



KINGSLEY DISABILITY POLICY

Introduction:

In the context of its aim to value all staff and student treat them equitably and fairly, and as part of its aim to achieve a more diverse workforce, Kingsley welcomes applications from people with disabilities, values the contribution of existing staff and students with disabilities, and will treat staff and students fairly should they become disabled.

1. PURPOSE

The overall purpose of this policy is to develop and maintain a working environment, and to offer terms and conditions of service, which will enable suitably qualified persons with a disability to seek and maintain employment and students to study with the Kingsley wherever practicable. The policy aims to comply with the requirements of the Disability Discrimination Act 1995 and Equalities Act 2010, and the wider expectations of the Kingsley Equality of Opportunities Policy.

2. SCOPE

Students

Student Admissions

The criteria for admission to particular courses of study will be made explicit to all applicants. Kingsley will ensure that such criteria do not create unnecessary barriers to disabled applicants.

Kingsley will make available information regarding both the support facilities available to assist students with disabilities and physical access to and within buildings in the Kingsley. Course descriptions will carry a statement which conveys the willingness of the course providers to seek all possible, reasonable adjustments for candidates who are disabled, to the applications, interview and admissions process, and to the courses of study applied for.

No applicant will be refused a place at the Kingsley on the grounds of disability before an opportunity has been provided for full consideration of the specific support or facilities required, in consultation with the Kingsley. Any decision by the Kingsley to refuse an otherwise qualified candidate a place on the grounds that appropriate conditions of study cannot be provided by the Kingsley will be subject to ratification by a committee chaired by the Provost.

Kingsley will promote an awareness and understanding of the ways in which curricular and other provision may be accessible or inaccessible to disabled people, and accessibility will be regarded as a core value in the design and delivery of courses and programmes of study, and in other provisions made for students.

Potential applicants or students may discuss the course curriculum in advance, and the teaching and learning activities entailed. This is with a view to ensuring, as far as possible, that any necessary adjustments are identified or sought.

Kingsley will provide appropriate mechanisms for the sensitive and lawful recording of information about disabled students, and the communication of their needs to staff whose action is required in order that these needs may be met. The operation of such systems will ensure that disabled students are well informed of their right to request confidentiality about the nature and extent of their disability, of the purposes to which the information will be put and of the intended audience for such communications.

Appropriate modes of examination and assessment will be determined after discussion between the students, member of staff designated by Kingsley.

Any request for special consideration in relation to examination and assessment procedures must be supported by medical or other evidence.

STAFF

Kingsley will make information available regarding the support facilities available to assist disabled applicants. Job descriptions will include a statement which conveys the willingness of the Kingsley to make all possible, reasonable adjustments required by applicants to assist them in the applications and interview process.

Kingsley will consider any reasonable adjustment to either the work environment or work process of disabled members of staff or applicants in accordance with the duties of the Disability Discrimination Act, 1995 and Equalities Act 2010.

Any such reasonable adjustments will be made following consultation with the individual concerned, relevant staff in Kingsley

Where the proposed adjustments are deemed by the Kingsley not to be reasonable, such a decision must be confirmed by the Provost following discussion with the SMT.

Kingsley's career development structures and processes will take account of any reasonable adjustments a disabled member of staff needs to perform the requirements of their post, and will take account of these in setting and measuring the objectives and outcomes for that individual.

All reasonable adjustments will be made to assist disabled members of staff in participating in training and development activities.

STUDENTS AND STAFF

Kingsley will take all reasonable steps, within available resources, to enable participation by disabled students and staff in all aspects of Kingsley life on equal and equitable terms with other students and staff of the Kingsley, thereby complying fully with the duties of the Disability Discrimination Act and other relevant legislation, eg, Equalities Act.

A programme of improvement to the environments for learning, working, social interaction and living will continue to be implemented to support, as far as is reasonably practicable and within available resources, the full and effective involvement of disabled people, and full compliance with the duties of the Disability Discrimination Act. To support that programme Kingsley will encourage academic staff to review regularly the accessibility of their provision for disabled students, to produce ideas and plans for improving access, support and services for students and staff with disabilities both in the short term and in the long term.

Kingsley will take all reasonable steps to ensure safe access and working, learning conditions within the Kingsley for all disabled students and staff are met.

RESPONSIBILITIES

It is the responsibility of the Provost to ensure the policy is reviewed annually.

DISABILITY AWARENESS

Kingsley will provide advice, information and training to increase awareness among staff and students of this policy and to give confidence and practical skills to those who will be working at different levels with disabled students and staff.

Kingsley recognises all disabilities, mental and physical.

Kingsley recognises there will be resource implications in the implementation of this policy.

The protection and implementation of this policy is the responsibility of Kingsley and everyone in it. All staff and students have a personal responsibility to adhere to and apply this policy.

COMPLAINTS PROCEDURE

Kingsley endeavours to provide an environment which is supportive and fair. Where problems relating to the operation of this policy do occur students and staff are encouraged to advise an appropriate member of staff as soon as possible. Where a complaint is not dealt with to the satisfaction of the complainant at an informal level any formal complaint or grievance should, in the case of a student, be pursued through the Student Complaints Procedure (copies of which are available from reception) and a copy of the complaint sent to the Provost with responsibility for disabled students and, in the case of a member of staff, should be pursued through the appropriate grievance procedure (copies of which are available from Kingsley office). Kingsley is committed to do all within its power to resolve swiftly complaints brought by disabled students, potential students and staff.

RELATED DOCUMENTS

- a. Equal Opportunities Policy
- b. Student Complaints Policy

Revised 17/5/2022