Exmouth Community College



DISABLED EMPLOYEES POLICY

| Policy Details | Date |
|------------------------------|----------------------------|
| Policy Written | Human Resources Department |
| Policy Reviewed by | Human Resources Committee |
| Policy ratified by governors | 14.10.14 |
| Review Cycle | Annual |
| Policy Review date | Autumn 2 2015 |

Disabled Employees

Exmouth Community College recognises that it has clear obligations towards its staff and the community at large to ensure that people with disabilities are afforded equal opportunities to enter employment and progress at the College. In addition to complying with the requirements of the Equality Act 2010, the school will follow procedures designed to provide for fair consideration and selection of disabled applicants and to satisfy their training and career development needs. When a member of staff becomes disabled in the course of their employment, reasonable steps will be taken to accommodate their disability by making adjustments to working practices and arrangements, to enable him or her to remain in employment with the College wherever possible.

Procedure

1. Statutory Requirements

The law imposes an obligation on employers not to discriminate against disabled people on grounds relating to their disability unless this is unavoidable in the sense that their disability makes them unable to perform a key function of the job, or that it is too expensive or impracticable to change the physical features of the premises or other arrangements to accommodate their needs.

The College will ensure that efficient practices for the effective management of staff are in place. These reflect current employment legislation, including discrimination, family friendly policies, and the rules relating to the Working Time Directive.

2. Recruitment and Selection

The Principal will ensure that all job descriptions/personnel specifications and recruitment advertisements are drafted in such a way as to make clear which are the essential requirements of the position and consideration will be given to making reasonable adjustments to job descriptions/personnel specifications to accommodate the needs of people with particular disabilities.

Providing the College has been made aware of the interviewee's disability, the relevant staff will be informed when a disabled person is expected to arrive for interview and instructed on how the disabled person should be greeted and assisted.

A risk assessment will be undertaken before the disabled person begins work and, where doubts exist over a disabled applicant's ability to perform the full duties of the job concerned, a trial period may be offered after consultation with Wellbeing@Work.

3. During Employment

All employees are expected to show consideration towards their disabled colleagues. Where special measures need to be taken to ensure health and safety, the member of staff concerned, together with safety and other employee representatives, will be fully briefed. Training and promotion opportunities must be available to all, regardless of disability.

4. Disabilities Arising During Employment

When an employee becomes incapable of carrying out his or her normal duties because of a disability, consideration must be given to reasonable adjustments to the job and working conditions, redeployment and retraining.

5. Termination of Employment

Members of staff have recourse to the provisions of the Equality Act 2010 in any proceedings related to disability, which could lead to the termination of his/her employment at the College.

6. Redundancy

In a redundancy situation the circumstances of disabled employees will be given appropriate consideration. Reasonable adjustments will be made to the selection criteria in order to prevent a disabled employee from being disadvantaged by the methods used to carry out the redundancies.

This policy should be read in conjunction with the Equality Policy. No one will unlawfully be disadvantaged on the grounds of age, race or ethnicity, disability, gender and marital status, gender identity, sexual orientation, religion or belief under the operation of this policy.