



ENSURING DISABILITY EQUALITY IN EMPLOYMENT POLICY

[applies to all Trust employees]

1. Introduction

The Trust will promote Equal Opportunities in all employment processes. Equal access to employment for applicants with disabilities and support for employees with disabilities is provided as a right.

This section identifies what support is available and where responsibility lies. The procedures described have been developed from guidelines agreed following the Disability Discrimination Act 1995. Procedures will be reviewed if there are any amendments to the DDA following the establishment of the Disability Rights Commission in April 2000, or if new codes of practice on Higher Education are produced.

2. Scope

This policy applies to all employees of Birmingham City University Academies Trust (BCUAT), including employees working in academies operating as part of the Trust and all Head office employees.

3. Recruitment of new staff

Although the Human Resources (HR) Consultant has overall accountability for recruitment, the Trust recognises that it is often more practical and effective for academies to manage their own recruitment processes, with the exception of senior appointments. It is the responsibility of the HR Consultant to ensure that appropriate policies and processes are in place and that academy representatives have been provided with the necessary knowledge and training to ensure that the actions listed below are completed for every recruitment process, and to check on a regular basis that this is the case.

Recruitment of any new staff should involve the HR Consultant or a trained representative from the relevant Academy.

Owner of Policy	Human Resources
Legislation Status (Statutory / Non-Statutory)	Statutory
Date Ratified and Version Number	29.11.2016 v2.0
Date to be reviewed	September 2017

The following actions are designed to ensure equality of opportunity in the recruitment process:

Action	Responsibility
When defining job specifications, we aim to ensure that criteria do not exclude people with disabilities from making an application	HR Consultant/Academy representative
All vacancies will be circulated to local organisations that support people with disabilities	HR Consultant/Academy representative
All recruitment material and documentation will be indicative of, and consistent with, Trust policy covering the employment of people with disabilities	HR Consultant/Academy representative
The section of the application form requesting information about disabilities will explain clearly why the information is required. This is removed from papers sent to recruitment panels before shortlisting.	HR Consultant/Academy representative
All candidates will be asked to identify any support they need and encouraged to reply	HR Consultant/Academy representative/Applicant

4. Support for newly appointed staff

This support should be such that it will enable and encourage individuals to use their abilities to the fullest extent. Every effort will be made to remove barriers which may limit the contribution that members of staff with disabilities are able to make.

The following actions aim to ensure that newly appointed staff are able to contribute fully and develop according to their abilities.

Action	Responsibility
Conduct a careful assessment of the job and its environment, to ensure that the special needs of the candidate or appointee can be accommodated	Line Manager/Appointee
Identify with the appointee and the Academy Principal/Head of Department, any specific variances from the normal role and activities of the post that are deemed necessary	Line Manager/Appointee
Liaise as appropriate with Occupational Health and other organisations to arrange transitional employment grants, training and other reasonable adjustments	HR Consultant
Ensure that the appointee and his/her colleagues agree to any changes in the job role and activities	Line Manager/Appointee
To facilitate access for the appointee, arrange for the provision of special equipment and initiate minor works alterations	Line Manager/HR Consultant/Estates
Commence regular meetings with the new appointee to ensure that he/she is able to make career progress at the Trust according to ability	HR Consultant/Line Manager
Hold frequent discussions with each person with a disability according to their circumstances, but at least once per year after the first year of employment and maintain records in personal files	HR Consultant./Line Manager

5. Support for employees who become disabled or where the impact of a disability becomes more pronounced

The Trust has made the commitment that employees who become disabled are given appropriate assistance to allow them to stay in employment.

The following actions aim to ensure that, wherever practical, individuals are enabled to resume their former role:

<i>Action</i>	<i>Responsibility</i>
In each individual situation, the employee will be consulted to assess how we/she can be helped back to their original job	HR Consultant/Line Manager/Employee
Determine any changes that can reasonably be made to the job which would allow the employee to resume their former role	HR Consultant/Line Manager/Employee
Obtain agreement to these changes by everyone involved and monitor the effectiveness of the changes made	HR Consultant/Line Manager/Employee

The above measures may require the assistance of Occupational Health and/or other external organisations in the assessment and provision of specialist equipment.

6. Arranging alternative employment

Where it is not practicable for employees to resume their former job role, all reasonable efforts will be made to offer the most suitable alternative employment.

The following actions aim to ensure that options for an alternative role are fully explored:

<i>Action</i>	<i>Responsibility</i>
Discuss the options for continuing employment in a suitable alternative role with the employee	HR Consultant/Line Manager
Obtain the assistance of external support agencies and/or the Trust's Occupational Health Advisor, if appropriate, by agreement with the employee	HR Consultant
Arrange assessment and training for the employee to assist them in making the change to the agreed new role	HR Consultant/Line Manager
Monitor employees who have disabilities to ensure that they are able to progress according to their abilities, using a procedure agreed with the employee	HR Consultant/Line Manager