Equality and Diversity – Student Disclosure Policy

Scope and Purpose of Policy

Cardiff and Vale take equality and diversity seriously. We have a diverse student body and we are committed to ensuring we have a college where everyone is treated equally and with respect. It is important that we are able to ascertain the specific requirements of students who have a disability and/or additional learning needs (as per the definition contained with the Additional Learning Needs and Educational Tribunal Wales Act 2018 in a timely manner and that we are able to act on any disclosure to ensure that we can meet these needs and support each student while they are at college.

The purpose of this policy is to ensure that we have an environment which effectively encourages the disclosure of disabilities and or additional learning needs, that staff are clear of their roles in relation to disclosure and that students are supported effectively to enable them to meet their personal goals while they are at college. We aim that this ethos is embedded within the College and that all staff, students and visitors are aware of the importance that we attach to behaviours that support it.

This policy applies to all students on all learning programmes regardless of mode or location of study.

What is disclosure?

Equality legislation requires the College to prevent unlawful discrimination and to make reasonable adjustments for students with disabilities and learning difficulties. These adjustments are essential if such a student is to have the best opportunity to succeed while at college. Disability and or ALN disclosure is when a person reveals information about a disability or additional learning need (as per the definition contained with the Additional Learning Needs and Educational Tribunal Wales Act 2018) to someone else. Under the law if this information is revealed to a member of the staff, then the College is deemed to have been formally informed.

Policy Statements

This Policy is underpinned by several key principles:

- Students who access Cardiff and Vale College must be **free from discrimination**.
- Our students must be supported to **enable** them to achieve their **potential** while at College, in an environment which removes or minimises disadvantage, takes steps to meet their needs and

which encourages participation. The wellbeing of our students is central so they feel good about themselves and respect others.

- While at College our students will develop the **skills** they need to enable them to progress successfully throughout their lives.

- A commitment to **restorative approaches** to ensure that we foster good relations by tackling prejudice and promoting understanding.

- A commitment to the **social model of disability** where we look at removing the barriers someone could face because of their disability or learning difficulty to promote inclusion.

The College is committed to:

- Supporting students with disabilities and additional learning needs in way that meets their individual needs appropriately and effectively.

- Setting up procedures to ensure that there are opportunities for a student to disclose several times during admissions, enrolment, induction and throughout their time at College.

- Setting up procedures to ensure that this information is passed on to the Additional Learning Needs team in a consistent and timely way which maintains confidentiality. It is also important that there is clear communication between support staff and curriculum staff.

- Setting up procedures to ensure that we appropriately record details of students who refuse support after a disclosure.

- Informing the College community of these procedures; to ensure that everyone is aware of the importance of disclosure and what they should do if a student discloses.

- Promoting an understanding of disability and or ALN across the College community. This will be done through training for staff, through the induction and tutorial process for students and using cross-college publicity and posters.

- Recording and monitoring disclosure to ensure that the correct procedure is being followed and that we respond effectively to any areas of concern or trends.

- Reviewing regularly the effectiveness of our policy and our response to disclosure and acting on any areas of concern.

Responsibilities

The Governing Body will be responsible for ensuring that:

- The Policy is reviewed on a regular basis (as per the policy terms of review) and appropriate advice is given on content. The Main Board approves the policy.

The Principal will be responsible for ensuring that:

- The College's Disclosure Policy and procedures are fully implemented and followed by staff.
- Sufficient resource is allocated to support learners with Additional Learning Needs.

The Senior Planning Group will be responsible for:

- Reviewing this Policy and the attached procedures.
- Monitoring the application of the procedures, supporting staff to encourage disclosure and responding effectively to any areas of concern.
- Ensuring that relevant college procedures and practices eg admissions, tutorial etc embed the disclosure procedures.
- Ensuring that the delivery of the curriculum does not contravene the requirements or spirit of this policy.

The Dean of Quality Improvement is responsible for:

- Providing appropriate training and development.
- Appropriate steps are taken to monitor data linked to this policy and that this data is used to inform and improve practice.

All Staff are responsible for:

- Treating all learners with dignity and respect, to ensure their own conduct does not cause offence or misunderstanding.
- Being aware of the Disclosure policy and the procedures for encouraging and responding to disclosures in a supportive manner.
- Working within the requirements of Data Protection and GDPR.
- Following the policy in relation to a student's wish to keep a disclosure confidential.
- Communicating effectively with staff to ensure the needs of learners are met.
- Attending CPD events on aspects of equality and diversity and disability awareness.

Students are responsible for:

- Attending induction and tutorial sessions to ensure they are aware of the policy and the issues it raises.
- Behaving in a way that supports the Policy across College.
- Contributing to learner surveys and focus groups to provide feedback on the policy and associated procedures and how they impact.

Legislation and Guidance

Equality Act 2010
Children and Families Act 2014
Additional Learning Needs and Educational Tribunal Wales Act 2018

Equality and Diversity Statement

In accordance with College procedures, this Policy was written with consideration of the impact of individuals as per the Equality Act.

Health and Safety Implications

Health and safety legislation must be considered in relation to Disclosure as we need to be able to ensure the safety of staff and students.

Welsh Language Standards

This policy provides opportunities for persons to use either the Welsh or English language. The duties which come from the Standards mean that organisations should not treat the Welsh language less favourably than the English language, together with promoting and facilitating the use of the Welsh language ie making it easier for people to use in their day-to-day life.

References
Linked Policies

- Equality and Diversity
- Health and Safety
- Admissions
- Data Protection Policy
- Complaints, comments and compliments Policy
- Safeguarding Policy

Linked Procedures

- Equality and Diversity
- Health and Safety
- Admissions
- Dresscode
- Data Protection Procedure
- Complaints, comments and compliments Procedure
- Safeguarding Procedure

Communication and Storage

This policy is published on the company website.
This policy is stored on the company intranet.
This policy is shared with learners.

Glossary

None

Approval, Change and Review

This policy is reviewed every 2 years.

There is a Welsh version of this document available.

Date approved: **28th March 2019**	**Responsible Manager**: Dean of Learner Journey
Approved by: CQSA	**Executive Lead:** Deputy Principal
Review date:	**Accessible to Students:** : Yes