

DISABILITY POLICY

1. GENERAL INTRODUCTION

This Disability Policy reinforces Leeds Language College's commitment to ensuring equality of opportunity for the diverse student and staff body and to review its policies and practices in light of developments in the legislative framework of the UK.

It is college policy that all staff and students are treated with equality, can participate in class and social activities and that reasonable adjustments to make learning accessible are made, where possible. This policy should be read in conjunction with the college's Equality and Diversity Policy and other college health, safety and welfare policies.

Leeds Language College Ltd is committed to working towards addressing the barriers to inclusion (structural, cultural, organisational and attitudinal) which adversely impact upon disabled people, affecting the ability to meet their needs, rights and requirements.

2. DEFINITION OF DISABILITY

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 college is responsible for the well-being of disabled staff and students, together with actively encouraging disabled students and staff to participate as fully as possible in all college activities.

The college is committed to:

- Eliminating unlawful discrimination,
- Eliminating harassment of disabled people,
- Promoting equality of opportunities between disabled people and other people,
- Involving disabled people in the formulation of actions,
- Promoting positive attitudes towards disabled people,
- Encouraging participation by disabled people in all areas of college life,
- Taking steps to meet disabled people's needs and creating opportunities for equality by making reasonable adjustments, even if this requires more favourable treatment,
- Identifying and analysing potential discriminatory policies, practices and procedures in all aspects of the college's activities.

3. REASONABLE ADJUSTMENTS – LEARNERS

- A. On enquiry and enrolment, learners are asked to fill in a disability and health monitoring form and have the possibility of informing the college of any special needs or requests on the application form.
- B. The college has facilities for wheelchair users and has both a ramp, an evacuation chair and lifts providing safe access to the building.
- C. Pictograms with fire safety notices have been compiled for the use of learners with hearing impairments to ensure they can exit the building safely in the event of a fire emergency and their potential failure to hear the fire alarm.

- D. Learners with visual impairments can have access to larger print resources and formal examinations. It is also possible to request printed resources on colour paper or learners can bring colour overlays to class.
- E. Where a learner has informed the college of any special needs, additional time will be added to examinations and tests, provided that a doctor's note or assessment is received.
- F. The college may advise the learners or their families of various study options, including the possibility of attending one to one lessons, on-line or SKYPE lessons, where it is felt a learner cannot attend a group class.
- G. In some circumstances a teaching assistant can be asked to support learners with special needs.
- H. All learners are encouraged to attend social activities and trips and their families, carers or spouses are permitted to attend. Where the learner does not have family in the UK to provide assistance, a designated member of staff will be asked to accompany the learner on trips and activities, to ensure they can participate as fully as possible.
- I. Teachers monitor the behaviour of all learners in class and ensure the Equality and Diversity Policy is adhered to at all times and no learner is abused, excluded, insulted or otherwise mistreated at the college.

4. REASONABLE ADJUSTMENTS - STAFF

Disability does not preclude application for teaching or administrative posts at the college. All staff are however asked to declare that they are 'physically and mentally fit' to undertake the work they are assigned to do, to voluntarily inform the college of any special needs or disabilities and to ensure the welfare, health and safety of learners at the college. Employment applicants are thus asked to voluntarily disclose conditions which could be viewed as having a potential impact on their fitness to work.

Reasonable adjustments for staff can include

- Reallocation of duties,
- Altering working hours,
- 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.

5. HARASSMENT AND OTHER FORMS OF UNLAWFUL DISCRIMINATION

The college provides all staff and students with a Disability Awareness document which is intended to help 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. Please refer to this document for specific instructions on acceptable and unacceptable language, behaviour and attitudes at the college. This document is also published on the college website. All incidents of harassment, bullying or inappropriate language are logged. Learners and staff are instructed to report all incidents in accordance with the college's grievance procedure. Students and staff who breach the college Code of Conduct, rules and policies can be expelled or dismissed from the college. Where the college suspects a hate crime has been committed, the relevant authorities will be informed.

All grievances or incidents should be reported to Administration, the Academic Executive, the Vice Principal and Director of Studies or the Principal.