



# Dunstable College

## Disability Equality Scheme

### Introduction

The content of this Scheme is informed by the Disability Discrimination Act (1995), the Special Needs and Disability Act (2001) and the 2005 Amendment to the latter Act. In addition, it directly addresses the requirements of the Disability Equality Duty (2006)

In accordance with the Acts and the Duty disabled students include those with hearing impairment, visual impairment, mobility related impairment, learning difficulties, diabetes, epilepsy, long-term emotional distress and certain other conditions.

In summary, the College makes the following commitments:

- To promote equality of opportunity between disabled persons and other persons
- To eliminate discrimination that is unlawful
- To eliminate harassment of persons with disabilities that is related to their disabilities
- To promote positive attitudes towards persons with disabilities
- To encourage participation by persons with disabilities in all aspects of College life
- To allocate appropriate resources in order to facilitate such participation

The drafting of this Scheme was informed by focus groups attended by staff and students with disabilities and one to one consultation with both staff and students with disabilities and the Equal Opportunities Coordinator. Relevant comments from students in the 'comment boxes' situated within the college have also been included.

Information gathered from both staff and student exit interviews, which are relevant to the Action Plan will be included.

The effectiveness of this Scheme will be monitored by the Equal Opportunities Coordinator. This monitoring will be ongoing and a report compiled annually on the implementation and progress of the Action Plan. The monitoring will include evidence from statistical analysis and from student and staff feedback.

## The Action Plan

Key Three year objectives:

- Compliance with our duties to promote equality of opportunity for all by ensuring that disability equality is mainstreamed into all functions, policies and procedures of Dunstable College.

### 1. Ensure the Disability Equality Scheme is put into practice

Action	Objective	Responsibility	Outcome	Ref with other action plans	Timescale	
1.1 Ensure relevant qualitative and quantitative data on disability is collected during the interview and admissions process and at reference collection point.	To raise levels of disability disclosure and establish comprehensive data for monitoring and evaluating	Admissions HODS Equal Opps Coordinator	Good data will be collected on all students. Students will be given ample opportunities to disclose any disabilities to staff at various points throughout the interview and induction process.	DES 3.4	June 07 onwards	
1.2 Organise specific focus groups to meet, initially to discuss the completion and implementation	To initially gain views and opinions of a cross college selection of students including	Equal Opps Coordinator Quality Manager	Equal Opportunities Coordinator will be informed of any potential problems that occur throughout the year and will remain in contact with the students	DES 4.1	June 07 onwards	

of the DES and termly thereafter	students with disabilities on their requirements. Focus groups to be incorporated into the Student Council system					
1.3 Gather information from HR with regard to staff applications and take up/ job offers	To gain a better picture of the staff we employ and assess retention of disabled staff	HR Manager	Collate good thorough information on the make up of the staff at Dunstable College to aid with future recruitment and retention of staff	Gender / Race	??	
1.4 Improve current staff disclosure methods	To gain a better understanding of the support staff need	HR Manager	The college will be able to support staff with disabilities better from when they first start at the college. Impact of support can be followed up at appraisals.		??	

<p>1.5 Gather information of staff success, progression and resignation for staff with disabilities through appraisals and exit interviews</p>	<p>To gain a better picture of how disabled staff can be supported better to improve retention of staff and success</p>	<p>HR Manager</p>	<p>Collate information on which members of staff are leaving and which are staying to improve training needs</p>	<p>Gender / Race</p>	<p>??</p>	
<p>1.6 Analyse SPOCS and existing satisfaction surveys to assess if they need to be improved to gain better information from students with disabilities</p>	<p>As the SPOCS are already completed by the students we should utilise them as well as we can and ensure they are relevant to collecting the view of people with disabilities as well.</p>	<p>Quality Team Equal Opps Coordinator</p>	<p>Improve the current system to incorporate views of students with disabilities and ensure we are aware which students have disabilities</p>	<p>N/A</p>	<p>Summer 07 onwards</p>	

## 2. Promoting disability equality (General Duty 1)

Action	Objective	Responsibility	Outcome	Ref with other action plans	Timescale	
2.1 Review images used within all marketing material and on website.	Use positive images of disabled people in our literature, marketing information and website to promote equality between our students	Equal Opportunities Coordinator / Marketing Manager	Promote an inclusive environment for all students regardless of disability, race or gender	DES 5.1 Gender and Race	Summer 07 for new term and next prospectus	
2.2 Assess current support provisions for students on regular programmes of study with disability	Establish the extent to which the support is working to provide students with support to complete and achieve the programmes. Review support regularly to establish if still	Equal Opportunities Coordinator / Head of Learner Services	To improve the existing processes if needed to ensure more students with a disability succeed on their courses.	DES 7.2	In Summer 07 – in place for September onwards	

	working, if needs have changed					
2.3 Cross college events	Cross college events to promote equality and inclusion between all students	Equal Ops Coordinator/ Student Activities Coordinator	Create a more inclusive environment among all students.	DES 4.3	September 07 onwards throughout the year	
2.4 Guaranteed interview policy for all staff applications who meet essential criteria's who have a disability	Promote equality to all staff and to ensure applications are not discriminated against on the grounds of a disability	HR Manager	Create a more inclusive environment for all staff and prevent discrimination against disability	N/A	September 07	
2.5 Information of students with disabilities in CMF to be detailed and a	All new teaching staff to the group will have an understanding	Quality team – implemented within CMF Equal Opportunities	Students with disabilities will feel more included within the classroom and will not have to keep	N/A	In place for new CMF Sept 07	

hand over to any new staff	of the students needs. The students won't need to repeat their requirements to everyone	Coordinator	repeating their needs if there is a high turnover of staff			
2.6 Staff to receive training on disabilities to gain a better understanding of the students' point of view, needs and requirements.	The tutors will understand more about certain conditions before the students are in their class. Won't need to ask the student to explain condition to them repeatedly	Quality Team	Students with disabilities will feel more included within the classroom, relationships will form quicker as staff will have some background knowledge of their condition	N/A	??	

## 2. Eliminate unlawful discrimination (General duty 2)

Action	Objective	Responsibility	Outcome	Ref with other action plans	Timescale	
3.1 Front line and reception staff to receive Disability Discrimination Act training	To ensure the institution does not discriminate, as these members of staff are the first point of contact for all students and external visitors to the college	Equal Opportunities Coordinator Front Officer Manager	All staff will be suitably trained with dealing with customers with disabilities	N/A	Summer 07 – In place for September 07	
3.2 Prospectus and other promotional materials to be available in other formats, students aware of this.	To make the information as accessible as possible for all potential and current students	Equal Opportunities Coordinator Andrew Hill Marketing Manager	Prospectus will be available on the computer in a larger format for people to access Website will be more accessible to all students	N/A	In place for September 08	
3.3 Review admissions policy	Ensure all students are treated fairly when applying for courses regardless of a disability	Equal Opportunities Coordinator MIS Manager	Ensure the policy is up to date and all staff are aware of the procedure to follow when interviewing students to prevent any unlawful discrimination	N/A	July 07	

3.4 Review the methods available for students to disclose information about disabilities	Improve the current methods to encourage more students inform the college of any disabilities enabling us to act accordingly. Review tutorial process. Tutor led and initiated	Equal Opportunities Coordinator and ??	Ensure there are better attempts to gain information on students' disabilities throughout the year to provide better support.	DES 1.1	September 07 – in place for September 08	
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4. Eliminate disability related harassment (General duty 3)

<b>Action</b>	<b>Objective</b>	<b>Responsibility</b>	<b>Outcome</b>	<b>Ref with other action plans</b>	<b>Timescale</b>	
4.1 Gather information on a regular basis from the focus groups to evaluate if anyone feels harassed	To gather information which will constantly change on a regular basis for us to act upon	Equal Opportunities Coordinator and Quality Manager	Constant feedback will keep the college informed and up to date of what is happening with the students and able to act quicker if necessary	DES 1.2	??	

4.2 Review current harassment policy and effectiveness	Ensure the policy is working and implemented when harassment is reported and the follow up process works	Equal Opportunities Coordinator and Student Welfare	Up to date policy which all staff will be aware of and will implement when needed	N/A	July 07 in place for September 07	
4.3 Anti Harassment/ Bullying event	Promote equality and eliminate harassment and bullying within the college, promoting a better college ethos	Equal Opportunities Coordinator/ Student Activities Coordinator	Promote equality throughout the college and promote anti bullying amongst the students	DES 2.3	Academic year of 2007/08	
4.4 Introduce incident forms for staff to report on disability/racial/gender abuse or harassment	Information to be passed to Tutor Assistants (T.A) who will follow up the incidents and interview all involved.	T.A Equal Opportunities Coordinator	Promote equality between all students. Keep a record of all incidents that occur at college.	Gender / Race	In place for September 07	

5. Promote positive attitudes towards disabled people (General duty 4)

Action	Objective	Responsibility	Outcome	Ref with other action plans	Timescale	
5.1 Strong images which challenge stereotypical images of disabilities are used on college notice boards / publications	To promote a positive attitude towards disabled students and ensure they feel included with college life	Equal Opportunities Coordinator and Marketing Manager	Promote an inclusive environment for all students regardless of disability, race or gender	DES 2.1	June 07 onwards	
5.2 Staff with disabilities are included on academic board/equal opps committee etc	Promote positive attitudes across disabled staff	HODs / SLs	Promote positive attitudes of disabled staff across the college and encourage more staff with disabilities to become included	N/A	??	
5.3 Hold regular disability Focus Groups and act on information given from students. Tell students what has been asked	Meeting with students with disabilities on a regular basis will help guide the college in the right direction on what needs to be	Equal Opportunities Coordinator Student Council	Promote positive attitudes towards disabled people, encourage disabled people to provide us with their opinions as we will act on them		Ongoing from September 07	

and what we have done	done. Students are able to see what we have done to date. Notice board to show what's been done					
5.4 Introduce a staff Disability Champion for the college						
5.5 Apply for the Jobcentre two ticks scheme						

6. Encourage participation by disabled people in public life (General duty 5)

Action	Objective	Responsibility	Outcome	Ref with other action plans	Timescale	
6.1 Staff and students with disabilities to assist at open day events	Promote equality within the college and represent an inclusive image of Dunstable College	HODs / SLs	Promote a positive image of Dunstable college and the staff we employ to perspective staff and students with disabilities	N/A	??	
6.2 Promote the work and success of disabled students and pathways students more	Include stories within the Dunstable College newsletter, on the internet and notice boards within the college to encourage more participation	Tutors / SLs / HODs	Tutors to promote the success of their own students both within and outside of college for other staff and students to see. Equal Opportunities slot in newsletter – on website	N/A	??	
6.3 Ensure students with disabilities are present on the student council	Promote equality within the college and represent an inclusive community	HODs / SLs / Tutors / Activities Organiser	Students with disabilities will be involved in the everyday running of the college and help make decisions	N/A	??	

7. Meeting disabled peoples' needs (General duty 6)

<b>Action</b>	<b>Objective</b>	<b>Responsibility</b>	<b>Outcome</b>	<b>Ref with other action plans</b>	<b>Timescale</b>	
7.1 Review and assess tutorial times given to students with disabilities	Students with disabilities may require more one to one support from their tutor with their work	SLs / Tutors	Students with disabilities will receive additional support if needed and will help to ensure they complete their course of study	DES 2.2	??	
7.2 Review starting times for students and staff with disabilities	Students or staff may need more flexible start and finish times	HODs / Line managers	Students and staff with disabilities may benefit from more flexible start or finish times. HODs and Line managers to speak to their staff and students and ask what they would like	??	??	
7.3 Focus groups to establish needs	Gain views and opinions of students with disabilities	Equal Opportunities Co-ordinator	The college will continually be informed of students views and feelings of the college and how we can improve the environment in which they work	DES 1.2	??	
7.4 Accessible toilet in A block does not meet	Facilities to be reviewed and changes made if	Estates Manager Equal	Accessible toilet will meet students with disabilities needs better	N/A	??	

all students needs	required	Opportunities Co-ordinator				
7.5 Review current provisions provided by the Skills for Life department	Ensure all students needs are met and that students are aware of and using the services available to their full advantage	Head of Learner Services	Students with disabilities will make more use of existing and new resources which will assist in them completing their course of study and progressing forward		September 2007	
7.6 Review library facilities at Kingsland	Improve the library or booking out system at Kingsland enabling all students to use the facilities at the Kingsway site	Library Staff Equal Opportunities Co-ordinator	All students across all sites will be able to borrow books and resources from the library at the main Kingsway site	N/A	September 2008	
7.7 Lockers available to students with disabilities	Lockers will enable students to leave their belongings somewhere safe for the day and not have to carry them around all	Pathways Senior lecturer Estates Department	Students will feel more comfortable as they will not have to transport their belongs around the campus with them throughout the day	N/A	??	

	day					
7.8 Lift at the Kingsland site	Currently nobody needing the lift can get to the first floor, as the lift is unreliable therefore are unable to use the salon.	Estates Department	The installation of a better working lift will enable more people to be able to access the upper story of the building and the salon	N/A	??	
7.9 Maps located in the college stating where the students are	New students will often get lost and students with disabilities may take longer to get used to the surroundings than other students. Maps highlighting where the students are and clearly showing how to get to places	Estates Department	Students with disabilities will be able to find there way around the college easier	N/A	??	
8.0 Coloured zones within the college for different departments,	Assist students and visitors with finding there way around the college	Estates Department	Students and visitors will feel more comfortable with being able to find different departments within the college.	N/A	New build	

signage to follow colours			Easier for the reception staff to direct people to different coloured zones			
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