Policy Statement for Social Care, promoting tolerance and respect and making commitment to enabling beliefs of service users to be practiced.</li> <li>2. Review all existing guidance and procedures to ensure inclusive of different forms of religious worship and ethical beliefs</li> <li>3. Review data collection relating to religion/beliefs of Service User</li> <li>4. Identify resources required to meet need</li> <li>5. Compile accessible information to staff and carers about religious beliefs and ethical views</li> <li>6. Refine data collection to enable proper planning to meet needs</li> </ol>
<b>2.</b>	<p><b>Summary of research – full details available in appendix</b></p> <p><u>Older People</u> The statistics collected on religious beliefs is incomplete. In 2005-06, from 6,270 older people using residential or nursing home services, 3,904 had religion not stated or not known; for adults with learning or physical disability aged 18-64, from 1,666, 1,139 had religion not stated or not known. For older people and adults referred for services during this period, 43.54% and 38.3% had their religion not stated or not known. The religious beliefs of adult Service Users in residential or nursing homes may be recorded in the personal records in the homes.</p> <p><u>Children &amp; Families</u> The statistics collected on religious beliefs is incomplete. In 2005-06 from 1,899 open referrals, 292 children have their religion not stated. Of those where a religion is stated, 126 are recorded as Christian, but there is no further detail on specific beliefs. 5 children are recorded as Muslim, one as Sikh and one as Hindu. There are 7 children of "other" religion. 90 children have "no religion" recorded as a positive choice. The religious beliefs of children looked after is also only partially recorded. Information detailing the individual needs of a child, including religious beliefs, is recorded within the child's core assessment, Care Plan and Placement Record. However, this information is not collated in a central place.</p>		<p><b>What does the evidence show you?</b></p> <p>It is difficult to plan strategically to meet religious need from the information available. The information on religious beliefs and ethics is not sufficiently detailed nor fully recorded.</p> <p>Individual information is not collated centrally.</p>

## PROFORMA FOR FULL EQUALITY IMPACT ASSESSMENT

### ADVERSE IMPACT ASSESSMENT

3. EQUALITY	ADVERSE IMPACT & EVIDENCE	REMEDIAL ACTION TAKEN TO DATE	POTENTIAL SOLUTIONS	ACTIONS PLANNED
<p>Religious Worship – Children &amp; Families</p>	<ul style="list-style-type: none"> <li>• There is no specific policy, guidance or procedure relating to religious worship</li> <li>• There is no reference to ethical views of Service Users in guidance or procedures</li> <li>• There is a lack of positive information to parents and children in Access &amp; Referral, Assessments &amp; Admissions Guidance informing families that needs relating to religious beliefs and ethical views will be met. This may lead to children and families believing their wishes and feelings will not be followed and deter them from using services or having trust in services</li> <li>• There is a lack of guidance to fieldwork, residential and fostering staff on how to ascertain the religious beliefs and wishes of children and families and where to locate resources to understand and meet those needs. This may lead to religious needs being undetected or unmet and a consequent mistrust in the service.</li> </ul>	<ul style="list-style-type: none"> <li>• The National Association of Special Schools Contract, The West Midlands Consortium Pre-Placement Agreement for external placements, all Short Break Units and the SLA with Barnardo's refer to the need to meet religious beliefs</li> <li>• The needs-led assessment undertaken by the Social Worker prior to admission should highlight those needs and be included in the child's Care Plan</li> <li>• Reviews of Care Plans should cover needs relating to religious worship</li> <li>• The Admissions Procedures for the Residential &amp; Short Break Units invite children and their families to advise of any needs relating to their religion</li> <li>• Data collection is monitored and more refined to include facility to record any religious belief</li> </ul>	<ul style="list-style-type: none"> <li>• Information in the Children's Services Handbook on assessments should have a separate section relating to how to ascertain and then meet the religious needs and ethical views of a child looked after on admission and in reviews. Information about different religions should be accessible to staff prior to and on admission</li> <li>• The information to the public should contain an "up front" Statement indicating the Council's commitment to respect and tolerance of religious beliefs and ethical views</li> <li>• The Fostering Handbook and the Residential Services Handbook should have a section for carers on how to identify and meet religious needs on admission</li> <li>• The requirement in external contracts to bring in special services to meet religious needs should be highlighted with external providers on admission</li> </ul>	<ul style="list-style-type: none"> <li>• Development of policy statement about religious belief and ethics for all Service Users</li> <li>• Revision of guidance to staff, carers and families relating to religious needs on assessment and provision</li> <li>• Consideration should be given to development of partnerships with local religious groups to assist in training and development of staff and availability of resources to meet religious needs</li> <li>• Refinement of data collection and categorisation</li> <li>• Leaflets and public information being revised</li> </ul>

## PROFORMA FOR FULL EQUALITY IMPACT ASSESSMENT

3. EQUALITY	ADVERSE IMPACT & EVIDENCE	REMEDIAL ACTION TAKEN TO DATE	POTENTIAL SOLUTIONS	ACTIONS PLANNED
	<ul style="list-style-type: none"> <li>• Data on religion is not 100% for children and is not currently analysed</li> <li>• Information on different religious beliefs is difficult to locate for staff trying to resource this need. This may result in needs remaining unknown or unmet, or in children and families feeling their beliefs are not respected or are violated</li> </ul>	<ul style="list-style-type: none"> <li>• Children's Services Handbook highlights Children Act, 1989 requirement to consider a child's needs relating to religion and meet those needs, also requirement to consider the wishes of parents</li> </ul>	<ul style="list-style-type: none"> <li>• Refinement of data relating to a child's religion</li> <li>• Staff enabled to access County information on main religious festivals and important dates</li> </ul>	
<p>Religious Worship – Older People</p>	<ul style="list-style-type: none"> <li>• There is no specific policy, guidance or procedure relating to religious worship</li> <li>• There is no reference to ethical views of Service Users in guidance or procedures</li> <li>• There is a lack of positive information to older people in Access &amp; Referral and Admissions Guidance indicating how religious needs can be met. This may deter some Service Users from accessing and using the services</li> <li>• There is some lack of training and guidance to staff on how to identify and meet religious needs and how to contact relevant resources</li> <li>• Information data on religion is not 100% and is not currently analysed. The Council has no formal</li> </ul>	<ul style="list-style-type: none"> <li>• Information leaflets to older people being admitted to internal residential resources state that efforts will be made to ensure the Service User can go to their place of worship</li> <li>• Partnerships are being developed for feedback from some religious groups in the BME communities</li> <li>• The Minimum Standards for Care Homes with Nursing state the need to take account of religion on admission</li> <li>• Council does list main religious festivals and important dates</li> <li>• All in house staff receive cultural awareness training – one day</li> </ul>	<ul style="list-style-type: none"> <li>• Revision of written guidance to staff to include information on identifying religious needs on admission</li> <li>• Resource base to be developed with local religious groups to ensure identification and access to religious needs</li> <li>• Further training and development of staff to include identification and meeting of religious need</li> <li>• Leaflets and information to the public to contain specific information on how religious needs can be met on admission</li> <li>• Staff enabled to access County information on main religious festivals and important dates</li> </ul>	<ul style="list-style-type: none"> <li>• Development of policy statement about religious beliefs and ethics in respect of all Services Users</li> <li>• Revision of Older Person's Manual</li> <li>• Development of closer links with BME community</li> <li>• Development of a resource base within Worcestershire to better meet individual needs in residential provision</li> <li>• Revision of all public information about access to and provision of all services</li> <li>• Recruitment and training of all staff to consider recruitment from diverse groups and specific training on meeting diverse needs in respect of religion and ethical beliefs in assessment and provision</li> </ul>

## PROFORMA FOR FULL EQUALITY IMPACT ASSESSMENT

3. EQUALITY	ADVERSE IMPACT & EVIDENCE	REMEDIAL ACTION TAKEN TO DATE	POTENTIAL SOLUTIONS	ACTIONS PLANNED
	<p>plan or resource base to meet the religious needs of older people admitted to residential services</p>			
<p>Religious Worship - BME</p>	<ul style="list-style-type: none"> <li>• Service Users who origin is Black or other ethnicity and who have diverse religious beliefs, may not feel those beliefs will be understood or respected if there is no positive statement to this effect and no information available indicating their religious needs will be met as a Service User. This may be particularly pertinent where religious beliefs give guidance on rituals and customs, behaviour, diet, clothing and bathing</li> </ul>	<ul style="list-style-type: none"> <li>• There is some guidance in the Foster Carer's Handbook and the Residential Services Handbook for Children's Services and the Service User Information Pack for Residential Resource Centres</li> </ul>	<ul style="list-style-type: none"> <li>• Revision of guidance to staff to include information on identifying religious needs on admission</li> <li>• Resource base to be developed with local religious groups to ensure identification and access to religious needs</li> <li>• Training and development of staff to include identification and meeting of religious needs on admission</li> <li>• Leaflets and information to the public to contain specific information on how religious needs can be met on admission</li> <li>• Staff enabled to access County information on main religious festivals and important dates</li> </ul>	<ul style="list-style-type: none"> <li>• Development of policy statement about religious beliefs and ethics in respect of all Services Users</li> <li>• Revision of Older Person's Manual</li> <li>• Development of closer links with BME community</li> <li>• Development of a resource base within Worcestershire to better meet individual needs in residential provision</li> <li>• Revision of all public information about access to and provision of all services</li> <li>• Recruitment and training of all staff to consider recruitment from diverse groups and specific training on meeting diverse needs in respect of religion and ethical beliefs in assessment and provision</li> </ul>
<p>Religious Worship – Language</p>	<ul style="list-style-type: none"> <li>• Services Users whose first language is not English or who have difficulty or limitations in communication may not be able to easily advise of their religious beliefs or ethical views. This may lead to needs being</li> </ul>	<ul style="list-style-type: none"> <li>• Ethnic Access Link and translation/interpreting services are available and there is some guidance on how to access this</li> </ul>	<ul style="list-style-type: none"> <li>• Revision of guidance to staff to include information on identifying religious needs on admission</li> <li>• Resource base to be developed with local religious groups to ensure identification and access to religious needs</li> </ul>	<ul style="list-style-type: none"> <li>• Development of policy statement about religious beliefs and ethics in respect of all Services Users</li> <li>• Revision of Older Person's Manual</li> <li>• Development of closer links with BME community</li> </ul>

## PROFORMA FOR FULL EQUALITY IMPACT ASSESSMENT

3. EQUALITY	ADVERSE IMPACT & EVIDENCE	REMEDIAL ACTION TAKEN TO DATE	POTENTIAL SOLUTIONS	ACTIONS PLANNED
	<p>unmet, or unintentional offence being given</p>		<ul style="list-style-type: none"> <li>• Training and development of staff to include identification and meeting of religious needs on admission</li> <li>• Leaflets and information to the public to contain specific information on how religious needs can be met on admission</li> <li>• Staff enabled to access County information on main religious festivals and important dates</li> </ul>	<ul style="list-style-type: none"> <li>• Development of a resource base within Worcestershire to better meet individual needs in residential provision</li> <li>• Revision of all public information about access to and provision of all services</li> <li>• Recruitment and training of all staff to consider recruitment from diverse groups and specific training on meeting diverse needs in respect of religion and ethical beliefs in assessment and provision</li> </ul>
<p>Religious Worship – Disability</p>	<ul style="list-style-type: none"> <li>• Services Users whose disability restricts their communication may have difficulty expressing their beliefs. When Service Users have diminished mental capacity they may have difficulty expressing any beliefs</li> </ul>	<ul style="list-style-type: none"> <li>• Person centred care planning in place in Resource Centres – should identify communication difficulties in respect of religious beliefs</li> </ul>	<ul style="list-style-type: none"> <li>• Revision of guidance to staff to include information on identifying religious needs on admission</li> <li>• Resource base to be developed with local religious groups to ensure identification and access to religious needs</li> <li>• Training and development of staff to include identification and meeting of religious needs on admission</li> <li>• Leaflets and information to the public to contain specific information on how religious needs can be met on admission</li> <li>• Staff enabled to access County information on main religious festivals and</li> </ul>	<ul style="list-style-type: none"> <li>• Development of policy statement about religious beliefs and ethics in respect of all Services Users</li> <li>• Revision of Older Person's Manual</li> <li>• Development of closer links with BME community</li> <li>• Development of a resource base within Worcestershire to better meet individual needs in residential provision</li> <li>• Revision of all public information about access to and provision of all services</li> <li>• Recruitment and training of all staff to consider recruitment from diverse groups and specific</li> </ul>

## PROFORMA FOR FULL EQUALITY IMPACT ASSESSMENT

3. EQUALITY	ADVERSE IMPACT & EVIDENCE	REMEDIAL ACTION TAKEN TO DATE	POTENTIAL SOLUTIONS	ACTIONS PLANNED
			important dates	training on meeting diverse needs in respect of religion and ethical beliefs in assessment and provision
Religious Worship – Gender	<ul style="list-style-type: none"> <li>Some belief systems propound different roles for males and females and different behaviours and practices. This may be viewed as discriminatory in other cultures and belief systems.</li> </ul>	<ul style="list-style-type: none"> <li>Cultural Awareness training in place – one day course</li> </ul>	<ul style="list-style-type: none"> <li>Revision of guidance to staff to include information on identifying religious needs on admission</li> <li>Resource base to be developed with local religious groups to ensure identification and access to religious needs</li> <li>Further training and development of staff to include identification and meeting of religious needs on admission</li> <li>Leaflets and information to the public to contain specific information on how religious needs can be met on admission</li> <li>Staff enabled to access County information on main religious festivals and important dates</li> </ul>	<ul style="list-style-type: none"> <li>Development of policy statement about religious beliefs and ethics in respect of all Services Users</li> <li>Revision of Older Person's Manual</li> <li>Development of closer links with BME community</li> <li>Development of a resource base within Worcestershire to better meet individual needs in residential provision</li> <li>Revision of all public information about access to and provision of all services</li> <li>Recruitment and training of all staff to consider recruitment from diverse groups and specific training on meeting diverse needs in respect of religion and ethical beliefs in assessment and provision</li> </ul>
Religious Worship – Age	<ul style="list-style-type: none"> <li>Dependent children and older people may be inhibited from expressing personal beliefs if this differs from those of their carers or those with legal responsibility</li> </ul>	<ul style="list-style-type: none"> <li>Age discrimination issues discussed at induction and in NVQ training</li> </ul>	<ul style="list-style-type: none"> <li>Revision of guidance to staff to include information on identifying religious needs on admission</li> <li>Resource base to be developed with local religious groups to ensure identification and access to religious needs</li> </ul>	<ul style="list-style-type: none"> <li>Development of policy statement about religious beliefs and ethics in respect of all Services Users</li> <li>Revision of Older Person's Manual</li> <li>Development of closer links with BME community</li> </ul>

### PROFORMA FOR FULL EQUALITY IMPACT ASSESSMENT

3. EQUALITY	ADVERSE IMPACT & EVIDENCE	REMEDIAL ACTION TAKEN TO DATE	POTENTIAL SOLUTIONS	ACTIONS PLANNED
			<ul style="list-style-type: none"> <li>• Further training and development of staff to include identification and meeting of religious needs on admission</li> <li>• Leaflets and information to the public to contain specific information on how religious needs can be met on admission</li> <li>• Staff enabled to access County information on main religious festivals and important dates</li> </ul>	<ul style="list-style-type: none"> <li>• Development of a resource base within Worcestershire to better meet individual needs in residential provision</li> <li>• Revision of all public information about access to and provision of all services</li> <li>• Recruitment and training of all staff to consider recruitment from diverse groups and specific training on meeting diverse needs in respect of religion and ethical beliefs in assessment and provision</li> </ul>

## PROFORMA FOR FULL EQUALITY IMPACT ASSESSMENT

<b>4.</b>	<b>FORMAL CONSULTATION</b>		
	The analysis, findings and action plan will be consulted on with a range of representative groups (listed below) through March /April 2007. Feedback from this consultation will be included in the final version of the document and will inform the target initially suggested in Section 4		
	<b>EQUALITY GROUP</b>  Hearing Impaired Learning Disability Race Women Older People Physical Disability Cross Cutting Mental Health Service Users	<b>ORGANISATION TO BE CONSULTED</b>  Deaf Direct Mental Health User Group Race Equality Forums Women's Organisations Older People's Forums Carers Support Group Worcester Mental Health Link In2Action for Children & Young People JEM Group Stakeholder Groups (CwD)	Use focus groups recommended to allow for greater exploration of issues and discussion of potential solutions
<b>5.</b>	<b>DECISION AND RECOMMENDATION</b>		
	Policy Statement required and revision of guidance to staff by March 2007  Service provision to meet identified needs remains an area for development.  Date collection needs to be refined and collated centrally  An implementation action plan for each service sector will be produced after the findings and recommendations have been consulted on and finalised.  Equality objectives and targets identified in this action plan will subsequently be developed and included in Service and Team Plans.		
<b>6.</b>	<b>PUBLICATION OF ASSESSMENT RESULTS &amp; MONITORING ARRANGEMENTS</b>		
	The finalised assessment will be published on the Council's Equalities website and monitoring arrangements will be identified after consultation when targets are set. Results will also be published on the Council's Equalities webpage, with a link from the service page.	The relevant Service Managers will add EIA targets to Service Sector Plans and be responsible for monitoring.	

**PROFORMA FOR FULL EQUALITY IMPACT ASSESSMENT**

Signed:.....Dated:.....  
Completing Officer

Signed:.....Dated:.....  
Lead Officer