

# **DISABILITY DISCRIMINATION & DISABILITY ACCESS POLICY**



DATE LAST UPDATED:	August 2019
BY (Name / Job Title)	Melanie Parr - Student Services manager

# **DISABILITY DISCRIMINATION AND DISABILITY ACCESS POLICY**

## **Employees with a disability**

- Dv8 Sussex welcomes applicants for all positions irrespective of disability status
- Dv8 Sussex strives to comply with the Disability Rights Commission Act 1999 and the Disability Discrimination Act 1995 at all times.
- Dv8 Sussex observes the definition of a disabled person as a person with 'physical or mental impairment that has a substantial long-term adverse effect on his or her ability to carry out normal day-to-day activities' (Equalities Act, 2010).

## **When recruiting new staff, Dv8 Sussex will:**

- Avoid Assumptions consider ways of being flexible in accommodating a disabled employee
- Consider home or flexible working as an option
- Check that adverts do not discriminate against disabled employees
- Carry out interviews at accessible venues
- Ensure that selection criteria do not disadvantage applicants with disabilities

## **When training and inducting new staff, Dv8 Sussex will:**

- Make sure that the environment is suitable for a disabled colleague and facilities are readily available
- Explore any potential modifications to the environment or building needed to support a disabled colleague (including grants that may be available to fund or part fund these costs)
- Consider any specific additional training needs as part of the employees induction
- Make sure a thorough risk assessment is in place as is reviewed as part of the PDR or 1 to 1 review process.

- Make sure that specific arrangements are covered for evacuation in the event of an emergency or evacuation drill (these are covered in more detail in the Fire Safety Policy)
- Pay particular attention to the introduction of colleagues and assess what practical support can be offered to enable the disabled person to function as effectively as possible
- All staff complete mandatory Equalities and Diversity training as part of their induction

### **Day-to-day arrangements**

- It is our policy to treat all employees to equal pay and remuneration
- Career development must be based on the same criteria as able-bodied employees
- In assessing if disciplinary action is appropriate, consideration should be given to any mitigating circumstances in relation to the person's disability
- The same redundancy criteria applies to all employees regardless of disability status

### **Health and welfare**

As part of the induction process a documented risk assessment should be undertaken which is specific to the disabled employee. Consideration should be given to:

- Type and nature of disability
- Recommended alterations to the employees environment
- Any issues relating to their disability to be aware of on a day to day basis.- e.g access to kitchen, need for regular breaks, medication to be taken etc.
- Consent should be obtained from the employee as to what extent his/her disability should be shared with other colleagues. ( this is especially true if it is not a visible disability)
- Any specific work apparatus to ensure that the

- employee can carry out their work effectively.
- Arrangements in the case of evacuation of the building
- Parts of the building where access will be limited or difficult to remove barriers

## **Disabled Visitors and Students**

- Dv8 Sussex welcomes disabled visitors and students and endeavours not to treat them less favourably than anyone else
- DV8 buildings have a number of physical barriers that may put prospective students at a disadvantage . Where practical Dv8 will reasonable adjust buildings to accommodate the needs of students with disabilities
- The Bexhill site has disabled access on the ground floor as well as a disabled loo. ( PLease note the new site has these features too.
- On arrival, all disabled visitors shall be made aware of the Dv8 signing in procedure and staff who are involved in the evacuation procedure should be made aware of their presence too.
- Staff should ask the person 'if there is anything that they may need on arrival

## **Disability Access**

Dv8 Sussex aims to have a culture of inclusion for all students

All staff and students at the college are expected to comply with implementing this policy, and this is further detailed in the Dv8 Sussex Equality & Diversity Policy.

**When considering access for disabled people, Dv8 Sussex will:**

- Provide an inclusive environment which facilitates the disclosure of a disability, giving staff and students the opportunity to realise their full potential;

- to provided fair and equal treatment to all staff and students;
- to comply with the legislative requirements under the Equality Act (2010) and, in particular, the need to avoid discrimination and provide reasonable adjustments for disabled staff and students
- To ensure that the learning experience of any disabled students is comparable to their peers

## **Policy Statement**

Dv8 Sussex will ensure that:

- the requirements of those students who disclose a disability are assessed on an individual basis;
- that all discussions and information regarding a disability or specific learning difficulty are treated in a highly confidential manner and in accordance with the Data Protection Act; and also consult with individual should they wish to share information with the wider staff team and support ways of doing that.
- in the case of non-standard adjustments for disabled students- Curriculum Area Leads should meet to ensure consistency of approach and adjustment to ensure the quality of teaching and learning is maintained and the necessary resources are available

## **Procedure**

- A disabled student is encouraged to disclose their disability as soon as possible on application or enrolment; a prospective student is requested to provide any details of learning difficulties, disability or access requirements.
- The Centre Manager will discuss any support needs with a student who has disclosed a disability.
- A student is usually required to provide written evidence of their disability such and Education Health Care Plan (EHCP) or medical professional report. Although these are not always available . If not provided staff should work with the students and parents carers as appropriate to meet the needs of the student

- If adjustments are agreed these will be communicated to all relevant staff to ensure these adjustments are actioned.

## **Feedback and monitoring the Effectiveness of this policy**

- Feedback from disabled students will be sought by Dv8 Sussex and passed on to the Senior Management Team.
- Any complaints will be directed to the centre manager or the CEO
- The success of the policy will be measured by monitoring the level of complaints and comments regarding disability matters As well as the number of disabled students accessing Dv8.
- Centre Managers will liaise with individual students in order to review the success of the adjustments agreed with the student. This should be part of the course in the termly review process.
- Centre Managers will collate feedback received from disabled students in order to monitor the effectiveness of the policy and report any findings to the Senior Management Team.

## **Disability Access Commitment**

Dv8 Sussex is committed to upgrading and extending the number of facilities within its premises and improving access and movement throughout the buildings for people with a disability.

However, it must be recognised that due to the size and scale of Dv8 Sussex as a specialist independent training provider operating from rented premises, major structural adjustments are not always possible.

Dv8 Sussex will make reasonable adjustments by providing ramps, personal assistance, adjusted training spaces, moderated learning materials etc on an individual needs basis.

Training in disability awareness will be a continuing process over the years and Dv8 Sussex will continue to review its disability access policy and facilities.