

There is a Welsh version of this document available.

Equality and Diversity Procedure – Student Disclosure

All Equality and Diversity procedures have been developed within the context of existing college policies and procedures relating to equal opportunity and race relations, and exist within the framework of equality-related legislation that places responsibilities on colleges both as employers and service providers.

Disclosure

Admissions Interviews and Enrolment

Interviews

- If the learner has disclosed on the application form that they have previously received learning support, the information will have already been referred to the Additional Learning Needs (ALN) team for action. Using a graduated response model, the ALN team will meet with identified learners at all scheduled interview dates.
- Where an applicant has not indicated any help and support needs on the application form, **the interviewer should check whether the learner wishes to discuss any support needs using the suggested interview questions.** It is important not to promise anything at this stage but to tell the applicant that College staff will do all they can to help and support them as long as they know about their needs.
- If a disability or Additional Learning Need is disclosed, the interviewer should check if the applicant is willing to have this information passed on and assessment arranged following the Stage 1 process below.

Enrolment

If the learner has attended an interview, details of disclosure of disabilities should have been printed on the enrolment form, check:

- If the student has disclosed a disability, check that the ALN team has had contact with them. If this is not the case please follow the Stage 1 process below.
- If they have previously completed an application form and have not disclosed, sensitively ask them if they would like to disclose any Additional Learning Needs.

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| Revision No: | 4 |
| Last Revision Date: | 07/09/22 |
| Next Revision Date: | 07/09/24 |



Stage 1 Process

The student **does** wish to access assessment or support and is happy to have his/her details passed on.



At Interview

Make a note of this and advise the student to seek the ALN team at interview.

At or After Enrolment

Please pass on the student's details to the ALN team immediately.

The ALN team will contact all learners via email within the first half term.

The student **does not** wish to access assessment or support and does not want to have his/her details passed on.



1. Emphasise that it will not be possible to provide any support unless they agree to have this information passed on.
2. Ask them to sign and date a **Consent Form**.
3. Inform the learner that you must inform the Head of Additional Learning Needs and Wellbeing or the ALNCo of their condition, but that this information will only be used if it is necessary to do so in the interests of Health and Safety.
4. Put the information in a sealed envelope with your name and the date on the outside.
5. Send this in an envelope marked 'Confidential' to the HoD ALN & Wellbeing

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|----------------------------|----------|
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Induction (by the end of October)

Course Tutors

- Ensure learners complete the Cross College e-tutorial on disability and equality.
- When you meet with the students individually during induction, encourage them to disclose any disability or Additional Learning Need. If a learner discloses a disability for the first time, these details must be passed without delay to the ALN team. If the learner who discloses a disability wishes it to remain confidential, follow the procedure outlined in Stage 1 above.
- Ensure that you liaise with the ALN team regarding the support needs of your learners.
- Ensure that you work together to inform staff in your course team of the needs of your students and of any steps they need to take to meet these needs.

Other Teaching Staff

- If you are concerned about a particular student who you feel may have an undisclosed disability or additional learning need, liaise with the ALN team.
- If a learner discloses a disability for the first time, these details must be passed without delay to the ALN team. If the learner who discloses a disability wishes it to remain confidential, follow the procedure outlined in Stage 1 above.
- Ensure that you work together to inform staff in your course team of the needs of your students and of any steps they need to take to meet these needs

Tutorials

- Before October half-term, inform learners again about accessing learning support.
- Should any learner disclose follow the steps in Stage 1 above.

Outside the Classroom

- If a student discloses a disability or Additional Learning Need to you, ask them if they have told their course tutor and if they are getting help at College. If they say no, follow Stage 1 above.

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|----------------------------|----------|
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Consent Form

I have discussed the opportunities available to me for support with my learning and;

- I **do not want** to take up the support offered. This means that I do not want the confidential information I have disclosed about my disability/additional learning need to be passed onto anyone else and I understand that this means I may not be able to access any additional support for my studies.
- I **do want** to take up the support offered*. I have read the Consent Form, and/or, had the information explained to me in a way that I understand and I understand that personal information, if relevant and justified, may be accessed or shared with the above departments, persons, and other agencies.

Signed (Learner)

Date

Print Name (Learner)

Signed (Staff Member)

Date

Print Name (Staff Member)

*By giving your consent you are agreeing to the ALN team supporting you. This means that we will store and share information about how to support you.

Storing information:

We will store information on the ALN Database. We will only store information that is needed to provide you with support.

Sharing information:

The ALN team will only share information with other people who can provide support. This could include your tutor, lecturers, support staff, careers advisors and other external agencies.

Any further comments:

Put the information in a sealed envelope with your name and the date on the outside.
Send this in an envelope marked 'Confidential' to the Head of Additional Learning Needs and Wellbeing.

This information will be stored securely with the Head of Additional Learning Needs and Wellbeing in line with our Equality and Diversity and Data Protection Policies.

Date approved: 04/07/2013
Approved by: QSB
Review date: 07/09/2024

Responsible Manager: Assistant Principal, Learner Journey
Executive Lead: : Vice Principal, Learner Journey & Quality
Accessible to Students: : Yes

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