

# Exmouth Community College



## DISABLED EMPLOYEES POLICY

<b>Policy Details</b>	<b>Date</b>
Policy Written	J O'Neill updated by G Keddie
Policy Reviewed by	Human Resources Committee
Policy ratified by governors	09.10.18
Review Cycle	Annual
Policy Review date	Autumn 1 2019

Exmouth Community College recognises that it has clear obligations towards its staff and the community at large to ensure that people with disabilities are afforded equal opportunities to enter employment and progress at the College. The College aims to create a culture and environment that ensure that disabled staff and students achieve full participation in its activities. In addition to complying with the requirements of the Equality Act 2010, the College will follow procedures designed to provide for fair consideration and selection of disabled applicants, and to satisfy their training and career development needs. When a member of staff becomes disabled in the course of their employment, reasonable steps will be taken to accommodate their disability by making adjustments to working practices and arrangements, to enable him or her to remain in employment with the College wherever possible.

## **1. Statutory Requirements**

The law imposes an obligation on employers not to discriminate against someone because they have a disability. The Equality Act defines disability as “a physical or mental impairment which has a substantial and long-term adverse effect on a person’s ability to carry out normal day-to-day activities.”

## **2. Recruitment and Selection**

The Principal will ensure that all job descriptions/personnel specifications and recruitment advertisements are drafted in such a way that they do not exclude or discourage those with disabilities.

All applicants will be asked in advance if they require any reasonable adjustments to be made for them at the interview process, via the Equal Opportunities Monitoring Form. Providing the College has been made aware of the interviewee’s disability, reasonable adjustments will be made to ensure that a candidate with a disability is not at a substantial disadvantage compared to other candidates e.g. ground floor interview rooms, changing the font size on any documents.

Decisions on appointments will be made based on the merit and suitability of the candidates.

All offers of employment are subject to a pre-employment health screening and, where relevant, it will recommend what reasonable adjustments may be needed in the workplace for a successful candidate.

## **3. During Employment**

All employees are expected to show consideration towards their disabled colleagues. Where special measures need to be taken to ensure health and safety, the member of staff concerned, together with safety and other employee representatives, will be fully briefed.

Training and promotion opportunities will be available to all, regardless of disability.

College car parking facilities have dedicated disabled parking spaces, disabled toilets are available on both sites and the grounds have ramps and accessibility for motorised wheelchairs.

Personal Emergency Evacuation Plans (PEEPs) will be made for any disabled staff to ensure their safe evacuation in an emergency situation.

#### **4. Disabilities Arising During Employment**

When an employee develops a disability during the course of their employment with the College, consideration will be given to reasonable adjustments to their role and working conditions, to enable the staff member to continue working in the post in which they were originally employed.

Where they are unable to continue with their existing duties, reasonable efforts will be made to find suitable alternative employment, via the Redeployment Policy.

Exmouth Community College is committed to the principle of equal opportunities regardless of a person's age, disability, gender re-assignment, marital or civil partnership status, pregnancy, maternity status, race (including colour, nationality and ethnic or national origins), religion or belief, sex and sexual orientation.