

Disability Policy for Staff, Students and Visitors

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| Policy Category: | General |
| Subject: | Disability Policy for Staff, Students and Visitors |
| Approving Authority: | President & Principal |
| Responsible Officer: | Senior Vice President (Operations) |
| Responsible Office: | Human Resources, Estates & Facilities, Students Education Directorate |
| Related Procedures: | |
| Related College Policies: | Diversity & Inclusion Policy |
| Effective Date: | January 2019 |
| Supersedes: | Accessible Information Policy 2002 |
| Next Review: | July 2022 |

1. Purpose & Scope

King's is committed to disability equality and inclusion so that all disabled people and those with long term conditions are included and feel valued, and that barriers are understood and overcome. This includes current and prospective staff, students and visitors including alumni. The Disability Policy reinforces [King's strategic commitment](#) to foster an inclusive and fair culture that promotes success for all students and staff as defined in the [Diversity & Inclusion Policy](#) and our obligations under the [Equality Act \(2010\)](#).

This policy applies to current and prospective staff and students, alumni and visitors.

2. Definitions

The [Equality Act \(2010\)](#) defines disability as a physical or mental impairment that has a substantial and long-term adverse effect on a person's ability to carry out normal day-to-day activities. Long-term means it has lasted for at least 12 months, it is likely to last at least 12 months, or for the rest of the life of the person.

Disability covers a broad range of physical and sensory impairments, medical conditions, specific learning difficulties and mental health conditions that have a long-term and adverse effect on work and study. This can include, but is not limited to:

- a sensory (e.g. visual/hearing) impairment;
- a mental health difficulty;
- a mobility impairment;
- a mobility and dexterity impairment;
- Asperger syndrome or other autism spectrum disorders;
- chronic medical conditions (e.g. diabetes, epilepsy, asthma);
- chronic pain/chronic fatigue;
- specific learning difficulties (e.g. dyslexia, dyspraxia);

2.1 Reasonable adjustments

A reasonable adjustment is a modification made to enable equal participation by disabled people in our workforce or service provision.

3. Policy

The cultural and physical environment of a work and study space has a significant impact on any individual's ability to perform to their best potential. King's will ensure that in all policies, procedures, functions and activities, consideration is given to enable full participation of disabled people. King's acknowledges that there are different approaches to disability, and preferences of individuals may vary. Therefore, King's is committed to addressing structural, cultural, organisational, and behavioural barriers that adversely impact disabled people, and having disabled people's needs, rights and requirements met.

Whilst this policy is framed around the legal definition of disability, our inclusive philosophy means staff are not expected to focus on establishing whether a condition qualifies as a disability, and should instead focus on removing barriers and making reasonable adjustments to create an inclusive work and study environment for our staff, students and visitors, including alumni.

Although King's is required by law to make reasonable adjustments, compliance also provides an opportunity to safeguard, support and develop disabled people and those with long term conditions. Attitudinal, physical and information/communication barriers can disadvantage, discriminate against and exclude disabled people, which is why making reasonable adjustments is so important to establish King's as an inclusive place to work and study.

Reasonable adjustments apply to all stages of the employee and student life cycle, i.e. from application to on-boarding/enrolment and throughout the duration of their time at King's. This may include alterations to the physical environment e.g. accessible teaching and learning spaces; the digital environment e.g. assistive and adaptive technologies, to policies and practices e.g. changes to study/work hours, or the provision of additional aids e.g. training. Some staff and students may become disabled during their working lives or studies and the requirement to make reasonable adjustments is necessary to enable them to continue in their employment or studies.

What is reasonable depends on a range of factors. These include the effectiveness of changes, the size of an organisation, how practicable the changes are, the cost of making changes, how much money and resource is available to the whole organisation, whether any adjustments have already been made, and any impacts of changes on the wider organisation.

King's holds the Equality Act (2010) and [Public Sector Equality Duty \(PSED\)](#) in the highest regard to: eliminate unlawful discrimination, harassment and victimisation of a person for a reason that relates to disability, advance equality of opportunity and foster good relations between different people. King's is committed to following guidance from external agencies

including the [Equality Human Rights Commission \(EHRC\)](#) which can [take regulatory action against an organisation that appears to have broken equality law](#).

3.1 Policy principles:

To advance disability equality and inclusion, King's will:

- Ensure that anticipatory action is taken - as far as it is reasonably practicable to do so - to provide inclusive working, learning, teaching and assessment, and access to our facilities and services;
- Ensure that reasonable adjustments are put in place for disabled staff and students;
- Make it easy for disabled staff and students to bring their requirements to our attention and better integrate our systems to eliminate the need for them to tell us more than once;
- Ensure prospective and current disabled staff, students and visitors are not discriminated against in their interactions with the university;
- Provide equality of opportunity for disabled staff and students in the recruitment, retention, attainment, development and progression of disabled staff and students;
- Promote a positive working and studying environment for disabled staff and students.
- Ensure its service providers regularly review individual barriers they have addressed to anticipate future need and embed inclusive practice into their service delivery, ensuring continuous improvement at King's.

4. Disability information, data protection and confidentiality

King's will handle any information about someone's disability or long-term condition in accordance with King's [Data Protection Policy](#), any relevant legislation and the common law duty of confidence. Whilst often your information won't be shared without your explicit consent, on occasion King's may share information without consent where there is an appropriate lawful basis and special category condition for doing so (under Articles 6 and 9 of the General Data Protection Regulation (GDPR) respectively). Where necessary, a Data Protection Impact Assessment will be carried out before any processing begins.

All staff and students are expected to promote a safe and supportive environment, so individuals feel able to share the barriers they experience and seek support.

5. Monitoring and review

This policy will be monitored on an ongoing basis and will be formally reviewed in 2022.

6. Reporting

As part of our obligations under the Equality Act (2010), Diversity & Inclusion will annually report to King's Senior Management Team, and the Audit and Compliance Committee on a termly basis.