

***There is a Welsh version of this document available.***

# Equality and Diversity Procedure – Learner 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***

#### *Admissions*

- Please refer to the Admissions policy for further guidance.

#### *Interviews*

- If the learner has disclosed on the application form that they have an IDP and/or previously received learning support, the information will have already been referred to the College's Inclusion Panel for action. Using a graduated response model, the Inclusion Panel will review the support needs and work to ensure that support is in place for a learner (where reasonable to do so).
- If the learner discloses that they have a disability but do not require any additional learning provision (ALP), this does not need to be referred to the Inclusion Panel. In this case, curriculum teams will make reasonable adjustments as per the Equality Act, 2010.
- Where an applicant has not indicated any help and support needs on the application form, **the interviewer will check whether the learner wishes to discuss any support needs** and make the appropriate referral to Inclusion Panel.
- If the need for additional learning provision (ALP) is disclosed, the interviewer should check if the applicant is willing to have this information passed on to the College's Inclusion Panel following the Stage 1 process below.

Revision No:	5
Last Revision Date:	13/06/24
Next Revision Date:	13/06/26

## Enrolment

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

- If the student has disclosed an ALN, check that this has been referred to Inclusion Panel to review the requirement for additional learning provision. If this is not the case please follow the Stage 1 process below.
- If the learner discloses that they have a disability but do not require any additional learning provision (ALP), this information does not need to be referred to inclusion panel and curriculum teams should make reasonable adjustments as per the Equality Act, 2010.
- 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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## Stage 1 Process

*The learner requires additional learning provision and **does** wish to access support and is happy to have their details passed on to the Inclusion Panel for review.*



### *At Interview*

Make a note of this and explain that this information will be sent to the College's Inclusion Panel.

### *At or After Enrolment*

Please pass on the learner's details to the Inclusive Learning team immediately so that these can be reviewed by Inclusion Panel.

The Inclusive Learning team will work to ensure that where reasonable to do so, appropriate support is provided.

*The learner requires additional learning provision but **does not** wish to access support and does not want to have their details passed on to Inclusion Panel.*



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 Senior Head of Learner Journey and Inclusive Learning 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. Send this securely via email (password protected) to the Senior Head of Learner Journey and Inclusive Learning.

## **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 learners individually during induction, encourage them to disclose any disability or Additional Learning Need. If a learner discloses an ALN for the first time, these details must be passed without delay to the Inclusive Learning team to be reviewed by Inclusion Panel (as per ALNET 2018). If the learner who discloses an ALN wishes it to remain confidential, follow the procedure outlined in Stage 1 above. **Please remember that a learner can have a disability and not have an additional learning need. Information only needs to be forwarded to the Inclusive Learning Team if the learner requires additional learning provision (ALP).**
- Ensure that you liaise with the Inclusive Learning team regarding the support needs of your learners who will refer to Inclusion Panel to ensure that support is in place if reasonable to do so.
- Ensure that you work together to inform staff in your course team of the needs of your learners and of any steps they need to take to meet these needs if reasonable to do so.

### *Other Teaching Staff*

- If you are concerned about a particular learner who you feel may have an undisclosed additional learning need, liaise with the Inclusive Learning team.
- If a learner discloses an ALN for the first time, these details must be passed without delay to the Inclusive Learning team to be reviewed by Inclusion Panel as per ALNET Act 2018. If the learner who discloses an ALN wishes it to remain confidential, follow the procedure outlined in Stage 1 above. **Please remember that a learner can have a disability and not have an additional learning need. Information only needs to be forwarded to the Inclusive Learning Team if the learner requires additional learning provision (ALP).**
- Ensure that you work together to inform staff in your course team of the needs of your learners and of any steps they need to take to meet these needs if reasonable to do so.

## **Tutorials**

- Before October half-term, inform learners again about accessing learning support.

- Should any learner disclose the need for additional learning provision follow the steps in Stage 1 above.

### ***Outside the Classroom***

- If a learner discloses an 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.

## 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 Inclusive Learning 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 Inclusive Learning 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:

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Send the information securely via email (password protected) to the Senior Head of Learner Journey and Inclusive Learning.

**This information will be stored securely with the Senior Head of Learner Journey and Inclusive Learning in line with our Equality and Diversity and Data Protection Policies.**

<b>Date approved:</b>	<b>13/06/2024</b>
<b>Approved by:</b>	<b>QSB</b>
<b>Review date:</b>	<b>13/06/2026</b>

<b>Responsible Manager:</b>	<b>Senior Head of Learner Journey and Inclusive Learning</b>
<b>Executive Lead:</b>	<b>: Assistant Principal Quality, Teaching and Learning</b>
<b>Accessible to Students:</b>	<b>: Yes</b>