



## **Disability Policy**

This policy was updated: **August 2019**

This policy will be reviewed: **August 2020**

Statutory policy? **Yes**

This Disability Policy reinforces Nulogic Training's commitment to ensuring equality of opportunity for the diversity of learners and staff and to review its policies and practices. This policy outlines Nulogic Training's duties and the options available to staff and learners with disabilities in seeking support or adjustments to their working and studying environment.

This Disability Policy sets out Nulogic Training's commitment to disabled learners and staff, providing a framework to contribute to the ongoing development of an enabling environment for all members. This policy should be read in conjunction with the Equality and Diversity Policy which outlines the key priorities. However, while these focus on the overarching objectives and aims relating to disability, this policy addresses some of the specific operational aspects for staff and learners and aims to provide a guide for managers, staff and learners.

Nulogic Training is responsible for the well-being of current disabled staff and learners, together with actively encouraging disabled learners and staff to take part in all activities/programmes.

The disability equality legislation outlines a number of required duties. The Equality Act 2010 incorporated all nine separate pieces of equality legislation including the Disability Discrimination Act 1995. The Equality Act 2010 places a general duty on all Education Institutions to promote disability equality. Under these duties, Nulogic Training 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

Nulogic Training supports an anticipatory approach which requires pro-active consideration of disabled access to programmes and facilities to ensure adjustments are made in advance of individual disabled people attempting to access education.

The Equality Act 2010 uses a wide definition of disability which includes those with physical or mobility impairments, visual impairments, hearing impairments, dyslexia, dyspraxia, dyscalculia, AD(H)D, medical conditions, mental health difficulties, autistic spectrum conditions, Chronic Fatigue Syndrome, M.E. and 'unseen disabilities' (e.g. asthma, epilepsy, heart conditions, diabetes). The formal definition included in the Act is:

### **Definition**

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"A physical or mental impairment which has a substantial and long-term adverse effect on a person's ability to carry out normal day to day activities".

The definition of "day to day activities" includes mobility, manual dexterity, lifting, hearing, eyesight, speech, memory, and the ability to concentrate, learn or understand. The Act defines

“substantial” as being more than trivial and “long-term” as being more than twelve months or likely to last twelve months. An impairment which would substantially affect a person, but which is controlled by medical treatment or prosthesis, is still covered by the definition of disability.

The definition includes cancer, HIV/AIDS and Multiple Sclerosis effectively from the point of diagnosis. Discrimination and harassment is not limited to those people who are themselves disabled but also applies to those associated with disability i.e. a carer for a disabled child.

### **Recruitment**

It is the aim of Nulogic Training to recruit, train, develop and retain disabled people. Nulogic Training monitors self-declaration of disability at both application and appointment stage. As part of staff recruitment, Nulogic Training has an equality monitoring slip that is removed from the application form prior to sending to the department.

Nulogic Training offers a variety of training opportunities to meet the requirements of all staff. These are normally held in accessible venues with consideration of the needs of staff with disabilities including larger print handouts for those with visual impairments or printed on different coloured paper to assist those with scotopic sensitivity. All staff attending a training programme are asked whether they have any access requirements, reasonable adjustments or requirements that need to be accommodated.

### **LEARNERS WITH DISABILITIES**

Nulogic Training welcomes applications from disabled people and those with specific learning difficulties. We encourage existing learners and applicants to declare a disability or specific learning difficulty either on application or any time thereafter in order that they can be made aware of possible entitlements and the support that is available to assist them to achieve their potential. Information provided to Nulogic Training is held in confidence, is shared with colleagues only with learners’ written permission and disability is in no way linked with academic decisions regarding offers of places on our programmes.

### **REASONABLE ADJUSTMENTS**

Nulogic Training is required to make reasonable adjustments when a disabled student or member of staff may be placed at a substantial disadvantage in comparison with a person who is not disabled. Examples of reasonable adjustments for learners include making appropriate arrangements in such activities as:

- teaching, including classes, practical sessions
- examinations and assessments
- field trips and outings

Adjustments may include specific examination arrangements, provision of additional support for learning, adjustments to assessment practices, accommodation arrangements, and specific access issues such as the use of guide dogs.

Similarly, there is an obligation to make reasonable adjustments for disabled employees or potential employees to ensure that they are not disadvantaged. Adjustments may include:

- reallocation of duties
- altering working hours
- changing work location
- modifying equipment e.g. providing an adapted keyboard or telephone
- consideration of other roles

Consideration should also be made for those employees associated with persons with a disability.

### **ACCESS TO WORK**

Access to Work is a Department of Work and Pensions scheme which helps employers and people with a disability meet the cost of aids and equipment, adaptations to premises and personal help to enable them to do specific jobs. Under the rules of the scheme, applications are made by the individual employee. Assistance in completing the application is available directly from Access to Work. This assistance is available for existing employees who develop a disability as well as for new employees.

For employees joining Nulogic Training, the grant is up to 100% of the approved costs, if the employee has been recruited in the last six weeks. For existing employees, the grant is up to 80% of the approved costs over £300- £1000. Normally, following application, employees will be contacted by an Access to Work Adviser who will advise on the package of support they feel is appropriate. The individual and Nulogic Training will then receive a letter informing them of the approved level of support and the grant available. It will usually be Nulogic Training whom is responsible for arranging the agreed support and purchasing the necessary equipment. Nulogic Training can then claim back the grant towards these approved costs from Access to Work.

### **HARASSMENT AND OTHER FORMS OF UNLAWFUL DISCRIMINATION**

The general legal duty also requires Nulogic Training to have due regard to the need to eliminate harassment of disabled people that is related to their disabilities or to the disabilities of others associated with them. Harassment may take the form of verbal abuse or other actions which make an individual feel uncomfortable, intimidated or degraded.

### **MONITORING**

Nulogic Training encourages staff and learners to declare any disability either at application, appointment/enrolment or during employment/study in order that we can understand what the potential requirements and needs of staff and learners with disabilities may be and in order to fulfil the anticipatory duty. Unless Nulogic Training is aware of a disability it is difficult to consider what support or adjustments may be required.

### **CONFIDENTIALITY**

All information given to Nulogic Training by disabled staff and learners will be treated with respect and confidence and in accordance with Data Protection legislation. A disabled student or member of staff may volunteer a disability and ask that the information is kept confidential. The responsibility of the staff member informed is to ensure that the disabled person is aware that this is likely to have an effect on any reasonable adjustments which may be required and to document this.