



# MARINE SOCIETY COLLEGE DISABILITY POLICY

2018 - 2019

## **Disability Policy 2018 - 2019**

### **Policy Statement**

Marine Society College is committed to securing equality of opportunity through the creation of an environment in which individuals are treated with respect and dignity.

This commitment is shared by everyone in our organisation. We oppose all forms of unlawful or unfair discrimination because of a person's disability and aim to ensure equal treatment for everyone.

A person is defined as having a disability if they have a physical or mental impairment, which has a "substantial and long-term adverse effect" on their ability to carry out normal day-to-day activity (Equality Act 2010).

### **Aims**

It is the overall aim of Marine Society College to do all that is reasonably possible to ensure that our facilities, services, culture, policies and procedures are made accessible to learners, staff members and visitors who have disabilities, and to comply with our moral and legal responsibilities under the Equality Act (2010).

### **We aim to:**

- promote equal opportunities for all people with disabilities
- to afford proper opportunities to employees and learners who have a disability
- to ensure compliance with the provisions of the Special Education Needs and Disability Act 2001 and the Equality Act 2010
- Maintain and drive a positive culture of anti-discrimination and inclusion towards disabled people and eliminate harassment related to disability
- To endeavour to remove any physical access barriers
- Encourage full participation for disabled learners and adults in the college
- Train staff to understand the types of disabilities and how to deal with employees and learners who have disabilities
- Provide reasonable adjustments in the form of teaching strategies, alternative assessments, and support assistance for learners with disabilities
- Advertise and promote the Disability Policy and procedures, and the provision of disability support within all areas of academic learning, and employment opportunities.
- Maintain, review and revise the College's Accessibility Plan, with the aim of increasing accessibility and improving the physical environment
- Maintain, review and revise the, Equality, Diversity and Inclusion policy to take account of this policy
- Ensure monitoring and evaluation of this policy is a continuous process carried out by all members of staff.

The Director of Learning will be ultimately responsible for this policy. The Head of Education will be responsible for the provision of advice and guidance to learners and the Director of HR will be responsible for staff, job applications and recruitment/interviewing panels on the implementation of this policy.

### **Procedures**

Should a learner or adult disclose information about his/her disability, the colleague or the member of staff receiving the information will treat it with complete confidence and not impart it to anyone else.

Where it is proposed that the information should be revealed to a third party, the reasons for this will be explained to the individual and the individual's permission obtained before proceeding. Even if the member of staff believes it would be in the individual's interest to reveal the information, it would be improper to do so if the person declines to give permission.

Marine Society College will respond, wherever possible, with reasonable adjustments to meet special requirements for learners with disabilities, the provision of appropriate materials, equipment and facilities.

Our curriculum and work with our subcontractors will be a means to encourage staff, learners and visitors to respond positively to the diversity and richness that persons with disabilities bring to our organisation.

Marine Society College will use its best endeavours to ensure that the environment for work and study does not limit people with disabilities from playing a full and meaningful part in every aspect of college life.

Marine Society College will hold an up to date register of any student who legitimately declares they have a disability so that effective monitoring of academic and social progress can be made.

The college will inform staff of individual learners with disabilities to facilitate academic and social monitoring.

### **Recruitment**

The college will review and develop its recruitment procedures to encourage applicants with disabilities and ensure that no unlawful discrimination takes place.

Candidates with disabilities will have any additional needs met wherever possible and practicable if called for interview.

All staff appointments will be made on the basis of qualifications, experience and skills of the applicant, regardless of disability.

Wherever possible, Marine Society College will make such reasonable adjustments as are required to enable a successful candidate with a disability to take up the position.

### **Retention**

Marine Society College will support, where possible, any employee who suffers a disability whilst at work, so that they may continue their employment.

Any reasonable adjustments to the working environment will be made.

### **Training and CPD**

Training and CPD opportunities will be available to all staff regardless of disabilities.

Additional needs with regard to access, equipment and facilities will be made to ensure full participation is available.

### **The working environment**

Marine Society College will make every effort to ensure that the environment for work does not prevent persons with disabilities from taking up or continuing in employment for which they are suitably qualified.

### **Disability Awareness**

Marine Society College will ensure that awareness of disability is raised amongst all staff, students, and visitors. This is to ensure that:

- those involved in recruitment and selection are thoroughly acquainted with the policy and procedures.

- all managers and colleagues of any employee with a disability have a clear understanding of the specific requirements and adjustments necessary and make a positive response.
- any member of staff, learner or visitor with a disability is able to seek assistance, if required, to support and enable them to fully participate.

### **Monitoring**

Marine Society College will hold a central record of all people who wish to declare a disability, so that regular monitoring of the effectiveness of the policy may take place.

Marine Society College will encourage the involvement of people with disabilities in the review, implementation and effectiveness of the policy.

### **Links with External Agencies:**

Liaison will be maintained with specialist advisory agencies and groups at local and national level.

Every member of staff has a responsibility for the implementation of the policy. Staff members will be made aware of their responsibilities under the Disability Discrimination Act (DDA) and ensure that they are implemented. Advice, support and training will be made available via CPD.

### **Disability access during exams**

Marine Society College examination centre is a small centre, sufficiently sized to accommodate its learners who are seafarers. Due to the nature of their work they are often at sea and special arrangements are often made for them to sit their exams at sea. This enables the centre to make its, very limited, facilities available to private candidates from time to time.

Examination Boards state that *“If you have a physical disability or a learning disability and require any access arrangements (for example a scribe, extra time or modified papers) you need to discuss this with the exams officer. Where the arrangements involve college resources it will be entirely the decision of the college whether to accept your entry. You will need to provide appropriate evidence.”*

The main examination room (Thornton Room) is on the basement level and only accessible by stairs. For anyone requiring wheelchair access, there is a ramp providing access into the building and an exam room may be made available on the ground floor.

There are toilet facilities available on the ground floor near the main exam room. Seating is available on the ground floor whilst waiting to enter the exam room

Emergency evacuation procedures are appropriate for all candidates and available in a separate document called ‘Exams Emergency Evacuation Policy’.

All areas have an internal risk assessment carried out

If any candidate needs to take regular medication, invigilators will make this possible. The Exams Officer should be notified if there are any exceptional health issues.

Invigilators will be briefed of any exceptional issues concerning communication or other factors which may affect the candidate(s)

All invigilators will either receive group training including disability issues or will work alongside an experienced invigilator.

The Exams Officer will, in consultation with the relevant tutor, take the lead in making access arrangements based on their close knowledge of the needs of learners under their care. Private candidates will be required to provide the appropriate evidence before any access arrangements can be made. The Exams Officer is not obligated to accept the candidate if either insufficient evidence is provided or the centre decides it does not have sufficient resources to accommodate the candidate.

Any complaints made by candidates with disabilities should be directed in the first instance to the Exams Officer who will initiate an inquiry.

**Last updated August 2018**