

There is a Welsh version of this document available.

Equality and Diversity – Learner Disclosure Policy

Scope and Purpose of Policy

Cardiff and Vale College take equality and diversity seriously. We have a diverse learner body, and we are committed to ensuring we have a college where everyone is treated with equity and with respect. It is important that we are able to ascertain the specific requirements of learners who have a disability and/or additional learning needs (ALN - as per the definition contained within the Additional Learning Needs and Education Tribunal Wales (ALNET) Act 2018) in a timely manner and that we are able to act on any disclosure to ensure that we can reasonably meet these needs and support each learner 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 (ALN);
- That staff are clear of their roles in relation to disclosure; and
- That learners 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, learners, and visitors are aware of the importance that we attach to behaviours that support it. Although we recognise that not all learners who disclose a disability will require any additional support, CAVC records this information for reporting purposes to Welsh Government.

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

What is a disclosure?

Equality legislation requires the College to prevent unlawful discrimination and to make reasonable adjustments for learners with learning difficulties and/or disabilities. These adjustments are essential if such a learner is to have the best opportunity to succeed while at college. A disability and/or ALN disclosure is when a person reveals information about a disability or additional learning need (as per the definition contained within the ALNET Act 2018). Under the ALNET law, if the disclosure identifies the need for additional support, then the College is deemed to have been formally informed that the learner 'may' have an ALN and this should be referred to the college's Inclusion Panel. Disclosures of a disability that do not require additional learning provision (ALP) do not need to be referred to Inclusion Panel. In this case curriculum teams will make reasonable adjustments as per the Equality Act, 2010.

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Policy Statements

This Policy is underpinned by several key principles:

- Learners who access Cardiff and Vale College must be free from discrimination.
- Our learners must be supported to enable them to achieve their potential and independence while at college, in an environment which minimises disadvantage, takes steps to meet their needs and which encourages participation. The well-being of our learners is central, so they feel good about themselves and respect others.
- While at College, our learners will develop the skills they need to enable them to progress successfully throughout their lives.
- A commitment to restorative, trauma informed and person-centred approaches to ensure that we foster good relationships by tackling prejudice and promoting understanding.
- A commitment to the social model of disability where we look at minimising the barriers someone could face because of their learning difficulties and/or disabilities to promote inclusion.

The College is committed to:

- Supporting learners with learning difficulties and/or disabilities, and ALN in ways that meets their individual needs appropriately and effectively (where reasonable to do so).
- Setting up procedures to ensure that there are opportunities for a learner to disclose several times during admissions, enrolment, induction and throughout their time at college.
- Setting up procedures to ensure that when a learner requires additional learning provision, this information is passed on to the Inclusive Learning Team and Inclusion Panel in a consistent and timely way which maintains confidentiality. It is also important that there is clear communication between support staff and curriculum staff.

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- Ensuring an evidence-based approach to meeting learner needs through the College's Inclusion Panel which will appropriately record details of support provided and learners 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 learner discloses.
- Promoting an understanding of learning difficulties and/or disabilities, and ALN across the College community. This will be done through training for staff, through the induction and tutorial process for learners and using cross-college publicity and posters.
- Recording and monitoring disclosures of the need for additional learning provision (ALP) to the College's Inclusion Panel 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 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 learning difficulties and/or disabilities, and ALN.

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 e.g. Admissions, Inclusion Panel, Tutorial etc embed the Disclosure Procedures.
- Ensuring that the delivery of the curriculum does not contravene the requirements or spirit of this policy.

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The Assistant Principal of Quality is responsible for:

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

The Additional Learning Needs Coordinator (ALNCo) is responsible for:

- Ensuring at a strategic level that the needs of all learners with ALN within the education setting are met.
- Ensuring the College plans, manages and delivers its duties and responsibilities in identifying and meeting the needs of young people with ALN.

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 with young people with ALN and have a responsibility for ensuring that their learners' needs are identified and provided for.
- Working within the requirements of Data Protection and GDPR.
- Following the policy in relation to a learner's wish to keep a disclosure confidential (where it is safe to do so).
- Communicating effectively with staff to ensure the needs of learners are met.
- Being educators of young people with ALN as per the Act and Code.
- Attending CPD events related to this policy and associated procedures.

Learners 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.

Approval, Change and Review

- This policy is reviewed every 2 years.
- There is a Welsh version of this document available.

Date approved: 19th June 2024

Approved by: CQSA

Next Review date: 19th June 2026

Responsible Manager: Senior Head of Inclusive Learning and Learner Journey

Executive Lead: Assistant Principal for Quality Teaching and Learning

Accessible to Learners: : Yes

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