

DISABILITY EMPLOYMENT POLICY AND PROCEDURES

London Training and Employment Network (LTEN)

Last updated	January 2021
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Policy Statement

The purpose of this policy is to provide a framework and core principles for the recruitment and selection of staff at LTEN

Definition of Disability: any physical or mental impairment which has a substantial and long-term effect on a person's normal day-to-day activities.

As defined in the Equality Act 2010 and in compliance with the Disability Discrimination Act (DDA) 1995/2010 and the Special Educational Needs and Disability Act (SENDA) 2001, London Training and Employment Network (LTEN) is committed to developing, maintaining, supporting and providing a culture of equality and diversity, which includes accessibility to all its services for anyone with a disability. LTEN will, as far as is reasonable, make adjustments to anticipate and make changes in advance to ensure non-discrimination on grounds of disability.

Related Policies and Documentation are listed below:

Equality and Diversity	Recruitment and Selection Policy
Health and Safety at Work	Redeployment policy
Occupational Health	Special Leave Policy

1.0 Recruitment

1.1 The recruitment and selection procedure will enable disabled applicants to provide information on their needs and will take account, so far as is reasonably practicable, of any reasonable adjustments that may be necessary. The policy aims to encourage applications from disabled candidates and for them to declare their disability without fear that doing so will have a detrimental effect on their recruitment or employment.

1.2 LTEN will guarantee an interview to disabled applicants who meet the minimum recruitment and selection criteria as defined in the Employee Specification.

1.3 A discussion of a candidates' health and/or disability will be separate from consideration of the applicant's suitability for the post applied for in question. All candidates will be considered for interview and appointment based solely on their ability to meet recruitment and selection criteria.

1.4 Following the offer of appointment, an occupational health assessment may be carried out to determine any reasonable adjustments that need to be made to the work environment. The reasonable adjustments will be agreed between the employee, LTEN and if needed a medical practitioner.

2.0 Access to Work

2.1 Our premises are accessible for people with mobility problems. However, if anyone feels they have problem and wishes to attend any of our courses or meetings at our premises, we will endeavour to meet their needs and will discuss this with the person in question. The route to the entrance of the office is well-lit and our intercom has a visual display to show that the bell is ringing.

2.2 Our offices are illuminated by strip lighting with diffusers to aid an even distribution of light and as far as possible all workspaces and thoroughfares are kept clear of obstructions.

2.3 As far as is practicable and reasonable, all staff and users will be encouraged to disclose any disability which may require additional support and LTEN will strive to meet these needs (for example, by purchasing/hiring an induction loop if necessary and/or any other specialist equipment requested).

3.0 The Work Environment

3.1 LTEN will take all reasonable steps to ensure that the working environment and employment practices are accessible to disabled employees and provide equality of opportunity for employment and progression.

3.2 All employees must implement and practice equality of opportunity and adhere to the DDA policy.

4.0 Personal Evacuation Plan

4.1 A personal emergency evacuation plan will be provided if required for an employee with disability needs, this will be discussed in induction, with line managers and disseminated as appropriate.

4.2 Employee evacuation is linked to Health and Safety at Work Policy, which will be covered in induction with all staff. Please read.

5.0 Employees who become disabled in service

5.1 An occupational health assessment will be carried out to determine any adjustments that need to be made to the work environment. The adjustments will be agreed between the employee, the line manager and or medical practitioner and any agreed action will be recorded and reviewed as necessary.

5.2 Careful consideration will be given to requests from newly disabled employees for reduced or part-time hours/duties, whether on temporary or permanent basis and appropriate adjustments to remuneration will apply.

5.3 LTEN will undertake, so far as is reasonably practicable, to enable employees who become disabled to remain in their own post before other alternatives are considered. Where a suitable redeployment employment opportunity is identified as a reasonable adjustment, the newly disabled employee will be provided with appropriate training and staff development where possible.

6.0 Responsibility

6.1 Managers are responsible for implementing this policy and procedure. Employees also have an obligation to inform managers of any disability as well as notifying them of any changes in their condition that may impact on their job role. These issues will be dealt with confidentially

7.0 Specific Learning Difficulties

7.1 Managers who think that their employee may have a specific learning difficulty which could potentially impact on their job role and or affect the employee's ability to carry out their duties, should encourage the employee to see a medical practitioner for diagnosis/clarification of any condition.

8.0 Travel/Offsite visits:

8.1 If staff have to visit partners/sub-contractors, offsite provision, training, meetings conferences and events etc during the course of their work, adequate travel arrangements will be made and discussed with the staff in question and their line manager in advance.

9.0 Work with Partners and Participants

9.1 Visits: When carrying out a first monitoring visit to the premises of a Partner delivering training or placements on behalf of LTEN, a concise Access Audit checklist is completed (Appendix I).

If deemed necessary, a more detailed Access Checklist is available to help organisations identify disabled access issues.

9.2 IAG: Giving Careers and forms of Information Advice and Guidance to partners and participants is an integral part of LTENs work. When working with those with disabilities and special needs LTEN will always try to accommodate their needs. This may include:



- Changing meeting venues to accommodate access
- Language/communication support
- Hearing Loops
- Larger print forms and or computer packages for those with sight impairment

Staff should discuss partners and or participant needs when making appointments, to ensure they are adequately prepared and partners and or participants are comfortable.

9.3 Our information material (web site, leaflets etc.):

- Is written in plain language and is available on request in other formats (including some community languages)
- Include telephone and e-mail details to facilitate contact in a variety of ways
- Include information about public transport options and parking nearby the office

As with all other good practices, the Disability Policy adopted by LTEN will be cascaded to our partners through training and policy and information sharing.

Signed:

Name: REBECCA BROWN

Position: DIRECTOR/CHAIR BOARD OF TRUSTEES



Appendix I

DISABLED ACCESS QUICK CHECKLIST

This checklist is designed to help organisations to determine how accessible their premises are to disabled people. This checklist is not meant to be exhaustive but to help identify problem areas. If necessary, organisations should seek further advice to ensure they satisfy all the requirements of the Equality & Disability Act 2010, the Special Educational Needs and Disability Act (SENDA) 2001 and the Disability Discrimination Act (DDA) 1995/2010 and of any other applicable legislation.

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1. ACCESS TO YOUR PREMISES

How easy is it for someone with mobility difficulties to get to your organisation and to park outside?

How well lit is the approach to your premises



2. THE ENTRANCE TO YOUR BUILDING

How accessible is the entrance to your building, entrance door and areas?

3. RECEPTION

How easy is it to find the Reception area, and how accessible is the reception desk/area/services?

Is there a range of seating available (i.e. chairs with arms to help people with difficulties raise and lower themselves safely) ?



How easily can disabled people contact your organisation (i.e. do you publicise widely your telephone number, fax and e-mail) ?

4. OFFICE SPACE and TRAINING ROOMS (and equipment)

How accessible is the lighting (i.e. can this be adapted to suit individuals with visual impairment's needs?)

How accessible are your desks and workstations?

5. TOILETS

Are there disabled accessible toilets?

6. EVACUATION

Are there plans in places to ensure safe evacuation of all, with particular reference to disabled staff and visitors?

In the event of an evacuation, we recommend that staff check the disabled toilet to ensure that a hearing-impaired person or someone with mobility issues is aware of the emergency and can get out of the building; Also that staff monitor all known disabled people on site to ensure they are all evacuated safely.

7. FIRE EXITS

Are all fire exits disabled accessible?

We recommend that all exits are kept clear at all times as this will reflect good practice.