

CANTERBURY COLLEGE DISABILITY STATEMENT

This statement is available in large print, on tape and in Braille through the Learning Resource Centre (Carey Centre)

• INTRODUCTION

This statement provides information about facilities for education for people with learning difficulties and/or disabilities. Canterbury College is committed to ensuring that disabled people, including those with learning difficulties, are treated fairly. All reasonable adjustments to provision will be made to ensure that disabled students and other disabled people are not substantially disadvantaged.

• COLLEGE MISSION

CANTERBURY COLLEGE: “PROVIDING EXCELLENT EDUCATION FOR ALL”

The above is non-discriminatory and encapsulates the College’s commitment to an inclusive learning approach to all sections of the community which is clearly inclusive of individuals with learning difficulties and disabilities.

• COLLEGE POLICY

The overall policy of the College is stated in the Supported Learning Policy signed and first adopted in April 1995.

• SUPPORTED LEARNING POLICY

A student requires Supported Learning if he/she has a significantly greater difficulty in learning than the majority of persons of a similar age or has a disability that either prevents or hinders them from making use of the educational facilities that are generally provided. It includes all students with learning difficulties and disabilities, those with physical disabilities and sensory impairment, as well as those with social, emotional and behavioural difficulties that restrict their learning.

It is the policy of Canterbury College that:

- 1 Students requiring Supported Learning shall have the same rights of access to College courses as other students.
- 2 Entry to a College course will be determined by the usual academic requirements of that course and Supported Learning provided as appropriate.
- 3 The College will actively co-operate and seek to develop joint delivery with community agencies and special schools in providing access for students in need of Supported Learning.
- 4 On course support shall be adequate and appropriate to the needs of the individual student and there shall be appropriate resourcing of specialised equipment and welfare support to meet needs identified in an individual learning programme.
- 5 The College will actively work towards providing an environment that takes into account the learning requirements of all students.

- 6 Students requiring Supported Learning will be encouraged to achieve nationally accredited qualifications where appropriate.
- 7 All staff working on courses that have recruited students in need of support shall receive appropriate specialised staff development and there shall be awareness raising amongst all academic and support staff. This staff development will be consistent with the College's Staff Development Policy.
- 8 As part of the normal Total Quality Management process the College Supported Learning provision will be subjected to the usual review procedures of cross-college support.
- 9 The Disability Statement will be consistent and complementary to all other College policies and in particular the to Equal Opportunities, Race Equality and Health & Safety policies.
- 10 The Supported Learning Policy will be implemented and monitored by the Manager with cross college responsibility for Supported Learning.
- 11 There will be a Disability Statement issued annually and available to all students. The statement will include full coverage of the Supported Learning Policy.

• EQUAL OPPORTUNITIES

All College policies such as, for example, Admissions, Guidance, and Curriculum are cross referenced to the College's Equal Opportunities Policy. In relation to disability the College's Equal Opportunities Policy November 1997 states specifically:

- 1 Equality of opportunity will be offered to all members of the College community regardless of race, gender, age, culture, sexual orientation, disability or background.
- 2 No-one will be denied opportunity by any form of direct or indirect discrimination on grounds of race, gender, age, culture, sexual orientation, disability or background.
- 3 Access to and participation in education will be actively promoted.

DISABILITY (STUDENTS)

POLICY STATEMENT

Canterbury College is committed to promoting equality of opportunity and full participation for people with disabilities. The College actively discourages discrimination against people with disabilities and is committed to developing training and resources to promote sensitivity and awareness of disability issues. The College recognises that people with disabilities have the right to equal access to courses, jobs and facilities offered through the College and an equal opportunity to work and learn, and receive reasonable resources and academic adjustments.

It is the policy of Canterbury College that

- 1 Prospective students will receive information and initial guidance, in an accessible format, which incorporates the ways in which the College can provide or enable them to access support for all aspects of their proposed course.
- 2 The College will provide advice to students at the point of application. Support needs will be identified and an assessment made of the type of support to be implemented to meet the individual needs of the student.
- 3 All students with a disability will be provided with the College's Disability Statement and Student Support Handbook which will identify the range of services available and other key contacts relating to these services.
- 4 The College will in all cases pursue reasonable action which will facilitate access throughout the College ie through adjustments to furniture and equipment and adapted learning materials.
- 5 Students will have their personal support needs met during their course. After an initial assessment of their needs the support implemented will be monitored and reviewed and where necessary adjustment will be made.
- 6 Students can expect to take part in a range of activities, either as part of their course or as enrichment activities, for example field trips, educational visits and residentials, work experience, sporting and cultural activities or leisure pursuits. In all cases reasonable arrangements to be made by course tutors/managers to enable all students to attend these activities alongside their peers.
- 7 Expert advice will be available to all students concerning progression opportunities, including, as appropriate, advice on higher education, further training opportunities, employment, unpaid work or day services.
- 8 Arrangements will be made by the College in conjunction with external awarding bodies for the provision of any special exam considerations that the student may be entitled to.
- 9 All staff will receive training to make aware of actions to be taken regarding the provision for those with disabilities.
- 10 In accordance with the College's Total Quality Management system and current legislation, all aspects of the Policy will be monitored by the Corporation and reviewed, evaluated and published in the College's Self Assessment Report and Annual Report, and specific reference to the Policy will be made in the College Student Charter.
- 11 The Corporation, through the Equal Opportunities Committee of the Academic Board, will be responsible for ensuring that disability is co-ordinated in all the College's activities and locations.
- 12 The Disability (Students) Policy will be consistent and complementary to all other College policies and in particular to the Equal Opportunities, Race Equality and Health & Safety policies.

ADMISSION ARRANGEMENTS

Current admissions procedures for identifying support for disability/learning support issues.

ROUTE 1 THROUGH PRIOR APPLICATION

Student enters disability information

APPLICATION FORM

Admissions staff enter details on system and any disability in the relevant drop down menu.

OFFER/INTERVIEW STAGE INTERVIEW PACK

Form 1 has place to indicate if extra support needed. Input on record if not already there - Y/N. Supported Learning staff run report from reports menu. This generates the form requiring full information. Sent to relevant schools where applicants still at school. Separate report for over 19s. Letters sent to home address. On return of completed forms copy made and sent to Programme Area Tutor for appropriate planning of resourcing, access, additional support issues and supported learning staff made aware of the implications.

FORM 2

New Additional support assessment form to be added by interview officers in all packs or sent to all students. All forms to be returned to Disability officer. Disability Officer to plan support and inform relevant staff. Application form copied and sent to Disability Officer *

ROUTE 2 DIRECT ENROLMENT

- Open Enrolment
- Late Starters
- Short Courses

Additional support assessment forms to be completed. Conditional enrolment only. Admissions staff to complete additional support assessment forms where appropriate by telephone. All forms returned to Disability Officer and assessment made before enrolment proceeds. Staff to ascertain mobility/support issues verbally and to outline any limitations. Disability Officer to plan support and inform relevant staff. Disability Officer informed where appropriate.

EDUCATIONAL FACILITIES AND SUPPORT

Curriculum support for students

- In class support by trained staff as appropriate
- Additional tutorial/assignment support
- Reader/writer for examination, extra time allocation as appropriate
- Differentiation of materials as appropriate
- Materials transcribed into Braille

Equipment and technological support

- Hearing impaired areas such as the College Hall and lecture theatre have loops
- Radio aids are leased from Kent County Council as appropriate
- Visually Impaired - photocopies can be produced in Braille
- Dyslexia - specialist staff support is available to students
- Electronic hoists and slings are available for the self-care requirements of physically disabled students
- Specialist Beauty Therapy couch enabling students to follow this learning programme
- Availability of lap-tops and IT software actioned by voice instruction
- Mountbatten Brailers
- Speech synthesisers
- Micro Touch Screens
- PCs for above
- HP Scan jets
- Dell Laptop Computers
- Lunar Software Enlarging packages for above
- Dyslexia Touch-type, Read and Spell software/licences
- Discs for students

Staff expertise in teaching and supporting disabled students

- A range of staff with specialist qualifications within the programme area for Supported Learning and across College
- In addition some staff across the College have the Certificate in Professional Development (SEN)
- Close links with the Royal School for Deaf Children and the Cumberland Centre which is a Day Centre for students with learning difficulties
- Liaison with local Education Authority and local Special Schools eg St Nicholas School and Orchard School
- Teacher for Braille
- Advisory teacher for the hearing impaired
- Specialist staff available for careers advice for all students
- Provision on site for Year 12/13 pupils from St Nicholas School

Policies of training and development of staff

Where applicable course teams have staff development about a student's disability

COMPLAINTS AND APPEALS PROCEDURES

Complaints, student grievance procedures and a student assessment appeals process are documented and distributed to all College students as part of their student diary and as part of induction programmes.

Students with learning difficulties and/or disabilities are given additional support in their induction programme. Particular care is given to points of contact with the staff, ie the names of the:

- Personal Tutor
- Course Tutor (if different from above)
- Programme Manager
- Welfare Resource Adviser
- Specific Welfare Support Officer

The College Charter also distributed to all students states:

If you are a student or an employer and you feel you have cause for complaint about a particular programme or services, you may complain in the first instance to the relevant Programme Manager whose names appear in the College Prospectus. If your complaint cannot be dealt with on the spot, then you will be advised how to proceed. We will endeavour to give you a response to any complaint within ten working days. If you feel that your complaint has not been resolved, then you may complain in writing formally to the Principal. Please mark your envelope 'complaint' in the top left-hand corner.

All complaints will be investigated thoroughly and fairly. Should you require it, help can be made available to formulate your complaint. All complaints will be dealt with in confidence. Finally, if the College has been unable to resolve the problem you can complain to the Learning & Skills Council or direct to the Secretary of State for Education.

EXAMINATION ARRANGEMENTS - MEETING ADDITIONAL STUDENT REQUIREMENTS

Some students with additional learning/physical needs can apply for a range of concessions to the awarding body. All students who require this facility must have had a Statement of Special Educational Need or an educational psychologist's report or doctor's report.

OTHER FACILITIES AND SUPPORT

Welfare The College Welfare Resource Adviser is available on a full time basis to meet students and assist in resolving difficulties and problems. In addition, the College employs welfare facilitators to assist students in classrooms depending on the level of support that is identified.

External Agency Support Local Education Authority specialists are utilised where necessary, for example, specialist dyslexia advice may be requested or assistance from educational psychologists. Specialist advice may be requested from the Local Education Authority and specialist agencies with regard to physical disability.

Careers Specialist advice is available for students from Kent Careers Service with a named individual specifically available for students with disabilities. In addition, Kent Careers Service staff work on a secondment basis within the College.

Catering Dietary requests can be met and College catering provision is able to respond flexibly to special requests.

Medical Support The College has six named First Aiders with specified responsibilities in their Job Description. There are a further 15 staff with First Aid qualifications and 35 staff who have received training to the level of 'appointed persons'. All welfare facilitators have received First Aid training. Medical records, GP name and address records of special are maintained for each student supported by the Cross College Physical/Sensory Learning Support Team.

PHYSICAL ACCOMMODATION AND ACCESS

Access The College is able to provide, at its Canterbury location, 75% physical access to students in wheelchairs. At its purpose-designed Sheppey College, 100% is accessible. There are a limited number of top floor areas which are not accessible.

New accommodation such as the Sports Hall, the Learning Resources Centre and Motor Vehicle Workshop has been specifically designed to enable access by students with disabilities.

Accommodation refurbishment involves widening door access, providing more ramps and alternative routes to enhance the experience of the College by those with restricted physical mobility. Specifically designed toilet and washroom facilities are available.

Timetables Timetabling flexibility is provided and during induction students with physical disability are accompanied by a member of staff to their timetabled room to confirm full access. If this is not confirmed then timetable adjustments are made.

Evacuation Procedures College evacuation procedures specifically relating to students with disabilities have been formulated on the advice of the Local Fire Officers. Procedures are documented and supported by staff training to ensure the full awareness of staff. Procedures for evacuation are circulated to all students as part of induction.

SOURCES OF FUNDING

The College applies for additional support units from the LSC directly related to LSC defined criteria for eligibility. Efforts are made to attract support and sponsorship for specialist equipment from local organisations.

Key Contacts:

Admissions/Learning Shop
Head of Student Services
Learning Shop
Learning Support Manager
Welfare Officer
Facilities Manager

A SUMMARY VERSION OF THE ABOVE IS ALSO AVAILABLE