



Disability Discrimination & Disability Access Policy

Revised: August 2021
Date to be reviewed: August 2022

This policy should be read in conjunction with the OXSFC COVID-19 policy that overrides the guidelines/procedures in this policy, where appropriate. The guiding principle will always be to maintain the health and safety of all stakeholders.

A. Disability Discrimination Policy

The College observes the definition of a disabled person as outlined by the Equality Act 2010. You're disabled under the Equality Act 2010 if you have a physical or mental impairment that has a 'substantial' and 'long-term' negative effect on your ability to do normal daily activities.

Statement: Oxford Sixth Form College believes that all persons should have equal rights with regard to education, employment and access regardless of disability.

The College is committed to supporting this statement by means of this policy document and implementation of a Disability Discrimination Action Plan to be reviewed annually, with a view to making all reasonable improvements and adjustments possible. The College aims to raise awareness and support staff in understanding and addressing the needs of those with a disability through training and continued professional development.

If any employee, visitor or student has concerns with regard to the College's fulfilment of its responsibilities with regard to disability discrimination this should be immediately reported to the Principal.

1. Procedure for Disabled Employees

Oxford Sixth Form College welcomes applicants for all positions irrespective of age, ethnic origin or disability. Our College strives to comply with Equality Act 2010. It will not discriminate against a prospective or current employee because of a disability provided they are able to carry out fully the duties of the role for which they wish to be considered and for which any reasonable adjustment can be made to facilitate this.

All staff should note that disabled employees have abilities, skills and experience from which our College can benefit.

Our code of conduct is as follows:

1. Recruitment
 - Avoid assumptions and consider ways of being flexible in accommodating a disabled employee
 - Consider home working as an option
 - Check that adverts do not discriminate against disabled employees
 - Carry out interviews at accessible venues
 - Make sure that selection criteria do not disadvantage disabled employees.

2. Training and induction

- Make sure that the environment is suitable for a disabled colleague and facilities are readily available
- Any modifications to the environment or the fabric of the building should be discussed in advance with the Principal (a grant may be available to fund or part fund these costs)
- Consider any specific additional training needs as part of the employee's induction
- Make sure that specific arrangements in place for evacuation in the event of an emergency or evacuation drill (these are covered in more detail in the Fire Evacuation procedure)
- Pay particular attention to the introduction of colleagues and assess what practical support can be offered to enable the disabled person to function as effectively as possible.

3. Day-to-day arrangements

- It is our policy to treat disabled employees equally with pay and remuneration
- Career development must be based on the same criteria as for able bodied employees
- In assessing if disciplinary action is appropriate, consideration should be given to any mitigating circumstances in relation to the person's disability
- The same redundancy criteria shall apply as to an able-bodied colleague.

4. Health and welfare

As part of the induction process a documented risk assessment should be undertaken that is specific to the disabled employee. Consideration should be given to:

- Type and nature of the disability
- Recommended alterations to the employee's environment
- Specific apparatus to ensure that the disabled employee can function as effectively as possible
- Arrangements in the event of an evacuation
- Parts of the building where access is restricted and it becomes impractical to remove physical barriers.

2. Procedure for Disabled Visitors

Oxford Sixth Form College welcomes disabled visitors and endeavours not to treat them less favourably than anyone else. It should be recognised that there are a number of physical barriers on our premises that may put a disabled visitor at a disadvantage. Where practical to do so, we will do all that we reasonably can to accommodate their specific needs.

On arrival at the reception desk all disabled visitors shall be made aware of the College's disabled evacuation arrangements in the event of an emergency.

3. Procedure for Disabled Students

Oxford Sixth Form College believes that any student placed at the College has a right to an appropriate education irrespective of their ethnic background or disability and will work to provide any student placed at the College with an education that meets their needs.

Our code of conduct is as follows:

- Students who meet the entry criteria and admissions policy of the College will not be discriminated against due to any disability. The College strives to ensure that all students, regardless of disability, will meet their full potential and enhance their self-esteem by provision of a broad, balanced and relevant curriculum.
- A student identified with a disability will be assessed as early and as thoroughly as possible to ensure they can be appropriately supported and offered appropriate advice to meet their needs.
- To facilitate appropriated delivery of the curriculum and efficient use of available resources, the College will strive for close co-operation by fully involving the parents/guardians/agents and the student in the identification and assessment of the disability.
- Students with a disability will be educated alongside their peers wherever possible, within the normal mainstream curriculum, but the College will provide an appropriate and differentiated curriculum to meet students' needs with reference to the National Curriculum, Every Child Matters and Every Disabled Child Matters, Working Together to Safeguard Children 2018 and Keeping Children Safe in Education Sept 2018.
- The College will provide, on request, written material in a format accessible to students, carers or others with disability entitled to such information.
- The College will notify staff of any extra aid required for a student to enable them to be placed or remain in placement at the College.
- The College will provide training for staff to address the disabilities of the students and staff will be encouraged to share good practice and provide support to others around their areas of.
- To avoid discrimination against students with a disability, the College aims to provide an inclusive environment where all members of the community respect and care for each through appropriate discussion and

group activities.

B. Disability Access Policy

1. Aims and Objectives

The aim of the policy is to instil a culture of inclusion for staff, students and visitors with disabilities. All staff and students at the College are expected to comply with implementing this policy.

The objectives of the policy are:

- to provide an inclusive environment which facilitates the disclosure of a disability, giving the applicant and student the opportunity to realise their full potential
- to provide fair and equal treatment to all applicants and students
- to comply with the legislative requirements under the Equality Act (2010) and in particular the need to avoid discrimination and provide reasonable adjustments for disabled students
- to ensure that the learning experience of a disabled student is comparable to that of any other student.

2. Policy Statement

Oxford Sixth Form College will ensure that:

- the requirements of those students who disclose a disability are assessed on an individual basis
- that all discussions and information regarding a disability or specific learning difficulty are treated in a highly confidential manner and in accordance with the Data Protection Act
- in the case of non-standard adjustments for disabled students, the Principal or appointed deputy will be involved with any programme of adjustment to ensure that academic rigour is maintained and the necessary resources are available.

3. Procedure

A disabled student is encouraged to disclose his or her disability as soon as possible on application or enrolment; a prospective student is requested to provide any details of learning difficulties, disability or access requirements. The Vice Principal with Boarding and the SENDCo will discuss any support needs with a student who has disclosed a disability and liaise with colleagues as required. A student is usually required to provide written evidence of their disability (such as an educational psychologist's report) if they are requesting any reasonable adjustments. The Special Education Needs Policy will be referred to.

If an adjustment is agreed, the information will be distributed to all relevant staff on a need to know basis, to ensure that any necessary adjustments are put in place.

4. Feedback and Monitoring the Effectiveness of the Policy

Feedback from disabled students will be sought by the College and passed on to the Senior Management Team. Any complaints that relate to disability issues should be made to the Principal.

The success of the policy will be measured by the decrease in the number of complaints regarding disability matters as well as the increase in positive feedback from year to year.

The Vice Principal with Boarding and the SENDCo will liaise with individual students in order to review the success of the adjustments agreed with the student. This will take place at least once a year.

The Vice Principal with Boarding and the SENDCo will collate feedback received from disabled students in order to monitor the effectiveness of the policy and report any findings to the Principal or appointed deputy.

5. Policy Review

The policy will be reviewed on an annual basis by the Principal, where any amendments and improvements will be discussed with the Vice Principal with Boarding or an appointed deputy.

C. Disability Access Commitment

The College is committed to upgrading and extending the number of facilities within its premises and improving access and movement throughout the buildings for people with a disability. The lift in the main building has been upgraded to comply with DDA requirements and is suitable for use by a wheelchair user.

As part of the College's upgrading and improvement programme for providing facilities for the disabled the College has a disabled access toilet facility in place in the King Edward Street building.

Training in disability awareness will be a continuing process over the years and the College will endeavour to continue to review its disability access policy and facilities.