



## Disability Policy & Procedures

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<b>External reference points</b>	<p>UK Quality Code UKSCQA/02</p> <p>Advice and guidance on Enabling Student Achievement <i>(4.5 Equality of opportunity for all students to develop academic and professional skills.</i></p> <p>Sustainable Development Goals (2015): 4 Quality Education, 10 Reduced Inequalities</p>
<b>Linked policies</b>	<p>Equality &amp; Diversity Policy</p> <p>Complaints Policy</p> <p>Non-Academic Disciplinary Policy</p> <p>Admissions Policy</p> <p>Safeguarding &amp; Prevent Policy</p> <p>Employee Handbook</p> <p>Corporate Social Responsibility Policy</p>
<b>Audience</b>	OBC Staff, students and Website (General Public)

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## **1. Policy Statement**

The College aims to create opportunities for students to achieve their personal, educational and employment goals. In order to support success and progression, the College works to provide a learning environment, which understands the learning needs of all individuals including those with disabilities and/or learning difficulties such as dyslexia and dyspraxia and to clarify at admissions and induction what facilities and support is available to students with disabilities.

## **2. Scope**

This policy statement covers all staff who are recruited to work at the College whether part-time, full-time or voluntarily. The policy also covers all students who apply to admitted to the College and who are enrolled to study at the College on any programme.

## **3. Legal Context**

The College recognises that disability should not in itself be viewed as a barrier to staff or students' ability to be recruited or admitted to the College.

The College as an equal opportunities employer and recruiter ensures that no staff member or student will be discriminated against on grounds of disability on entry to the College and the College will take positive action (where appropriate) to ensure all staff and students with disability or special needs are assessed fairly.

The College has a duty to promote disability equality. The Education (Disability Statements for Further Education Institutions) Regulations came into force in December 1996.

The College also applies the requirements of the Disability Discrimination Act 1995, and the Disability Discrimination Act 2005 also apply to the College.

## **4. Roles and Responsibilities**

The College Equality and Diversity Committee has responsibility for approving the Disability Policy and Procedures and ensuring the Senior Management Team and the Board of Governors are fully apprised of the policy.

The Equality and Diversity Committee is responsible for ensuring that the College Disability Policy is updated on a regular basis and that it is implemented across the College. The Head or Manager of Student Support and Welfare is responsible for ensuring that the implementation of the policy is also regularly monitored by the Student Support and Welfare Committee, which reports to the Academic Board.

The Director or Executive Principal is responsible for ensuring that practical issues arising from the implementation of the policy are brought to the attention of the Senior Management Team.

The Head or Manager of Student Support and Welfare Is responsible for ensuring that the students have an anticipatory and responsive service to meet their needs.

The College Operations Managers in every campus are responsible for ensuring that premises and facilities are accessible and meet the needs of students with disabilities wherever possible in consultation with the owner of the property.

Every member of staff in preparing schemes of work and lesson plans has a duty to ensure that students with disabilities can reasonably access every aspect of the curriculum. At the same time, students with a disability have the responsibility to inform the College of any needs that they may have and for feeding back to student support officers and student representatives, evidence that the College is adhering to the policy.

## **5. Student Admission Arrangements**

On application and at enrolment all students with a disability or special needs are invited by the College to discuss individual needs and to establish how the College can support them during their programme of study. A special box is provided on the application form to tick if a student is disabled or has special needs to support any learning difficulties.

It is up to the individual student applicant to decide if they wish to disclose to the College if he/she is disabled or has special needs and to provide the appropriate evidence of the need for support.

If the student is on a full time programme and wishes to make a disclosure of disability or special needs, they should:

- Complete a College application form indicating in the section on the form that they are disabled or have a special need.
- Inform the College at the entry interview and at enrolment if he/she has a support requirement and what that requirement is.

If a support need is identified, the Welfare Officer of the College will contact the student to arrange an interview to discuss support needs.

## 6. The College Counsellor

The College provides a free, confidential counselling and referral services by appointment. The contact details of the College Counsellor are provided to all students during the application process and on induction. It is also available on the College website <https://oxfordbusinesscollege.ac.uk/wellbeing/>

## 7. Examinations and Assessments Arrangements

The Assessment Board makes decisions regarding support, reasonable adjustments and due consideration which the College can give when students are taking examinations and other assessments. It is important that the College is aware of any examination arrangements or considerations that a student with a disability or a special need may have had in the past or might need for their current course of study. Students need to do this at the time their support needs are discussed and agreed. This will enable Student Support Officers to show the Assessment Board that any considerations given to student needs during their examination or assessment are the same as the support the student normally receives during their course of study.

If tutors know that students with a special need or disability need support or specific exam and assessment arrangements, they should contact the Head of Exams.

The type of support which can be arranged according to personal requirements includes the following:

- Extra time during the examination or special consideration within an assignment
- Appropriate rooming arrangements
- Individual room with a separate invigilator (if essential)
- An aid to write down answers to support severe dyslexia
- Modified text
- Large print papers
- Usage of a computer or other assistive technology

## 8. Getting Help

Students should contact their tutor, personal tutor or student support officer if they need any help. They may also follow the College Concerns and Complaints procedure for raising a concern or a complaint, or the Appeals Procedure to appeal against an assessment or examination decision where disability may be a feature. The Equality and Diversity Committee monitors equal opportunities issues arising from complaints and appropriate responses have been provided.

Students with a disability or special need can seek confidential advice about making a complaint from the Student Support and Welfare Officer or the College counsellor. They

will act in an advisory capacity and will not be involved in making judgements. Support is available if students need help to use the complaints and appeals procedures. A student may, for example, need help with communication or the help of a specialist adviser.

## **9. Physical Access and Facilities**

The College has a strategy to upgrade access to buildings and facilities.

The following are available wherever possible:

- Ramped entrances to buildings.
- Lifts with tactile controls in multi-storey buildings.
- Accessible toilet facilities.
- Car parking for disabled drivers.
- Nearby access to major bus and train routes.
- Classrooms designed to allow wheelchair access.
- Widened Fire Exit doors.
- Disabled bathroom facilities

In George Street, the College has fitted an electric chair for disabled access up the first flight of stairs into the building.

## **10. Equipment and Technology Support**

The College will provide equipment to support students wherever, which includes computers for word processing, spread sheets, desktop publishing and for finding information.

## **11. Higher Education Student Support**

Disabled Students' Allowance (DSA) <https://www.gov.uk/disabled-students-allowance-dsa> is financial support to cover the study-related costs you have because of a mental health problem, long term illness or any other disability. Disabled Students' Allowance may provide funds to meet the costs of any support needs on a Higher Education course. The student should apply to their Local Educational Authority for these allowances. Their Local Education Authority will usually require an assessment of support needs from an approved assessment centre.

The Student Support and Welfare Officer can give students information, help and impartial advice about applying for the Disabled Students' Allowance.

The Student Welfare Officer will advise and help students to put in place any support arrangements approved by their Local Education Authority.

## **12. Impact Assessment**

A cycle of assessments on the impact of all policies, procedures and processes on staff and students with disabilities or special needs will take place annually.