

# **E-ACT POLICY**

## **PARKWOOD ACADEMY**

### **DISABILITY DISCRIMINATION**

<b>Date agreed by Governors</b>	
<b>Date of review</b>	
<b>Responsible officer</b>	<b>Principal / Business Director</b>

## **Promoting disability equality**

Regulations made under the Disability Discrimination Act 2005 place a duty on Academies to promote disability equality and to specifically publish a Disability Equality Scheme.

This scheme was first published in December 2006.

## **What the Disability Discrimination Act means for us?**

**The Disability Discrimination Act applies to all employers and everyone who provides a service to the public, except the Armed Forces.**

It is a law designed to end discrimination against disabled people. It also meets the needs of Academies because it is flexible enough to take account of our individual circumstances.

The Disability Discrimination Act 2005 (DDA 2005) builds on and extends earlier disability discrimination legislation, principally the Disability Discrimination Act 1995.

## **What does the law say?**

**Under the Disability Discrimination Act, Academies have to make reasonable adjustments so they do not discriminate against disabled employees, pupils and visitors.**

This will affect the way we treat our staff, pupils, job applicants and visitors.

The law has been designed so that we only have to make reasonable changes, but if we fail to do what is reasonable, a disabled person could take legal action against us for treating them unfairly.

## **Making reasonable adjustments**

As we are in the business in educating young people and providing a focus for our local community; making sure our Academy is providing the right kind of assistance is beneficial to us **all**, not just disabled people.

In the first instance our Safety Advisory Group will make recommendations for our scheme. Recommendations will be made to SLT.

## **Who has rights under the Act?**

When making adjustments it is important to remember that disability is much wider than people who use a wheelchair.

A "disabled person"

The definition of a disabled person used in the Disability Discrimination Act covers a wide range of people, including:

- People with long-term health conditions, such as diabetes
- People with progressive conditions, such as multiple sclerosis
- People who have been diagnosed with HIV, cancer and multiple sclerosis
- People with learning disabilities
- People with mental health conditions
- People who have mobility impairments
- Blind and partially-sighted people
- Deaf and hearing-impaired people

## Hidden disabilities

It is not always obvious that someone is disabled. Generally you will not know if a person has a 'hidden' impairment, such as a heart condition or arthritis, when you first meet them. These people can be covered by the Disability Discrimination Act.

Some people who do not consider themselves as disabled may also be covered by the Disability Discrimination Act. This includes people with long-term health conditions, such as diabetes, and older people, who can sometimes think of their impairment as part of ageing.

## Action for Change Checklist

These are the sort of things we should consider when planning our reasonable adjustments.

### Signs and labels

Are signs and labels short and easy to read?

Do we have different versions of customer information. For example: leaflets, brochures, menus

Can people contact our Academy in different ways? For example: by phone, email or fax

Website - Is our website accessible?

## Accessing our Academy

- Level access - Is there level access into and inside the premises? This means no steps, steep slopes or lips on doorways.
- Ramp or lift - If there are steps, can we fit a ramp or install a lift so disabled people can get in?
- Bell or buzzer - Can we install a bell or buzzer outside and go out to disabled customers when they ring
- Alarm - Do we have a visual as well as audible alarm?
- Door handles - Are door handles easy to grip and easy to reach for wheelchair users?
- Doormats - Are any doormats not flush with the floor?
- Colour contrast - Is there a colour contrast between our floors, walls, ceilings and doors?
- Corridors and aisles - Are corridors and aisles clear enough for a wheelchair to pass through?
- Seating - Is there somewhere to sit down if customers have to queue or wait?
- Is our reception adequate?
- Height - Are all key facilities on the main floor?
- Lighting - Is it easy for visually impaired people to see everything they need to?
- Recording access needs - Do we keep a record of all the access needs of regular disabled customers, so you can automatically provide the right support every time?

## Employing disabled people

### Flexibility

Have we thought about flexible working hours or ways to do the job?

### Application forms

Could we offer job application forms in different formats, like large print or audio tape.

### Interviews

Do we hold interviews in accessible buildings?

## **Good advice**

### Wheelchairs

- a. Sit down to talk to a wheelchair user, so they do not have to strain to see you.
- b. Do not lean on a person's wheelchair. It is part of their personal space.

### Visually impaired people

- a. Identify yourself when first speaking to a visually impaired person.
- b. Guiding someone – allow the person to hold your arm (instead of you holding theirs), so they are in control. Do not move away without telling them.

### Hearing impaired people

- a. Speak slowly and clearly.
- b. Lip-reading – Always look directly at the person.
- c. Lip-reading – Make sure your face is well lit. Keep hands away from your mouth and speak normally and clearly.
- d. Minimise background noise.
- e. Have notepads ready for exchanging notes

### People with learning difficulties and mental health conditions

- a. Speak slowly and clearly.
- b. Be patient and listen carefully – do not correct or speak for the person.
- c. If you do not understand, ask the person to repeat what they said.
- d. Ask questions that require "yes" or "no" answers if possible.
- e. Reception - If the person appears distressed, deal with them first ahead of the queue.

### People with companions

- a. Talk directly to the disabled person, not their companion.