

# **BIC ACCESSIBILITY POLICY**

## **Aim**

It is the overall aim of BIC to do all that is reasonably possible to ensure that the college's facilities, services, culture, policies and procedures are made accessible to pupils, staff members and visitors who have disabilities, and to comply with our moral and legal responsibilities under the Equality Act (2010).

**NB:**A person is defined as having a disability if they have a physical or mental impairment, which has a "substantial and long-term adverse effect" on their ability to carry out normal day-to-day activity (Equality Act 2010).

## **Access to College**

The college's building is a Victorian building which was built in 1899 and was refurbished in 2010 for community use and for compliance to the Disability Discrimination Act (prescribed Times and Periods for Accessibility Strategies and Plans for Schools) (England) Regulations 2005. The building should accommodate the needs of applicants, pupils, parents/guardians, visitors and members of staff who have disabilities. Access between each floor is by stairwell and lift.

## **Admissions**

Parents/guardians of prospective pupils must notify the college of any disabilities in advance of registration and must discuss with the college what adjustments could reasonably be made to accommodate their child. The college may request a full report from a doctor or educational psychologist to help determine whether it can properly fulfil its legal and moral responsibilities to the child and its contractual duties to the parents/guardians.

In particular, the college will do all it reasonably can to ensure that the child can, with reasonable adjustments, access the curriculum, whether in the classroom or through other means. The college also expects all of its pupils to participate in sports, trips and visits as part of its ethos of inclusiveness, but must ensure that no pupil's education or safety is put at risk by the needs of another individual.

## **Existing Pupils**

The college recognises that medical and psychological conditions can develop in existing pupils which may require adjustments to be made to the way in which the curriculum is delivered.

Parents/guardians must, as soon as possible, disclose to the college in confidence any known medical condition, health problem or allergy affecting an existing pupil. Where appropriate, the Head of College shall set up a consultation process so that interim measures can be put in place to support the pupil, and that longer term requirements may be determined. The college will, to the best of its ability, make such adjustments as are reasonably practicable to allow a pupil to continue at the college.

## **Learning Difficulties**

The college shall do all that is reasonably possible to detect and deal appropriately with a learning difficulty, which amounts to a "special educational need". The college staff are not, however, qualified to make a diagnosis of specific learning difficulties such as dyslexia, dyspraxia, or other learning difficulties. The screening tests available to colleges are indicative only; they are not infallible. Parents/guardians will be notified if a screening test indicates that a pupil may have a learning difficulty. It will be the responsibility of the parent/guardian to arrange any formal assessments; the college can help with this process by recommending specialist help.

## **Withdrawal of a Pupil**

If, following the process of consultation and the making of all reasonable adjustments, it is the professional judgement of the Head of College that the college cannot provide adequately for the pupil's disability or special educational needs, parents/guardians will be asked to withdraw the pupil. In such cases, every reasonable effort shall be made by the college to assist in finding a suitable placement in another college.

### **Prospective Staff Members**

Prospective staff members must notify the college of any disabilities as part of their application and must discuss with the college what adjustments could reasonably be made to accommodate them should they be employed. The college may request a full report from a doctor to help determine whether it can properly fulfil its legal, moral and contractual responsibilities to the prospective staff member, its pupils and their parents/guardians.

### **Existing Staff Members**

The college recognises that medical and psychological conditions can develop in existing staff members which may require adjustments to be made to the way in which they are employed.

Existing staff members must, as soon as possible, disclose to the college in confidence any known medical condition or health problem. Where appropriate, the Head of College shall set up a consultation process so that interim measures can be put in place to support the staff member, and that longer term requirements may be determined. The college will, to the best of its ability, make such adjustments as are reasonably practicable to allow a staff member to continue at the college.

### **Reasonable Adjustments**

The college shall endeavour to make reasonable adjustments to aid a prospective or existing pupil/staff member. Such adjustments may include (but not limited to):

- Specialist seating or any other relevant classroom resources or equipment.

In defining what is reasonable, the college shall take into account:

- The cost and feasibility of making specific alterations to the college premises;
- Implications on financial resources and the likelihood of any external funding being available to offset this;
- Staffing requirements;
- Health and safety considerations;
- The interests of pupils, staff and visitors.

### **Personal Information**

All personal information provided to the college regarding a pupil or staff member's disabilities shall be treated in strictest confidence and only used in accordance with the Data Protection Act (1998).

Created: January 2017

Next review: January 2023

Appendix 1 – Accessibility Plan

Three Year Plan – January 2022 to January 2025

KEY ISSUE	ACTION	BY WHEN	RESPONSIBLE
Access to curriculum  Pupils with medical conditions requiring daily treatment	<ul style="list-style-type: none"> <li>- All pupils to have appropriate access to all areas of the curriculum</li> <li>- To update 'Medical Needs Policy' setting out the college's aims and procedures.</li> <li>- To ensure all pupils have access to off-site activities.</li> <li>- Ensure all staff are trained to the correct level in order to provide appropriate care.</li> <li>- Liaise with external medical agencies.</li> <li>- To maintain the medical room</li> </ul>	<p>On-going</p> <p>Jan 2022</p> <p>On-going</p> <p>On-going</p> <p>On-going</p> <p>On-going</p>	<p>Hermin McIntosh (Head of College)</p> <p>Vivienne Lambert (Operations Manager)</p> <p>All Staff</p>
Classrooms	<ul style="list-style-type: none"> <li>- Some rooms are small but investigate how rooms could be modified for a child or member of staff with a disability.</li> </ul> <p>Some lessons could be relocated to other rooms which may be more appropriate.</p>	On-going	<p>Hermin McIntosh (Head of College)</p> <p>Vivienne Lambert (Operations Manager)</p>
Lavatory facilities (ground floor)	<ul style="list-style-type: none"> <li>- Ensure areas are always accessible</li> </ul>	On-going	<p>Hermin McIntosh (Head of College)</p> <p>Vivienne Lambert (Operations Manager)</p>
Remote web based learning (college website)	<ul style="list-style-type: none"> <li>- To consider redeveloping college website, to include virtual access web based learning.</li> </ul>	July 2017	<p>Hermin McIntosh (Head of College)</p> <p>Vivienne Lambert (Operations Manager)</p>

