



# MARINE SOCIETY COLLEGE DISABILITY POLICY

2023 - 2024

## **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, apprentices, 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 Maritime Training and Development will be ultimately responsible for this policy. The Head of Seafarer Learning and Welfare will be responsible for the provision of advice and guidance to learners and apprentices 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 and apprentices 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, apprentices 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 and apprentices with disabilities to facilitate academic and social monitoring.

### **Recruitment**

All job descriptions/personnel specifications and recruitment advertisements will be drafted in such a way as to make clear the essential requirements of the position and MSSC's equal opportunity policy will be referenced. Job applicants will be consulted on any special requirements necessary for attending interview and appropriate provisions will be made accordingly. Where doubts exist over a disabled applicant's ability to perform the full duties of the job concerned, a trial period may be offered after consultation with the Company Secretary.

Where adaptation of premises is required to enable a particular disabled person to take up employment, the matter should be discussed with the Company Secretary who will liaise with the appropriate authorities – e.g. the Disablement Advisory Service. In cases where advice is needed on a medical condition or on the safety implications of recruiting a disabled employee, expert advice will be sought by the HR Department.

### **Retention**

All employees are expected to show consideration towards their disabled colleagues. Training and promotion opportunities must be available to all, regardless of disability. The HR Department is responsible for the monitoring and application of the equal opportunity policy throughout employment.

### **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, apprentice 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.

<b>Year</b>	<b>Version</b>	<b>Updated on</b>	<b>Updated by</b>	<b>Review date</b>
2023-24	1	31 August 2023	Head of Seafarer Learning and Welfare	31 August 2024