



## **Disability Equality Policy**

This document is available on-line at: [www.tynecoast.ac.uk](http://www.tynecoast.ac.uk)

- We will consider any request for this document to be made available in an alternative format or language. Please note that the College may charge for this. Please contact: The Head of Student Services
- We review our schemes and policies regularly to update them and to ensure that they are accessible and fair to all. We welcome suggestions for improving the accessibility or fairness of this scheme.
- All our schemes and policies are subject to equality impact assessments\*. We are always keen to hear from anyone who wishes to contribute to these impact assessments. Please contact: The Head of Student Services

\*Equality Impact Assessments are carried out to see whether the policy has, or is likely to have, a negative impact on grounds of: age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, sex or sexual orientation.

<b>Approved by:</b>	<b>Version:</b>	<b>Issue Date:</b>	<b>Review Date:</b>	<b>Contact Person:</b>
<b>SEG</b>	<b>v.5.1</b>	<b>March 2016</b>	<b>March 2019</b>	<b>Head of Student Services</b>

**Equal Opportunities:      Impact Assessed**

**Review:                      3 years**

**POLICY NUMBER 18**

## **1 Policy Statement**

- 1.1 This policy document has been produced to enable Tyne Coast College to respond to developments in disability legislation and exists in conjunction with the Equality and Diversity Policy.
- 1.2 The Disability Discrimination Act 2005 introduced requirements upon public bodies to positively promote disability equality; it is intended that this policy document will support Tyne Coast College in achieving this objective.
- 1.3 Tyne Coast College celebrates and values the diversity brought to its workforce by individuals, and believes that the College will benefit from engaging staff from a variety of backgrounds; this in turn will allow it to meet the needs of a diverse student population. The College will treat all employees and students with respect and dignity, and seek to provide a positive working and learning environment free from discrimination, harassment or victimisation.
- 1.4 Tyne Coast College will seek not only to eliminate discrimination, but also to create a working and learning environment based on positive relations between members of different groups. The College undertakes to provide training and support for staff, to consult with staff from different backgrounds about their experience of the working environment and to provide diverse images in any material which it produces for students and staff.
- 1.5 Tyne Coast College will work towards the elimination of discrimination whether overt or covert, and will seek to ensure that individuals and communities have equal access to learning programmes and facilities.

## **2 Scope**

- 2.1 This policy applies to all aspects of the College's provision and to all members of the College community (staff, Governors, students, contractors/suppliers and members of the public).

## **3 Legislation**

The Disability Discrimination Act 1995

The Disability Discrimination Act 2005

The Disability Equality Duty 2006

The Equality Act 2010

## **4 Responsibilities**

### **4.1 Governors**

Governors are responsible for ensuring that:

- 4.1.1 The membership of the Corporation reflects the diversity of the communities served by the College and that people with a disability are encouraged to participate in public life
- 4.1.2 The College strategic plan includes a commitment to disability equality.
- 4.1.3 Equality training features as part of the College's strategic plan
- 4.1.4 They are aware of the Corporation's statutory responsibilities in relation to disability legislation as an employer and service provider.
- 4.1.5 They receive and respond to the Equality and Diversity Action Plan.

## 4.2 Managers

Manager's responsibilities:

- 4.2.1 The Chief Executive, Senior Executive Group and Senior Management Team are responsible for taking the lead in creating a positive, inclusive ethos that challenges inappropriate behaviour on the part of managers, staff or students
- 4.2.2 Managers are aware of the College's statutory duties in relation to disability legislation
- 4.2.3 All aspects of College policy and activity are sensitive to disability issues
- 4.2.4 Curriculum areas are required to assess performance in relation to disability issues and take action as appropriate
- 4.2.5 The procedures for the recruitment and promotion of staff envelop best practice in equal opportunities
- 4.2.6 The College publicity materials present an appropriate and positive message about disabled and non-disabled people
- 4.2.7 Student induction programmes and tutorial programmes reflect the College's commitment to promote equal opportunity
- 4.2.8 Appropriate training and development is provided to support the appreciation and understanding of disability
- 4.2.9 Correct procedures are followed and appropriate action is taken against staff, students, placement providers, contractors, suppliers or others including members of the public who discriminate or harass for reasons of disability

4.2.10 An inclusive environment is created and maintained through efficient and effective estates and facility management.

4.3 Staff Responsibilities:

4.3.1 Staff are aware of the College's statutory duties in relation to disability legislation and to attend designated training sessions

4.3.2 Schemes of learning, lesson content and teaching resources demonstrate sensitivity to issues of disability

4.3.3 Staff challenge or report inappropriate behaviour by students, work placement providers, outside contractors or other members of staff

4.3.4 Staff confront disability discrimination whether witting or unwitting, whenever it occurs.

4.4 Student Responsibilities:

4.4.1 To support the College and each other by behaving in a way that creates a safe, respectful and orderly environment and contributes to their own success and that of their fellow students

4.4.2 To respect the College as a diverse inclusive equal opportunity Community where prejudice and harassment are not accepted

4.4.3 To observe the standards as shown in the statement on student behaviour in the Student Handbook

4.4.4 To show respect for others and to report incidents of discrimination to an appropriate person and to be prepared to act as a witness for any incident that they may experience.

## **5 Actions To Implement And Develop Policy:**

5.1 Under the Disability Discrimination Act 2005 Tyne Coast College has a general duty to have due regard to the need to:

5.1.2 Eliminate unlawful discrimination and disability–related harassment

5.1.3 Promote equality of opportunity between people with disabilities and other people

5.1.4 Take account of disabilities, even where that involves treating disabled people more favourably than others

5.1.5 Promote positive attitudes towards people with disabilities

5.1.6 Encourage participation by people with disabilities in public life.

### **5.2 Specific duties include:**

5.2.1 Annually publishing information which demonstrates our compliance with the general equality duty.

5.2.2 Preparing and regularly reviewing an action plan detailing the steps the College plans to take to meet the duties

### **5.3 Tyne Coast College will seek to ensure that:**

5.3.1 Governors, staff, students and their sponsors (including work placement providers) are aware of our disability equality policy and the action needed for its implementation

5.3.2 Members of the governing body, staff, students and their sponsors (including work placement providers) are aware of the value placed

upon equal opportunity and that action will be taken in the event of any breach of the policy

- 5.3.3 Governors and staff have access to comprehensive information, which assists them to plan, implement and monitor actions to carry out their responsibilities under the policy
- 5.3.4 The Disability Equality Group which includes disabled and non-disabled staff, students and representatives of local organisations is afforded appropriate resources to review the Disability Equality Scheme and its subsequent monitoring.
- 5.3.5 Publicity materials present appropriate and positive messages about people with disabilities.
- 5.3.6 We comply with the requirements of the Data Protection Act 1998 and the Freedom of Information Act 2000. A record will be kept of gender, racial origin and disability of all job applicants, employees, student applications and student admissions in order to ensure effective operation of this policy. These records will be analysed regularly and appropriate follow-up action will be taken where there is any evidence of discrimination.
- 5.3.7 Copies of the Disability Equality Policy are available from Student Services
- 5.3.8 The student induction programme highlights the College's commitment to disability equality, the action to be taken by students who suffer discrimination and the action taken against such perpetrators of discrimination
- 5.3.9 Personal Learning Coaches and Work Based Assessors reinforce this information during tutorials or work-based monitoring visits.

- 5.3.12 All work placement providers and partners receive information on their responsibilities under the policy and will signify their understanding of, and agreement to, these responsibilities.
- 5.3.13 The staff induction programme highlights the College's commitment to disability equality, action to be taken by staff who suffer discrimination and the action to be taken against any perpetrators of such discrimination
- 5.3.14 All staff can access a copy of the policy on the college intranet.
- 5.3.15 Contractors and Service Providers follow the College's Disability Equality Policy and any disability equality conditions in contracts or agreements.
- 5.3.16 A supportive environment for those who make claims of discrimination, harassment, victimisation, intimidation or abuse is provided. Students may seek advice from student services and staff may seek assistance from the HR Department or trade union.
- 5.3.17 Acts of disability discrimination (direct or indirect), harassment, victimisation, intimidation or abuse will be treated as a serious disciplinary offence.
- 5.3.18 Students who feel they are being discriminated against on grounds of their disability by staff should raise the matter under the College Complaints Procedure, which will, if the accusation is upheld, be treated as a serious disciplinary offence.
- 5.3.19 If during the course of their studies, students suffer discrimination, harassment, victimisation, intimidation or abuse from other students the matter should be brought to the attention of their course tutor and the matter raised through the anti-bullying procedure. If the accusation is upheld the inappropriate or unacceptable behaviour will be dealt with



through the faculty disciplinary procedure or the College's Student Disciplinary Procedure.

5.3.20 If in the course of their attendance at the College students suffer discrimination, harassment, victimisation, intimidation or abuse from members of the public, contractors and service providers or placement providers the College will take appropriate action and provide appropriate support

5.3.21 Staff who feel they are being discriminated against on grounds of their disability by other members of staff should raise the matter under the Grievance or Harassment Procedure, which will, if the accusation is upheld, be treated as a serious disciplinary offence.

5.3.22 If in the course of their work, College staff suffer discrimination from members of the public, the College will take appropriate action and provide appropriate support.

5.3.23 Any behaviour directed against staff by students will be dealt with under the student disciplinary procedure.

5.3.24 Making a complaint does not prejudice an individual's right to use other procedures, including the harassment or grievance procedures, nor their statutory right to complain to an Employment Tribunal or to involve any other appropriate external body.

5.3.25 Protection is provided to anyone who makes a complaint, or who acts as a witness under this policy.

## **6 Monitoring And Evaluations**

6.1 Monitoring of the Action Plan will ensure that staff are treated equally in such terms as promotion, staff development and grading of teaching and learning.

6.2 Monitoring of the Action Plan will ensure barriers to student admission, retention, progression and achievement are identified and steps are taken to remove such barriers.

6.3 To inform the setting of targets and the measurement of our progress in achieving them laid out in the Action Plan, the following information will be collected and analysed.

#### FOR STUDENTS

Profiles of students with disabilities/learning difficulties

Retention rates

Achievement rates

Work placements including success rates, satisfaction levels

Disciplinary action

Complaints by students or their sponsors

Student surveys

Applications, success and failure rates for admission to programmes

#### FOR EMPLOYEES

Profiles of employees with disabilities/learning difficulties by grade/salary scales and type of work

Job application rates

Selection success rates

Type of contract (permanent, temporary)

Training/Staff development

Disciplinary/capability proceedings

Grievances

**Progress and performance will be monitored annually by the Equality & Diversity Committee.**

### **Related Policies and Documents**

Single Equality Scheme

Equality & Diversity Policy

Anti-bullying Policy

Harassment Policy and Procedure

Grievance Policy

Student Behaviour policy

Complaints Procedure

Disciplinary Procedure (Staff)