

Yeovil College Disability Equality Scheme - Action Plan (2) 08/09

					<p>investigate SB/Sarah Hunt. Part of New E&D Co-ordinator's responsibilities to co-ordinate 4/12/07 18.3.08 Training delivered to Managers 3.1.08</p>
	3.) Produce fact sheets for managers on key disability and equality issues/legislation	H	April 2007 – Ongoing		New E&D Co-ordinator to take forward when in post 4.12.07
1.4 Embed equality and diversity issues (particularly disability awareness) within curriculum delivery	1) Develop a timely programme of training & implementation for Department Managers and Lecturers	M	July 2007 Ongoing Ongoing	H of TL DMs	Contact made with Warwickshire College Nov 07, to share good practice. 9/5/07 Session in New Teachers Forum on Embedding Equality & Diversity in the curriculum JM – ongoing 4/12/07 Embedding on-going across college 18.3.07 Awaiting new E&D Co-ord to consolidate/ work with Hof TL
1.5 Include a clear disability and equality focus within the delivery of a tutorial programme.	Discuss and implement changes to tutorial programme (training implications as above)	M	July 2007 Ongoing	Hof SF Hof TL HLJS	9/5/07A new training programme for tutors has been prepared JM/AP 4/12/07 Sessions already delivered by SSS Team. To be fully implemented /integrated within new tutorial programme - Hof LJS
1.6 Raise awareness of Child/Learner Protection issues in relation to disabled students as they are more at risk of being abused	To be added to Child/Learner Protection mandatory programme for all staff	H	Sept 2007 Ongoing	H of TL/ LPO L/Child Protection Officer	9/5/07Mandatory training to be rolled out across college JM/ KE 4/12/07 Added to current mandatory programme of training. Cross College sessions timetabled Jan-July 08

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2. RESOURCES/DATA					
2.1 Improve data collection on disability including opportunities, achievement and progression of students.	Review current data collection systems to ensure information is collated in a timely and appropriate manner	H	March 2007 Ongoing	H of R&A H of QAI	9/5/07 Delayed- awaiting review of data collection/ access/ improvement SB 4/12/07 Review of data collection and analysis processes ongoing – SB/NG/BH
2.2 Ensure all important information relating to disability is accessible to staff on the 'S' drive e.g.; Accessibility statement, DED, DES etc	1.) Review and improve information about Equality, Diversity, DDA 4 and Student Support on 'S' Drive	H	January 2007 Ongoing	Disability Sub Group	9/5/07 BH working with Marketing -ongoing
	2.) Ensure that information is regularly updated and current	H	Ongoing On going	Disability Sub Group “ “	4/12/07 –Ongoing updates placed on Intranet and Website – (not 's' drive.) Much improved access facilities for New Website Jan 08 18.3.08 – SL now member of disability sub group- direct contact more effective
2.3 Use college MIS, Support Tracking System and Personnel System to identify all disabled students, staff and governors.	1.) Review current MIS & Personnel systems to ensure accuracy of information	H	April 2007	H of R&A HR Director	As per 2.1 4/12/07 Review MIS Systems ongoing. HR report regularly at SPRG re staff stats.
	2.) Continue with review and implementation of improved 'Traffic Light System' for identification and tracking support for students with disabilities.	H	Ongoing implement July 2007 Ongoing	DMLL DMLL	Review of TLS on-going Nov 06 new format being created and discussed with appropriate staff 4/12/07 COMPLETED New Traffic Lights system introduced July 07. Improved tracking for students with disabilities/difficulties. Effectiveness being monitored 07/08 18.3.08 Review to take place before June08 by BH
2.4 Set up systems to collect information on the effect of policies and practices on the recruitment, development and retention of disabled employees.		H	Dec 2007 Ongoing	H of QAI HR Director	9/5/07 SB/SH to take forward 4/12/07 NEEDS ACTION?

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3. PHYSICAL RESOURCES					
3.1 Improve main College reception area – Introduce clear positive statements about disability, equality etc, visual references, information re equipment/aids available for students/ staff/visitors. Visitors' seating, desks, payment window, display cabinet to be improved.	1.) Review current provision in Reception area and produce a business plan to update and improve the facilities 2.) Implement plan for changes, to include Improvement for wheelchair access and disclosure within Central Admissions	H	February 2007 Ongoing On-going	VP Res HLJS HofLJS	9/5/07 Responsibility of H of LJ (AC) Budget allocation required 4/12/07- Current plans to move main reception for better access. Admissions to be relocated and renamed 'Customer Liaison & Enrolment'- improved facilities for disclosure etc 18/3/08 –Reception / CL&E remaining in place for present time. Change of layout for interview positions to enable improved opportunities for discreet disclosure. Still plans to improve Reception area ASAP.
3.2.Audit all college properties to ensure access for disabled people is appropriate	1.) Set up a small working group (including student/staff /user reps) to review whole college physical environment to ensure that the needs of individuals and the requirements of current legislation are fully considered and met. <ul style="list-style-type: none"> • Consider access arrangements to top floor of Hollands House (Personnel, Finance, Staff Development not accessible to all staff) • Investigate and improve acoustic facilities in the Boardroom and Lecture Theatre – review hearing loop system for whole College. 	M	May 2007 Ongoing Ongoing	VP Res H of F Disability Sub Group H of F&HS	9/5/07 Disability sub group to set up with JC 4/12/07 Expanded Disability sub group to discuss and agree way forward – Agenda item for January '08 sub group meeting 18.3.08 Sub group to target 'access' ongoing 07/08- members feedback to meetings' to identify difficulties. Take forward to Hof F& HS for future planning
3.3 Review 'Student Support Services Area' to ensure it is 'user friendly' and visually pleasing with artwork and relevant displays.		M	June 2007 Ongoing	Hof SFL HLJS	New Health Suite Sept 06 9/5/07 some improvements made to area 4/12/07 – No longer SSS area. Visual displays improved – need action to remove SSS signs ASAP
3.4 Carry out further improvements in the 'Megabite' to improve the student experience.	1.) Offer menus and environment that are more inclusive, reflecting diverse needs of the College population.	M	Sept 2007 Ongoing	MM Hof F	Healthy Option Menus offered Sept 06 – ongoing 4/12/07 Continuing

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	2.) Investigate a small refreshment area for students who find the main Megabite area too intimidating.		Ongoing		<p>improvements to Megabite area and menus. Awareness raised of diverse needs.</p> <p>Small refreshment area not able to be actioned but discussions still ongoing with SU.</p>
3.5 Improve signage across the college.	<p>1.) Review current signage across the College.</p> <p>2.) Design and install appropriate new 'disability friendly' signs to offer strong image and commitment to equality diversity</p>	M	<p>June 2007</p> <p>Ongoing</p> <p>On going</p>	<p>VP Res H of F</p> <p>Disability sub group</p>	<p>9/5/07 Needs budget allocation JH/PB BH/JC/LP to investigate signage new build to be included</p> <p>NEEDS ACTION – update from JC required</p> <p>18.3.08 Follow up through meeting with H of F&HS (JC)</p>

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4.MARKETING					
<p>4.1 Review the prospectus, website and other materials to ensure that they are available in different formats and are well publicised to all users.</p>	<p>1.) Review Website facilities to ensure that it is disability compliant with access for all (auditory etc.)</p>	H	March 2007	HofM	<p>9/5/07 Ongoing update BH working with Marketing</p> <p>4/12/07 Website improvements ongoing. New E&D Co-ordinator needs to take forward when in post.</p> <p>18/3/08 New website in place Jan 08 – improved facilities. Sub group to take further forward with marketing</p>
	<p>2.) Ensure all relevant Disability policies and documents (including DED, Action Plan, Disability statement, terms of reference E&D Group) are placed on Web Site with clear access arrangements in place.</p>	Ongoing	Ongoing	Disability sub-group	<p>4/12/07 not yet implemented - NEEDS ACTION take forward to E&D full meeting</p> <p>18/3/08 Full E&D group and Sub-group taking forward with marketing</p>
	<p>3.) Investigate possibility of Equality and Diversity news letter on the Website.</p> <p>4.) Promote diverse College community via success stories.</p>	On going	Full E&D Group	“ “	<p>18.3.08 To be discussed at full E&D meeting?</p> <p>4/12/07 Success stories being published by Marketing team. E.g. provision for Mental Health-Beacon Award</p>
	<p>1.) Review College Marketing Strategy to include a statement re positive images/attitudes towards disability</p>	H	March 2007	M&EM	<p>9/5/07 All managers asked to provide positive images – BH to work with marketing</p> <p>18/3/08 New /promotional materials on-going</p>
	<p>2.) Identify appropriate areas and create action plan for displaying various positive disability images/statements across College.</p>	H	<u>All Ongoing</u>	M&EM	<p>4/12/07 Principal allocated specific areas of College to Departments to display positive images/display materials</p>
	<p>3.) Fully investigate availability of resources through Disability Equality Commission and</p>	M	April 2007	M&EM DC	<p>Marketing working towards E&D friendly documents,</p>
Ongoing					

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5. PERSONNEL					
5.1 Include responsibility for Disability Equality within the job descriptions of all college managers.		H	Jan 2007 On-going	HR Director	9/5/07 Update required JH/PB 4/12/07 reference to 'Equality of opportunity' NEEDS ACTION TO FURTHER UPDATE
5.2 Include in the staff induction process, the opportunity for disabled staff to meet with the Head of Occupational Health		M	March 2007 Ongoing	HR Director	9/5/07 Needs update from PB/JJ 4/12/07 NEEDS ACTION – to clarify progress (SH/PB?)
5.3 Increase emphasis at staff induction on E&D (disability) awareness, including individual/institutional responsibilities.	1.) Implement in staff induction programme	H	Jan 2007	HR Director H of TL	Ongoing JM H of SD 4.12.07 Induction includes session on Learning Support and disability awareness
	2.) Investigate development of a CD Rom as additional induction resource	L	Jan 2008	H of TL	4.12.07 NEEDS ACTION –to clarify progress
5.4 Ensure back-to-work interview documentation covers support for existing/new disabilities	Amend current paperwork	M	March 2007	HR Director Hof HR	Update PB/JJ 4/12/07 NEEDS ACTION – to clarify
5.5 Review appraisal systems to include opportunity for disclosure of disability and provision of subsequent support	1.) Amend current paperwork 2.) Include E&D in appraiser training 3.) Appraisal targets to include E&D training	H	Jan 2007	HR Director Hof TL	E&D built into Appraiser Training as much as time will allow – April 07 4/12/07 Appraisal documents updated to include support for staff question.
		M	Mar 2007		
		M	May 2007 Ongoing		

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6.POLICIES AND PROCEDURES					
6.1 Publish a Disability Equality Scheme followed by an Annual Report	Implement initial Disability Equality Scheme and agree review date.	H	Dec 2006 Ongoing	Disability Sub Group - Full E&D Group	4/12/07 Annual report Completed and reviews ongoing through DSG & Full E&D Group 18.3.08- Latest Action Plan review to go to full E&D May 08
6.2 Develop a College Mental Health Policy		H	Jan 2007 Ongoing Ongoing	MHC	On-going MHC- AN/KE 4/12/07 Mental Health policy currently being developed 18.3.08 Need to check progress?(AN)
6.3 Undertake a preliminary evaluation of the extent of impact assessment on policies and practices.	Consider the initial impact (or likely impact) of both new and existing policies and practices on equality for disabled people, to ensure:- 1.) College activities do not inadvertently disadvantage disabled students, staff or service users. 2.) Opportunities to better promote equality of opportunity are identified 3.) Action leads to improved performance in relation to disabled people and disability equality	H	Jan 2007 Ongoing Ongoing	H of QIA	9/5/07 All new policies are checked before approval NB Many policies & procedures overdue for review 4/12/07 NEEDS ACTION to clarify progress- SB to advise next stage? 18.3.08 Priority list to review all policies on-going. Procedure in place to screen all new policies
6.4 Prioritise the order in which existing and new policies will be reviewed for disability equality impact assessment, dependent on the relevance to disabled people.	1.) Draw up a timetable to impact assess all existing policies, procedures and practices, 2.) Review all College policies such as appraisal, recruitment, complaints, harassment, equal opportunities etc, to ensure that current legislation is adhered to and disability and equality (as above) are naturally embedded throughout. 3.) Include disabled staff and students in the above process	H H H	Jan 2007 On-going over 3 years On going-over 3 years Ongoing Ongoing	H of QIA	9/5/07 In process of establishing an electronic policies & procedures manual to be available on intranet. Progress stalled due to staff sickness Review needs to be completed and clear timescale published 4/12/07 see above for action 18/3/08 as above
6.5 Review the admissions criteria for courses, at validation, to ensure there are no unnecessary barriers to disabled people		M	June 2007 Ongoing	H of LJS VP (JL)	9/5/07 Admissions policy required 4/12/07 Re- evaluated College works within the criteria of the awarding bodies and through admissions procedures to make every effort to remove potential barriers.((Completed target)

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<p>6.6 Review the admissions process to ensure it gives disabled people every opportunity to disclose their disability in a confidential environment.</p>	<p>1.) Review college application and support forms to ensure that learners can easily disclose their disability and that effective data can be collected. 2.) Review the interview, advice and guidance and enrolment procedures to ensure confidential environment for disclosure is included</p>	<p>M</p>	<p>March 2007</p> <p>Ongoing</p> <p>Ongoing</p>	<p>H of R&A H of SF DC</p> <p>HLJS</p> <p>HLJS</p>	<p>9/5/07 JH/JL to review process</p> <p>4/12/07 Ongoing review of all procedures. Qualified staff available and accommodation to be improved with confidential areas to ensure disclosure is encouraged. 18/3/08 Current accommodation re-arranged to offer more discreet disclosure opportunities</p>
<p>6.7 All course handbooks and other corresponding literature to include positive statements regarding reasonable adjustment to be offered to disabled people</p>	<p>Review all course handbooks and other literature to ensure equality of opportunity for disabled learners (including reasonable adjustment e.g extra time for assignments etc) is clearly defined</p>	<p>M</p>	<p>July 2007</p> <p>Ongoing</p> <p>Ongoing</p>	<p>DMs</p> <p>Disability sub group</p>	<p>9/5/07 Training required for managers to produce appropriate pictures/wording LH/JM 4/12/07 NEEDS ACTION – to clarify progress 18/3/08 DSG to liaise with marketing</p>
<p>6.8 Review College risk assessment paperwork to ensure that it includes awareness of all disability issues</p>	<p>Review risk assessment paperwork and implement change to procedure where necessary</p>	<p>M</p>	<p>July 2007</p> <p>Ongoing</p>	<p>H of OH</p>	<p>4/12/07 Trips overseas visits paperwork/training updated NEEDS ACTION –to clarify progress.</p>
<p>6.9 Review all College literature to ensure reference to Equality and Diversity is included where appropriate</p>	<p>1.) Action plan a review process of all literature 2.) Offer all literature in ‘user friendly’ language and format 3.) Ensure other formats available where appropriate (including documents in other languages).</p>	<p>M</p>	<p>March 2007 on-going - July 2009?</p>	<p>H of M</p>	<p>9/5/07 LP to conduct review 4/12/07 NEEDS ACTION to clarify progress</p>
<p>6.10 Ensure disability equality is included within the assessment procedure for WBL placement providers</p>	<p>WBL provider assessment materials to be reviewed to ensure that disability equality is included where appropriate</p>	<p>M</p>	<p>April 2007</p> <p>On-going</p>	<p>DBT</p> <p>WBLC</p>	<p>9/5/07 JH/JL/SH to review 4/12/07 NEEDS ACTION to clarify progress 18.3.08 EM (WBL Co-ord) to update and feedback</p>
<p>6.11 Review Disability Equality Scheme every three years</p>	<p>Produce revised 2nd addition Disability Equality Scheme</p>	<p>L</p>	<p>Dec 2009</p> <p>Ongoing</p>	<p>Full E&D Group Disability sub group</p>	<p>full review 4/12/07 agreed by DSG and full E&D group 18/3/08 Action Plan 2 (08/09) to go to full E&D group in May 08</p>

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7. LEADERSHIP/MANAGEMENT					
7.1 Appoint a Link Governor for Equality and Diversity	Produce a clear statement of responsibilities for Link Governor , to include liaison with relevant staff and participation in DES review process	H	Jan 2007 On-going	P C to Gov	Linda Jones is the link governor (and vice chair of the corporation) 9/5/07 JH to invite to E&D meetings 4/12/07 NEEDS ACTION to clarify current progress 18/3/08 Linda Jones now attending relevant E& D meetings wherever possible
7.2 Appoint a cross-college Equality and Diversity Co-ordinator /Manager, with disability equality as part of their remit.	1.) Consider the structural and financial issues for recruitment of a post of Equality Diversity Co-ordinator /Manager 2.) Create a recruitment proposal and job description	H	May 2007	P, DP, VP Res, H of P	Discussed at E&D committee October 2006. Liaison with Warwickshire College to share best practice on-going 9/5/07 Will be considered as part of the budgeting and planning for 07/08 4/12/07 Co-ordinator post approved and required to take all E&D issues forward across College. Advertised twice, but without success. E&D Co-ordinator NEED ACTION – to ascertain current position
7.3 Ensure 'disability equality' is embedded within the College SAR, QIP and Quality Reviews.	Review the paperwork and procedures for College SAR, QIP & Quality Reviews to ensure that disability equality is embedded within documents	H	March 2007 On-going	P, Hof QAi	9/5/07 In progress; embedded within Quality Reviews & will be in next SAR/QIP 4/12/07 Ongoing
7.4 Senior managers and governors to actively promote disability equality within their areas of leadership and management.	Introduce and reinforce a message to all managers and Governors to actively create a strong corporate image within all communications, using positive and anti-discriminatory language and practices.	H	January 2007 Ongoing	All Mgrs, Govs	4/12/07 On-going message is being reinforced. Principal still chair of E&D Group. All meeting agendas have E& D item. Awareness raising by impact assessment training 3/1/08
7.5 Ensure an E& D agenda item is placed on all cross College meetings.	Introduce and implement E&D agenda item through Team Brief /CMT meeting	H	January 2007 Ongoing	All Mgrs	Item in April 24 Team Brief 9/5/07 E&D agenda item to be placed on all college meetings- all managers to check
7.6 Continue with 'Commitment to a Better College' campaign highlighting disability issues within the Respect section.	Introduce within E&D group continuing agenda item for 'Commitment to a Better College Campaign'	M	April 2007 On-going	P	Done and ongoing 4/12/07 Ongoing and progressing well. 18/3/08 New cross college

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					poster campaign currently actioned to link into 'Every Child Matters' criteria
7.7 Actively recruit disabled people to elected officer posts, e.g. governing body and elected committees	Review recruitment procedures for elected posts, to ensure disabled people are actively sought for positions	M	June 2007 Ongoing	P, C to Gov	9/5/07 Contact made but no member yet appointed – stakeholder names to be given to Alan Legg (BH) 4/12/07 NEEDS ACTION
7.8 Identify barriers and gaps in provision for disabled people, though Dept Health Checks and Curriculum Mapping.	New provision investigated as a result of review	M	June 2007 Ongoing	H of Cs	9/5/07 Raise at HOC/SLAT(LH) 4/12/07 Production of curriculum maps as part of Strategic Plan
7.9 College managers to carry out disability equality impact assessments on policies and practices within their area of remit.	1.) Plan and carry out disability equality impact assessments, recognising that the outcomes of impact assessments and positive change are more important than the process 2.) Results of impact assessments to be fed into DES and other appropriate Department documents.	M	July 2007 Ongoing	All Mgrs H of QAI	4/12/07 Impact assessment training not yet taken place! NEEDS ACTION 18.3.08 Training now taken place for managers Jan 08. On-going procedures being led by H of QAI
7.10 SMT and other E&D Group members to visit 'good practice' colleges to feed back and consider implementation of known working strategies	Arrange visits to 3 'good practice' colleges and feed back findings to E& D Group	M	July 2007	SMT, E and D Group	9/5/07 Possible visits to Weymouth/ N.Devon (AC/BH) 4/12/07 Not yet achieved – visits cancelled for various reasons NEEDS ACTION
7.11 Include relevant disability considerations in all new procurement contracts.	Review current procedures for creating procurement contracts, make relevant amendments to ensure disability considerations are included	L	Jan 2008	VP Res	4/12/07 NEEDS ACTION to ascertain progress (PB)
7.12 Maximize links with local disability information and support groups to support the DES and subsequent action plan.	Review links with current local liaison groups to create stronger networking	L	On-going July 2007 On-going	DM SSS	AC/BH to investigate 4/12/07 Good liaison with other colleges and outside agencies. Endeavouring to even further extend networking

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8. STUDENT/STAFF/USER PARTICIPATION					
8.1 Appoint a representative of the student body to the Equality and Diversity Group	Student Union to elect a representative onto the College Equality & Diversity Group	H	December 2006	SU	Two representatives elected Nov 06. Will attend 1 st E&D meeting Dec 06 4/12/07 COMPLETED – procedure in place to ensure continuity of S U membership 18/3/08 SU rep now also member disability sub group
8.2 Develop a wider membership for Disability Sub Group of main E&D Group, to include disabled staff/student/user reps to be part of the DES Review process	Invite members of staff, students and users to become part of a wider membership of E&D Disability sub group	H	February 2007	E and D Group	Discussions on-going Nov 06 9/5/07 1 staff member, 1 student and 1 member of marketing dept now additions to the sub-group 4/12/07 – Further review of new membership ongoing 18.3.08 Full membership reflects whole college community -now includes UCY rep.
8.3 Set up a cross-college forum for disabled users which can inform the DES.	1.) Investigate the most appropriate forum to create effective communication systems for disabled people across the College. 2.) Set up forum to elicit views of disabled people - staff/ student/visitors and feed back results regularly to E&D Group	H	April 2007	Disability sub-group	9/5/07 Disability sub-group to investigate/ set up 4/12/07 Not yet implemented – NEEDS ACTION to progress. Discussion with SU ongoing to help with accessing students. 18.3.08 DSG needs to take forward with SU rep on DSG & marketing?
8.4 Set up an on-line communication system for disabled staff/students/users.?	As above action	M		ILT C	Not yet 4/12/07 – NEEDS ACTION Investigate – could be part of facility for new Moodle site for E&D Group
8.5 Raise student awareness of E&D (disability) issues	1.) Create learner recruitment, enrolment, induction packs to include reference to and awareness of disability issues, plus opportunities for disclosure. 2.) Include an agreement for learner signature within induction pack, acknowledging 'respect for all' (linked to the 'College Behaviours,') to be re-visited within tutorials during the year	M	July 2007	H of SF	9/5/07 E&D Group in process of updating entries in Tutor Diary Existing Learner Agreement will be updated to include section on acknowledging respect 4/12/07 NEEDS ACTION –

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					review with HLJS &LSF to ascertain progress made and possible new targets
8.6 Improve promotion of equality of opportunity for disabled students at schools liaison events.	Review and make appropriate improvements to procedure for school liaison events	M	June 2007 Ongoing Ongoing	H of SF, Disability sub group	9/5/07 Consideration will be given when planning 2007/8 events 4/12/07 NEEDS ACTION to ensure now built into liaison procedures 18.3.08 DSG to discuss progress with JB(Schools Liaison co-ord)
8.7 Review the student and stake-holder feedback forms to include questions on disability equality.		M	September 2008	H of QAI	9/5/07 Will be considered as part of full review of stakeholder feedback process 4/12/07 NEEDS ACTION to clarify progress