



Jersey College for Girls

Disability Policy

Author: Caroline David
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Principles:

JCG's vision states that we aim to nurture students who will enjoy life to the full, value their friendships and achieve balance in their lives. Furthermore, we aim that students leave us with an excellent record of achievement. A student with a disability at JCG should have equal access to achieving this vision. JCG's vision for a member of staff states that our staff should enjoy working in the exciting, vibrant JCG community, where colleagues and students possess a strong sense of belonging and we seek to ensure that a person with disability should have equal access to working in our community.

Definition:

A person has a disability if they have physical or mental impairment that has substantial long term adverse effects on their ability to carry out every day activities. (Equality Act 2010 UK).

This person may have 'limitations going beyond the normal differences in ability which may exist among people'.

'Substantial' means 'more than minor or trivial'. Substantial adverse effects can be determined by looking at the effects on a person with the impairment, comparing those to a person without the impairment, to judge the difference between the two is more than minor or trivial.

'Long term' means the impairment has existed for at least 12 months, or is likely to do so.

Study and education is included in 'every day activities'.

Factors that might reasonably be expected to have a substantial adverse effect include:

- Persistent and significant difficulty in reading and understanding written material where this is in the person's native language, for example because of a mental impairment, a learning difficulty or a sensory or multi-sensory impairment
- Persistent distractibility or difficulty concentrating
- Difficulty understanding or following simple verbal instructions
- Physical impairment – for example, difficulty operating a computer because of physical restrictions in using a keyboard

(Adjustments for candidates with disabilities and learning difficulties, JCQ, 1 September 2016 to 31 August 2017)

Aims

- To promote equal opportunities for all people with disabilities.
- To eliminate discrimination and harassment related to disability.
- To adhere to the States of Jersey Equality and Diversity Policy (April 2015).
- To promote an ethos of positive attitudes towards people with a disability.
- To encourage full participation, wherever possible, for students and adults with disabilities in the life of the College.
- To take steps to meet the needs of people with disabilities.
- To make reasonable adjustments to ensure that a student or member of staff with disabilities is not placed at a disadvantage.
- To anticipate the needs of a student or member of staff with disabilities.
- To scrutinise the methods of assessment used in the College and their impact on students with a disability.
- To provide advice and guidance to staff and students regarding the implementation of this policy.
- To endeavour to remove physical barriers so the College is accessible to people with disabilities.

Procedures

Students should be encouraged to take responsibility for:

- Informing a teacher should they have a disability to declare
- Working with College staff and students in order to help meet the needs of people with a disability
- Liaising with College staff to seek ways to accommodate their needs (should they have a disability)
- Involving themselves with the implementation and review of the disability policy

Parents have responsibility for:

- Informing the College if their daughter has a disability or they believe this might be the case and liaising with the College about how the student's needs can be met
- Supporting the College in promoting an inclusive and supportive attitude towards all people with a disability
- Attending meetings to discuss the needs of their daughter should she have a disability
- Informing the College should they have a disability which affects their access, as a parent, to College life

All staff have responsibility for:

- Raising awareness of disability amongst all staff, students and visitors in the College
- Encouraging any adults or students with a disability to seek appropriate assistance to be able to participate fully in the life of the College
- Encouraging all to respond positively to the diversity and richness that people with disability can bring to the College community
- Seeking the advice of the ENCO should they have any concerns about a student with a disability in the College
- Respecting confidentiality should a student or adult disclose information about their disability, only communicating information without an individual's permission should it be considered essential to prevent that person being at risk (refer to Child Protection Policy)

Class teachers have responsibility for:

- Making reasonable adjustments in the form of teaching strategies, alternative assessments and support assistance for students with disabilities in all aspects of the curriculum
- Ensuring they seek appropriate materials, equipment and facilities to meet the requirements of a student with a disability

Heads of Department have responsibility for:

- Ensuring class teachers have the appropriate materials, equipment and facilities to meet the requirements of a student with a disability

Heads of Key Stage have responsibility for:

- Liaising with feeder schools in order to ascertain if any students with disabilities are coming to the College
- Liaising with the ENCO to ensure that the needs of a student with a disability are being met both academically and socially within the College

Facilities Manager has responsibility for:

- Ensuring that the College campus is maintained and that it remains accessible to people with disabilities
- Working with colleagues to overcome any physical obstacles that might prevent a person with a disability accessing aspects of College Life.

Examinations Officer has responsibility for:

- Liaising with the ENCO to ensure that applications for reasonable adjustments are made to examinations boards in a timely manner
- Making reasonable adjustments to the conduct of assessments for a disabled candidate

ENCO has responsibility for:

- Providing advice and guidance to colleagues on how to assist any student with a disability to access all aspects of life in the College, including the curriculum and assessment.
- Holding a register of students with disability so that their needs can be met and their academic and social progress can be closely monitored
- Gathering evidence on the needs of a student with a disability and giving evidence to show their normal way of working
- Seeking permission should it be decided to disclose information about a person's disability (for example to the examination board)
- Liaising with external agencies to seek specialist advice in order to best support any students with a disability
- Completing relevant documentation for a student with a disability who needs access arrangements in an examination
- Liaising with the Examinations Officer regarding the needs of a student with a disability in assessments to ensure applications to examination boards are made for reasonable adjustments
- Liaising with families to support and ensure provision to cater for the needs of a student with disabilities
- Providing regular training to teaching and support staff on how to help each child to reach their maximum potential and gain as full access as possible to the curriculum and facilities in the College

Assistant Headteacher (Staffing) has responsibility for:

- Ensuring that our recruitment process does not discriminate against adults with a disability and thus making appointments based on qualifications, experience and skills of the applicant, regardless of disability
- Ensuring that any candidates with disabilities will have their additional needs met wherever possible and practical when called for interview
- Organising adjustments in the working environment to meet the needs of a member of staff with a disability
- Maintaining records of any members of staff with a disability to ensure that their needs are met

Principal has responsibility for:

- Overseeing the application of the disability policy
- Ensuring that the monitoring and evaluation of this policy is a continuous process carried out by all members of staff
- Ensuring students are considered for a place at the College, regardless of disability, if they fulfil the criteria outlined in the Admissions Policy.

Relationship to other policies/guidance

See: [T:\Policies](#)

- ISN Policy
- Education's Policy, Guidance on Improving Behaviour and reducing exclusion
- The College and Education's Counter-Bullying Policies
- Health and Safety Policy
- Assessment/Tracking Policy
- Examinations Policy
- Safeguarding Policy
- Admissions Policy