

Procedure 5.3 Equality, diversity and special needs					
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1 Introduction

The Academy has taken note of guidance in the *UK Quality Code*, in particular the commitment to equity as set out in Chapter B4 Indicator 3.

The Academy is committed to ensuring that disabled people have the same opportunities as non-disabled people and to ensuring that disabled people are treated fairly.

The Academy welcomes the *Equality Act* (2010).

The aim of the Academy is to ensure that it does not, without justifiable reason, treat a disabled person less favourably than others because of the nature of their disability.

2 Definition

The Academy will not unjustifiably discriminate against a person who has a physical or mental impairment which has a substantial, adverse and long term effect on his or her ability to carry out normal day to day activities. The term 'normal day to day activities' includes mobility, manual dexterity, physical co-ordination, perception of risk or physical danger, speech, hearing, vision, memory, concentration and the ability to understand.

The definition of disability applies to clinically well recognised illness and disfigurement. It does not include addictions or personality/social disorders.

The Academy will not discriminate against a disabled person:

- in the admission or enrolment procedures for students
- in the terms on which admission or enrolment offers are made
- by unreasonably refusing or deliberately omitting to accept an application for admission or enrolment
- in the provision of services provided for students, including courses of education, learning support, recreational and leisure activities, catering facilities, accommodation and work based learning
- in all learning and teaching , assessment and social activities

3 Disclosure

The Academy encourages potential students to disclose any disability that may affect their application. This must be done in a spirit of openness and the Academy makes it clear that this is not done with a view to discriminate against the candidate. The information is critical to assess their ability to undertake courses

and to make, where necessary, reasonable adjustments to help applicants overcome the effect of their disability.

Individual needs will be discussed:

- at the point of initial enquiry to the Academy
- on initial application to Academy
- prior to and during interview
- during assessment procedures
- when drawing up care and learning plans
- during one to one meetings with the programme coordinator

The Academy operates a process to monitor student welfare and progress. This means that a disability may be disclosed at any time during the academic year. The Academy will review and respond to such disclosure in a sensitive and appropriate manner. An Additional Learning Needs Coordinator has been appointed to support prospective and current students who have additional learning needs.

If a student fails to disclose a disability, or asks for it to remain confidential, the Academy will be unable to make the necessary adjustments to their needs.

4 Confidentiality

A student has the right to request that the existence of his or her disability remains confidential. Where a disability has been disclosed, the wishes of the student regarding confidentiality are respected. Information will not be improperly used or disclosed.

If the student agrees for the information to be passed on, the Academy as a whole is deemed to know about the disability. The member of staff to whom the disclosure has been made, not the student, is responsible for disseminating the information throughout the Academy.

5 Reasonable adjustments

The Academy will make reasonable adjustments to ensure that a disabled student is not placed at a substantial disadvantage in comparison with someone who is not disabled.

Reasonable adjustments may include:

- admission, administrative and examination procedures
- course content and work based learning activities
- teaching arrangements and learning support
- individual care and support arrangements
- accommodation
- facilities and services
- assessment
- any other Academy service provided to all students and staff

Factors which will be considered when providing *reasonable adjustments* include:

- maintenance of academic standards
- financial resources
- cost

- practicality
- other aids or services available
- health and safety requirements
- relevant interests of other people

6 Complaints

Any student or applicant believing that they have been discriminated against by an Academy student or member of staff should firstly (immediately) avail of the internal complaints procedure (see Procedure 2.5)

The Academy takes discrimination very seriously and deals at the highest standard and procedure.

7 Training

All employees have a responsibility to ensure that the requirements of the *Equalities Act* are met, and that the values already embedded at the Academy in challenging discrimination are endorsed.

All staff undergo training to enable them to understand and meet the requirements of this procedure. New members of staff will be given relevant information and procedural details relating disability during their induction session.