

POLICIES AND PROCEDURES



Policy Title	DISABILITY DISCRIMINATION POLICY
Policy Number	WLCBMS 005
Responsible	DEPUTY PRINCIPAL
Approval By	ACADEMIC COMMITTEE
Last Reviewed	AUGUST 2017
Next Review	AUGUST 2018

DISABILITY DISCRIMINATION POLICY

In the context of its aim to value all staff and student treat them equitably and fairly, and as part of its aim to achieve a more diverse workforce, the College welcomes applications from people with disabilities, values the contribution of existing staff and students with disabilities, and will treat staff and students fairly should they become disabled.

1. PURPOSE

The overall purpose of this policy is to develop and maintain a working environment, and to offer terms and conditions of service, which will enable suitably qualified persons with a disability to seek and maintain employment and students to study with the College wherever practicable. The policy aims to comply with the requirements of the Disability Discrimination Act 1995, Equality Act 2010 and the wider expectations of the College Equality of Opportunities Policy.

The Equality Act 2010 places a general duty on all Higher Education Institutions to promote disability equality. Under these duties WLCBMS is required to:

- eliminate unlawful discrimination
- eliminate harassment of disabled people
- promote equality of opportunities between disabled people and other people
- involve disabled people in the formulation of actions
- promote positive attitudes towards disabled people
- encourage participation by disabled people in public life
- take steps to meet disabled people's needs, even if this requires more favourable treatment

2. SCOPE

A : Students

- I. The criteria for admission to particular courses of study will be made explicit to all applicants. The College will ensure that such criteria do not create unnecessary barriers to disabled applicants.(Ref: 7.a)
- II. The College will make available information regarding both the support facilities available to assist students with disabilities and physical access to and within buildings in the College. Course descriptions will carry a statement which conveys the willingness of the course providers to seek all possible, reasonable adjustments for candidates who are disabled, to the applications, interview and admissions process, and to the courses of study applied for.
- III. No applicant will be refused a place at the College on the grounds of disability before an opportunity has been provided for full consideration of the specific support or facilities required, in consultation with the College's Disability Advisor. Any decision by the College to refuse an otherwise qualified candidate a place

on the grounds that appropriate conditions of study cannot be provided by the College will be subject to ratification by a committee chaired by the Deputy Principal. The College may, very exceptionally, reject an application on the grounds of disability "where all reasonable adjustments to the content, structure or delivery of the chosen course of study would nevertheless prevent the applicant from fulfilling a major part of the intended course's agreed and stated requirements", or "where the College is unable to provide suitable staff or facilities to enable a particular disabled student to meet a major part of the course's agreed and stated requirements", or "where admission of a disabled student requires arrangements which would constitute a serious safety hazard which cannot be reasonably overcome."

- IV. If a disabled student is rejected on grounds other than academic, a record of the decision and the reasons for it will be kept. The Disability Advisory team will give feedback to the applicant.
- V. The College will promote an awareness and understanding of the ways in which curricular and other provision may be accessible or inaccessible to disabled people, and accessibility will be regarded as a core value in the design and delivery of courses and programmes of study, and in other provisions made for students.
- VI. Potential applicant or student may discuss the course curriculum in advance, and the teaching and learning activities entailed. This is with a view to ensuring, as far as possible, that any necessary adjustments are identified or sought.
- VII. The College will provide appropriate mechanisms for the sensitive and lawful recording of information about disabled students, and the communication of their needs to staff whose action is required in order that these needs may be met. The operation of such systems will ensure that disabled students are well informed of their right to request confidentiality about the nature and extent of their disability, of the purposes to which the information will be put and of the intended audience for such communications.
- VIII. Appropriate modes of examination and assessment will be determined after discussion between the students, member of staff designated by the College.
- IX. Any request for special consideration in relation to examination and assessment procedures must be supported by medical or other evidence.

B : STAFF

- X. The College will make information available regarding the support facilities available to assist disabled applicants. Job descriptions will include a statement which conveys the willingness of the College to make all possible, reasonable adjustments required by applicants to assist them in the applications and interview process.
- XI. The College will consider any reasonable adjustment to either the work environment or work process of disabled members of staff or applicants in accordance with the duties of the Disability Discrimination Act, 1995.
- XII. Any such reasonable adjustments will be made following consultation with the individual concerned, relevant staff in the College.

- XIII. Where the proposed adjustments are deemed by the College not to be reasonable, such a decision must be confirmed by the College Deputy Principal following discussion with the Disability Advisory team.
- XIV. The College's career development structures and processes will take account of any reasonable adjustments a disabled member of staff needs to perform the requirements of their post, and will take account of these in setting and measuring the objectives and outcomes for that individual.
- XV. All reasonable adjustments will be made to assist disabled members of staff in participating in training and development activities.

C : STUDENTS AND STAFF

- XVI. The College will take all reasonable steps, within available resources, to enable participation by disabled students and staff in all aspects of College life on equal terms with other students and staff of the College, thereby complying fully with the duties of the Equality Act 2010 and other relevant legislation.
- XVII. A programme of improvement to the environments for learning, working, social interaction and living will continue to be implemented to support, as far as is reasonably practicable and within available resources, the full and effective involvement of disabled people, and full compliance with the duties of the Equality Act.2010. To support that programme the College will encourage academic and administrative department to review regularly the accessibility of their provision for disabled students and staff, to produce ideas and plans for improving access, support and services for students and staff with disabilities both in the short term and in the long term.
- XVIII. The College will take all reasonable steps to ensure safe access and working, learning conditions within the College for all disabled students and staff are met.

3. RESPONSIBILITIES

It is the responsibility of the Deputy Principal to ensure the policy is reviewed annually.

The Disability Advisory team comprising of the Deputy Principal, College Disabilities Officer, the Health & Safety Officer and Student Welfare Officer have the responsibility to ensure that all student /staff needs are met in respect of any disability.

4. DISABILITY AWARENESS

- I. The College will provide advice, information and training to increase awareness among staff and students of this policy and to give confidence and practical skills to those who will be working at different levels with disabled students and staff.
- II. The College recognises all disabilities, mental and physical.
- III. The College recognises that there will be resource implications in the implementation of this policy.

- IV. The protection and implementation of this policy is the responsibility of the College and everyone in it. All staff and students have a personal responsibility to adhere to and apply this policy.
- V. The policy will be monitored in relation to students, by the student welfare officer in conjunction with the College Disabilities Officer and, in relation to staff, by the Deputy Principal in conjunction with the College Disabilities Officer.

5 COMPLAINTS PROCEDURE

The College endeavours to provide an environment which is supportive and fair. Where problems relating to the operation of this policy do occur students and staff are encouraged to advise an appropriate member of staff as soon as possible. Where a complaint is not dealt with to the satisfaction of the complainant at an informal level any formal complaint or grievance should, in the case of a student, be pursued through the Student Complaints Procedure (Ref: 7.b - copies of which are available from reception) and a copy of the complaint sent to the Student Welfare Officer with responsibility for disabled students and, in the case of a member of staff, should be pursued through the appropriate grievance procedure (copies of which are available from college office). The College is committed to do all within its power to resolve swiftly complaints brought by disabled students, potential students and staff.

6. FURTHER INFORMATION

For further information about this policy please contact the College Disabilities Advisor.

7. RELATED DOCUMENTS

- a. Equal Opportunities Policy (WLCBMS 006)
- b. Student Complaints Policy & Procedures (WLCBMS 018)
- c. Equality Act 2010