

THE COLLEGE OF WEST ANGLIA DISABILITY EQUALITY SCHEME – Version 3

The College of West Anglia is committed to an inclusive approach for all students, staff and members of the community. This Disability Equality Scheme is written in the context of the College's equality and diversity policy and procedures.

In developing the equality scheme the College will ensure that disability equality is built into everything that we do. This means that the College will take account of disabled people when making decisions and developing policy.

The scheme aligns with our core mission of excellence and particular values of student focus and maximising the achievement of all.

General duty

The College will have due regard to

- The elimination of unlawful disability, discrimination and harassment for disabled people
- The promotion of positive attitudes towards disabled people
- Take into account disability by making reasonable adjustments to maximise individual potential
- Encourage participation of disabled people in publicity

The College objective will be to eliminate institutional discrimination and to develop a proactive approach to making a more positive change to the lives of disabled people, not just staff and students, by promoting disability equality in all of our practices, policies and procedures.

Responsibility lies with everyone, all staff, students, managers, governors and sub-contractors.

Involving disabled people

The College will involve disabled people in developing and monitoring this scheme. A stakeholder group will be set up comprising disabled students and staff and relevant community groups. There will be a stakeholder group in Norfolk and one in Cambridgeshire. They will meet at least twice per year and the meetings will be chaired by the

Executive Director, Customer Services and Cambridgeshire Liaison who is a member of the college Senior Management Team.

The stakeholder group will comprise:

Students:

Student advisers to nominate students
Foundation Studies to nominate students

Organisations involved with disabled people

Disability Officer – County Council
Connexions Specialist Adviser

Representatives from other voluntary and community groups and statutory agencies – representatives will be sought using current college contacts and also reaching out to potential new contacts.

Trade Unions

The first tasks of these groups will be to review this scheme and progress with the implementation plan and identify further work required.

The individual confidentiality of comments and feedback will be stressed to elicit honesty and freedom of expression.

In addition, a college disability champion will be identified to voice any concerns raised with them at any time.

Monitoring and impact assessments

The scheme will be monitored by the college Equality & Diversity Committee. Membership of this committee is drawn from across the college and all faculties and departments are represented. The College will prepare a timetable for the further review of existing policies and procedures and will impact assess them as they are reviewed using the primary, secondary and full impact process described in Appendix A.

Any assessment resulting in a finding of less favourable treatment of the disabled will also involve consultation with the stakeholder

groups. Some consultation on processes has already been conducted resulting in a Disability Discrimination Act, Special Educational Needs Disability Act action plan. Outstanding actions from this have now been incorporated in the equal opportunities section of the new College Self Assessment Report.

Priorities for further work will be determined by the impact assessments and monitoring by the Equality and Diversity Committee. External expertise may be used for a full impact assessment.

Gathering and using information

College wide data will be incorporated in the College self-assessment report. There will be routine monitoring of statistics such as

- Recruitment of disabled students
- Recruitment of disabled staff
- Achievement, retention and success rates of disabled students

In addition, Human Resources will monitor

- Development opportunities of disabled students

Other information, where appropriate, relevant to college policies, processes and procedures will be collected by the policy holder to use as part of an impact assessment.

Perceptions of disabled students will be monitored by the college questionnaire procedure. Feedback will be sought from the Students Union, the class representative meetings and from tutorials.

The college will seek to improve the accuracy of Individual Learner Record data to help in the monitoring process.

Roles and Responsibilities

- All staff, managers and governors are responsible for implementation of the scheme
- With the new build projects currently planned, the property steering groups need to be particularly overt to their responsibilities. They have already conducted considerable work on access to current campuses and centres. The Head of Department, Property

Services has been identified as a key champion in this work. A high level statement about the approach to meeting the needs of learning difficulty and disability students has been written.

Inclusion Mark

The College will work towards the achievement of the Inclusion Mark criteria and participate in the implementation of the Fenland and Norfolk Inclusion Strategies.

Communicating the Scheme and Celebrating Success/Improvement

The Equality and Diversity Committee members will each cascade the vision via their individual team meetings. The Angles, college walls and the Self Assessment Report will be used as media to support the scheme and to celebrate success and improvement.

**DISABILITY EQUALITY SCHEME – ACTION PLAN AND
PROGRESS REPORTING – No 3**

Action Plan	Date	Who	Progress
1. Draft disability equality scheme discussed and agreed in principle by the College Equality & Diversity Committee	Oct/Nov 06	Equality & Diversity Committee	Complete
2. Draft disability equality scheme discussed and agreed in principle by the College Senior Management Team	Nov/Dec 06	Senior Management Team & Governors	Complete
3. Draft scheme discussed & agreed in principle with Trade Unions	Oct/Nov 06	Head of Human Resources	No Trade Union meetings held to date – will be circulated
4. College disability champion to be nominated	Dec 06	Equality and Diversity Committee	Appointed Anne Ayre
5. Stakeholder groups identified for consultation and equality scheme sent to them with invitation to participate	Dec 06	Equality & Diversity Committee	Completed
6. Further impact assessments begin as policies are reviewed	Nov 06	College managers and quality unit	Ongoing

7. Equal opportunities section of Self Assessment Report written and published on website incorporating positive targets and actions	Dec 06	Executive Director Customer Services and Cambridgeshire Liaison	Completed
8. Publication of Disability Equality Scheme (a) To identified stakeholder groups for them to consult and report back to February meeting (b) On College website and intranet (c) Equality & Diversity Committee representatives ensure all staff aware of the initiative	Dec 06	Executive Director, Customer Services and Cambridgeshire Liaison	Completed Progress to be checked Completed
9. Integrate disability equality scheme in overarching college equal opportunity and diversity policy	Dec 06	Executive Director, Customer Services and Cambridgeshire Liaison	Completed
10. College Equality & Diversity Group to consider further action plan recommendations eg disability perceptions, positive tutorial work, celebrating and promoting disability in college, improving Individual Learning Records data, how we will know we are	Jan/Feb 07	Equality and Diversity Committee	Issue of practical activities needing to be integrated into work of group raised as Any Other Business

successful			6 February. More practical items suggested for next agenda.
11. Launch of Inclusion Mark to Equality & Diversity Committee, all staff and to stakeholder groups	Jan/Feb 07	Executive Director, Customer Services and Cambridgeshire Liaison	Postponed until March – new head of Faculty, David Williams appointed
12. First stakeholder groups to meet & review further action required	Feb 07	Student advisers and Executive Director, Customer Services and Cambridgeshire Liaison	Completed
13. Pathfinder recommendations for accommodation to be included in new build briefings. Gareth to circulate	Feb 07	Gareth Davis	Completed
14. Regular monitoring of activity and action planning by stakeholder group and college equality and diversity committee	Mar – June 07	Equality and Diversity Committee	
15. Full three year development plan identified	June 07	All	

16. Accessible version of DES to be devised. Both versions to be available on website	June 07	Head of Department Learning Resources	
17. Additional invitees to Stakeholder meetings	April 07	Executive Director, Customer Services and Cambridgeshire Liaison	
18. Minutes of stakeholder meeting and important documents in point 14	April 07	Executive Director, Customer Services and Cambridgeshire Liaison	Completed
19. Mobile phone to text for Gareth Davis (Additional Support Co-ordinator) and through the switchboard	April 07	Head of Department IT Services	
20. Further marketing work? Marketing to be invited to Stakeholders meeting	May 07	Executive Director, Customer Services and Cambridgeshire Liaison	
21. Self Assessment Report - process required to embed more effectively – participate in disability support programme	July 07	Executive Director, Customer Services and Cambridgeshire Liaison	Initial project agreed

22. Analysis of complaints for disability	August 07	Head of Department Organisational Development	
23. Disability awareness training for all staff to be revisited	Sept 07	Head of Department Human Resources	
24. Website design to be accessible	Sept 07	Head of Department Marketing and Student Services	
25. Courses admissions. Full-time prospectus needs more information	Sept 07	Head of Department Marketing and Student Services	
26. Course Directors encouraged to work with staff to raise awareness of 'Access for All'	Sept 07	Equality and Diversity curriculum team members	
27. Review and evaluation of additional learning support	Nov 07	Head of Faculty	
28. Procurement Processes – include in Impact Assessments	Dec 07	Head of Department Organisational Development and Quality	
29. Access audit arrangements for new build – commission adviser and integrate advice in design	Dec 07	Executive Director, Finance and College Services	

30. Review items associated with disability on intranet and locate in one place and/or links	Dec 07	Head of Department Learning Resources	
31. People First to champion accessibility of complaints process	Dec 07	People First	
32. People First to champion accessibility of college promotional material	Dec 07	People First	
33. Accessible building design checks	?		
34. Accessible building – signage	?		
35. Accessible building – colour schemes and lighting	?		

TERMS OF REFERENCE FOR DISABILITY STAKEHOLDER GROUP

Statement of Intent

The group will bring together relevant people including staff members from the College of West Anglia, local professional people working in the field of disability, students and staff members with disabilities as well as parents and carers. Together we will aim to ensure that the College of West Anglia operates in a way that is inclusive for **all** people with a disability so that they are enabled to participate fully in the life of the college free from discrimination.

Objectives

To review and support development of guidelines and procedures to anticipate and meet the needs of students and staff with specific needs relating to their disability.

To provide a voice for people with disabilities and ensure that their needs are considered at every stage of the building and merger process.

To make sure that the requirements of the Disability Discrimination Act are met both in the current sites and in the new build.

To provide a forum for identification of Best Practice Innovation and the sharing of ideas within the field of Disability.

To raise awareness and educate people about issues associated with disability.

To develop positive actions in college to meet the needs of the disabled.