

Date: April 2023
Review date: April 2024
Responsibility: DR

Bishop Challoner School



Disability Employment Policy



Bishop Challoner School

DISABILITY EMPLOYMENT POLICY

Aims

- The School is committed to equality of opportunity for all its staff and job applicants with disabilities.
- The aim of the School is to provide, so far as is reasonably possible, equity in access to the full range of recruitment and career development opportunities for all job applicants and staff.
- The aim of the School is to ensure that there is no unfair discrimination on grounds of disability and that access to employment and promotion in the School is based on skills, qualifications and suitability for work.
- All staff are expected to behave in accordance with the policy.

Roles and Responsibility

- The Headteacher has ultimate responsibility for the development and implementation of equal opportunities policies for staff, including those relating to disability.
- The Bursar has responsibility for overseeing the implementation of any adaptations and/or adjustments to the School's premises and facilities resulting from an agreed assessment of the needs of a disabled employee or successful applicant for a post at the School.

Recruitment and Selection

- The School will develop effective policies for the recruitment of disabled people and will review and develop recruitment and promotion procedures.
- The School's recruitment procedures will enable disabled applicants to provide information on their needs and will take account, so far as is reasonably possible, of any special arrangements that may be necessary. The discussion of support requirements will be separate from consideration of the applicant's suitability for the post applied for. All candidates will be considered on their abilities.

Retention

- The School undertakes, so far as is reasonably possible, to ensure that staff who become disabled remain in their own jobs, before other alternatives are considered.
- The school will support disabled staff to seek help regarding equipment, adaptations and/or training required from appropriate organisations/ agencies such as Access to Work.
- Sympathetic consideration will be given to requests from newly disabled staff for reduced or part-time hours/duties, whether on a temporary or permanent basis.
- Where redeployment is considered appropriate the newly disabled employee will be given appropriate training/retraining.

Working Environment/Practices

- The School will take reasonable steps to ensure that the working environment, subject to listed building considerations, does not prevent disabled people from taking up or retaining posts for which they are suitably experienced and/or qualified.
- Wherever possible staff with disabilities will be consulted over changes to the working environment and employment practices to ensure that, so far as is reasonably possible, their needs are recognised and met. Where appropriate, advice about such changes will be sought from statutory agencies and Occupational Health.
- The employment of people with disabilities forms an integral part of the School's equal opportunities policy and, so far as is reasonably possible, aids, equipment, or adaptations to premises and equipment will be made available; where necessary jobs may be restructured to enable staff with disabilities to work with the maximum convenience and efficiency.
- The School will seek to establish working conditions which encourage the full participation of staff with disabilities and, where it is reasonable and practical to do so, departments will do their best to ensure the retention of existing staff who are affected by disability through the adjustment of work and/or working arrangements, training or other appropriate measures.
- When the School invest in new or refurbished buildings every practical effort will be made to provide for the needs of staff with disabilities.
- Where reasonable and practicable to do so the School will install facilities for staff with disabilities in existing premises.
- The School will develop, so far as is reasonably possible, a programme for the achievement of an accessible working environment.
- A Personal Emergency Evacuation Plan (PEEP) will be developed where disability needs must be taken into account

Implementation of the Code of Practice

- Implementing a policy on disability for staff is a continuing process that needs to be kept under constant review.
- The School seeks to ensure that, so far as is reasonably practicable, staff and applicants for employment are all informed of all policies which are available on the school website and internal shared staff drives

Complaints

- Staff who believe they have not been treated equitably in accordance with the Disability Employment Policy are encouraged to take appropriate remedial action. Action may be wholly informal or by pursuing a formal complaint in accordance with the relevant Grievance Procedure.
- Senior members of staff, managers and supervisors are responsible for dealing with complaints from staff under this Disability Employment Policy. While it may be

appropriate to deal with complaints informally, a breach of this Policy by a member of staff may be grounds for serious disciplinary action up to and including dismissal.

- Advice on what would be an appropriate remedy should be sought from the Deputy Headteacher.
- If a job applicant wishes to complain about a disability issue in relation to the School's recruitment and selection procedures in general, or his/her application for a specific post, he/she should write to the Deputy Headteacher who will arrange for the matter to be investigated and for the complainant to receive a written response, including a summary of any action taken.
- Any action taken under the School's complaints procedure(s) is without prejudice to any statutory right to make a complaint under the Disability Discrimination Act 1995 to an Industrial Tribunal or other appropriate statutory body, or to involve the Disability Rights Commission, the National Advisory Council on the Employment of People with Disabilities or any other appropriate external body.
- So far as is reasonably practicable, the School will protect from victimisation staff or job applicants who make a complaint under these procedures.
- The School will review regularly its progress in implementing this policy.

This policy applies to the EYFS

Reviewed by: D Rolls

Reviewed April 2023

Next Review Date: April 2024