

SPECIAL EDUCATIONAL NEEDS & DISABILITY

For use by whom:	All Staff
Commencement date:	July 2003
Reviewed:	October 2009
Next Review:	October 2010

Policy Statement

Langdon College is committed to ensuring that disabled people have the same opportunities as non disabled people and to ensuring that disabled people are treated fairly. The College welcomes the DDA (as amended by the Special Educational Needs and Disability Act 2001).

Aim of the Policy

The aim of the college is to ensure that it does not, without justifiable reason, treat a disabled person less favourably than others because of the nature of their disability.

Definition

Langdon College will not unjustifiably discriminate against a person who has a physical or mental impairment which has a substantial, adverse and long term effect on his or her ability to carry out normal day to day activities. The term "normal day to day activities" includes mobility, manual dexterity, physical co-ordination, perception of risk or physical danger, speech, hearing, vision, memory, concentration and the ability to understand.

The definition of disability applies to clinically well recognised illness and disfigurement. It does not include addictions or personality/social disorders.

POLICY

As a provider of post 16 education Langdon College will not discriminate against a disabled person

- In the admission or enrolment procedures for students
- In the terms on which admission or enrolment offers are made
- By unreasonably refusing or deliberately omitting to accept an application for admission or enrolment
- In the provision of services provided for students, including courses of education, learning support, recreational and leisure activities, catering facilities, accommodation and work placements.

PROCEDURE

Disclosure

Langdon College strives to encourage potential students to disclose any disability that may affect their application. This must be done in a spirit of openness and the college makes it clear that this is not done with a view to discriminate against the candidate. The information is critical to assess their ability to undertake courses and to make, where necessary, reasonable adjustments to help applicants overcome the effect of their disability

Individual need will be discussed:

- At the point of initial enquiry to the college
- On initial application to college
- Prior to and during interview
- During assessment procedures
- When drawing up care and learning plans

The College operates an ongoing monitoring process of student welfare and progress. This means that a disability may be disclosed at any time during the college year. Langdon College will review and respond to such disclosure in a sensitive and appropriate manner.

If a student fails to disclose a disability, or asks for it to remain confidential, then the College will be unable to make the necessary adjustments to their needs.

Confidentiality

A student does have the right to request that the existence of his or her disability remains confidential. Where a disability has been disclosed, the wishes of the student regarding confidentiality are respected. Information will not be improperly used or disclosed.

If the student agrees for the information to be passed on, the College AS A WHOLE is deemed to know about the disability. The member of staff to whom the disclosure has been made, not the student, is responsible for disseminating the information throughout the College.

Reasonable Adjustments

Langdon College will make reasonable adjustments to ensure that a disabled student is not placed at a substantial disadvantage in comparison with someone who is not disabled. Adjustments may include:

- Admission, administrative and examination procedures
- Course content and work placements
- Teaching arrangements and learning support

- Individual care and support arrangements
- Accommodation
- Equipment and services

Factors which will be considered when providing ***reasonable adjustments*** include:

- Maintenance of academic standards
- Financial resources
- Cost
- Practicality
- Other aids or services available
- Health and safety requirements
- Relevant interests of other people including students

COMPLAINTS

Any student or applicant believing that they have been discriminated against by Langdon College should firstly:

Go through the internal complaints procedure

If this is not effective the complaint should be referred to the DRC conciliation service

In the final instance the complaint could be progressed through the County Court.

TRAINING

All the employees of Langdon College have a responsibility to ensure that the requirements of the DDA Act part 4 are met, and that the values already embedded at the college in challenging discrimination are endorsed.

All staff have undergone training to enable them to understand and meet the requirements of this policy. New staff will be encouraged to read this policy and the college statement on the DDA part 4 as part of their induction process.

Signed:

Date:

Policy Review Date: October 2010