

Equality and Diversity Procedure – Student Disclosure

All Equality and Diversity procedures have been developed within the context of existing college policies and procedures relating to equal opportunity and race relations, and exist within the framework of equality-related legislation that places responsibilities on colleges both as employers and service providers.

Disclosure

Admissions Interviews and Enrolment

Interviews

- If the learner has disclosed on the application form that they have previously received learning support, the information will have already been referred to the Disability and Dyslexia team for action. It is likely that they will have arranged to meet the student during the current interview event.
- Where an applicant has not indicated any help and support needs on the application form, **the interviewer should check whether the learner wishes to discuss any support needs using the suggested interview questions.** It is important not to promise anything at this stage but to tell the applicant that College staff will do all they can to help and support them as long as they know about their needs.
- If a disability or additional learning need is disclosed, the interviewer should check if the applicant is willing to have this information passed on and assessment arranged following the Stage 1 process below.

Enrolment

If the learner has attended an interview, details of disclosure of disabilities should have been printed on the enrolment form, check:

- If the student has disclosed a disability, check that the Disability and Dyslexia team has contacted them. If this is not the case please follow the Stage 1 process below.
- If they have previously completed an application form and have not disclosed, sensitively ask them if they would like to disclose a learning support need.

Stage 1 Process

The student **does** wish to access assessment or support and is happy to have his/her details passed on.



At Interview

Make a note of this on the application form.

Student Services will inform Disability and Dyslexia who will contact the student to discuss their needs.

At or After Enrolment

Please pass on the student's details to the Disability and Dyslexia team immediately.

The student **does not** wish to access assessment or support and does not want to have his/her details passed on.



1. Emphasise that it will not be possible to provide any support unless they agree to have this information passed on.
2. Ensure that the applicant receives the Disability and Dyslexia information leaflet.
3. Ask them to sign and date a **Request for Confidentiality Form**.
4. Inform the learner that you must inform the Disability and Dyslexia Manager of their condition, but that this information will only be used if it is necessary to do so in the interests of Health and Safety.
5. Put the information in a sealed envelope with your name and the date on the outside.
6. Send this in an envelope marked 'Confidential' to the Disability and Dyslexia Manager.

Induction (by the end of October)

Course Tutors

- Ensure learners attend a Cross College Induction talk.
- Ensure the appropriate boxes are completed on the ISLA (at Barry campus) or eILP (at Cardiff campus). If learning support is requested, ensure that page 2 of the ISLA is completed and information is forwarded as appropriate.
- When you meet with the students individually during induction, encourage them to disclose any disability or additional learning need. If a learner discloses a disability for the first time, these details must be passed without delay to the Disability and Dyslexia team. If the learner who discloses a disability wishes it to remain confidential, follow the procedure outlined in Stage 1 above.
- Ensure that you liaise with the Senior Learning Support Worker attached to your course regarding the support needs of your learners.
- Ensure that you work together to inform staff in your course team of the needs of your students and of any steps they need to take to meet these needs. Pass on any training requirements to the Senior Learning Support Worker.

Other Teaching Staff

- If you are concerned about a particular student who you feel may have an undisclosed disability or additional learning need, liaise with the Senior Learning Support Worker attached to your course. They will support you.
- If a learner discloses a disability for the first time, these details must be passed without delay to the Disability and Dyslexia team. If the learner who discloses a disability wishes it to remain confidential, follow the procedure outlined in Stage 1 above.
- Ensure that you liaise with the Senior Learning Support Worker attached to your course regarding the support needs of your learners and any steps you can take to ensure these needs are met.

Tutorials

- Before October half-term, inform learners again about accessing learning support. Advise learners that there may be a possibility of extra time and other support for examinations.
- Should any learner disclose follow the steps in Stage 1 above.

Outside the Classroom

- If a student discloses a disability or additional learning need to you, ask them if they have told their course tutor and if they are getting help at College. If they say no, follow Stage 1 above.

Request for Confidentiality to be Maintained for Disclosure of Disability

I have discussed the opportunities available to me for support with my learning and

- I do not want to take up the support offered
- I do not want the confidential information I have disclosed about my disability/additional learning need to be passed onto anyone else.
- I understand that this means I may not be able to access any additional support for my studies.

Signed (Learner)

Date

Print Name (Learner)

Signed (Staff Member)

Date

Print Name (Staff Member)

Any further comments

Put the information in a sealed envelope with your name and the date on the outside.
Send this in an envelope marked 'Confidential' to the Disability and Dyslexia Manager.

This information will be stored securely with the Disability and Dyslexia Manager in line with our Equality and Diversity and Data Protection Policies.

Date approved: 4/7/13

Approved by: CQSA

Review date: 30/06/16

Responsible Manager: Head of Learner & Learning
Support Services

Executive Lead: : VP Strategic Planning, Student Voice
& Collegiate Services

Accessible to Students: : Yes
