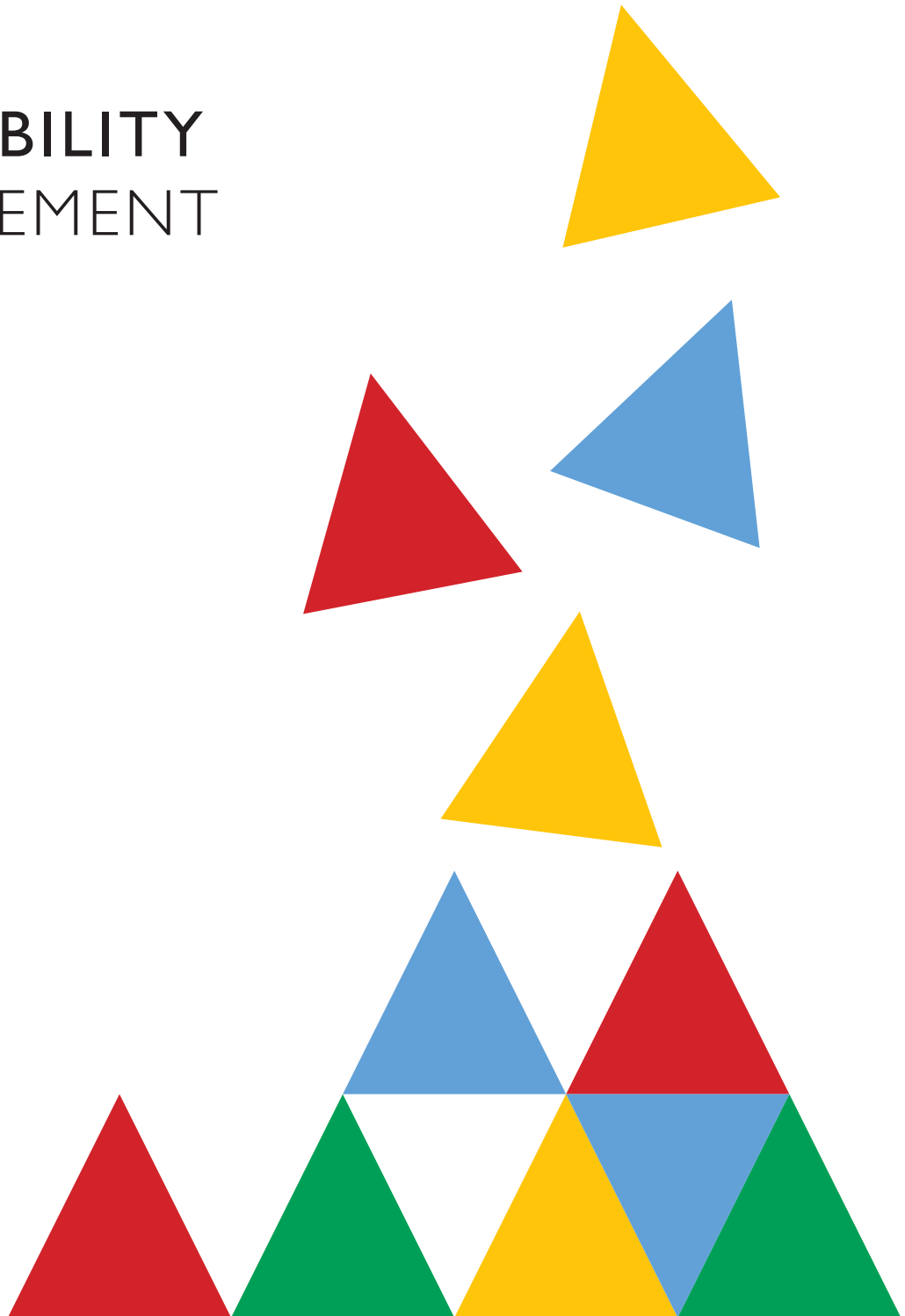


# DISABILITY STATEMENT



# Our Equalities Policy

Kingston College affirms that individuals are entitled to the same equal rights, responsibilities and opportunities. The College strives to ensure that all individuals are equally valued and everyone treats each other with respect.

The Equalities Policy is available on our website ([www.kingston-college.ac.uk](http://www.kingston-college.ac.uk)) or on request from Quality Improvement and Professional Development (020 8268 2791).

## The Disability Discrimination Act

### The Definition

The Disability Discrimination Act (DDA) defines a disabled person as someone who has a physical or mental impairment that has a substantial and long-term adverse effect on his or her ability to carry out normal day-to-day activities.

For the purposes of the Act:

- Substantial means neither minor nor trivial
- Long term means that the effect of the impairment has lasted or is likely to last for at least 12 months
- Normal day-to-day activities include everyday things like eating, washing, walking and going shopping
- A normal day-to-day activity must affect one of the capacities listed in the Act which include mobility, manual dexterity, speech, hearing, seeing and memory

At Kingston College we welcome applications from individuals with disabilities or learning differences. Each application is carefully considered. We aim to provide all students with high quality tuition and support to ensure that they make the most of their studies and are able to participate fully in College life.

While we make every effort to be completely inclusive there may be instances where, after assessment and provision of reasonable adjustment, the College is unable to accommodate the needs of an individual. In this case we would refer to our Information, Advice and Guidance Centre to help the applicant find a more suitable alternative. This is part of our wider commitment to equal opportunities.

## **CONFIDENTIALITY**

Information regarding your disability or additional support needs will be dealt with sensitively. At the pre-application/application stage this information will only be disclosed to staff dealing directly with your application. Thereafter, and with your consent, only information which may assist us in supporting you and your learning at Kingston College will be disclosed.

The only exception to this is if the information leads us to fear for your safety or for the safety of others, and then it may be necessary to pass information on without consent.

Applicants are strongly advised to disclose a disability or medical condition that may adversely affect learning.

## **ADMISSION ARRANGEMENTS**

Offers of places at Kingston College are based on the applicant meeting the entry criteria.

Information about Kingston College courses and facilities is available to all enquirers through the published prospectus, course leaflets and our website ([www.kingston-college.ac.uk](http://www.kingston-college.ac.uk)).

This information can also be supplied in different formats on request to Welfare Services on 020 8268 2969 or [welfare.services@kingston-college.ac.uk](mailto:welfare.services@kingston-college.ac.uk)

Our pre-application and pre-enrolment guidance service can include visits to the College sites and advice on suitability of programmes of study.

Applicants are invited to identify any disability, medical condition or learning difficulty as part of this application process. Such information is used discreetly with the aim of providing appropriate support.

Specialist assessment is available to identify specific support requirements. It is very important that we are made aware of your needs at the earliest opportunity so that we can put the necessary support in place prior to the start of your course.

## **ACCESS**

Kingston College operates over six sites.

All sites offer:

- Wheelchair access to all teaching areas
- Wheelchair access to the Learning Resources Centres
- Toilet facilities for disabled students

We have an on-going programme of access improvement. Our accessibility can be viewed by visiting the website [www.disabledgo.info/education](http://www.disabledgo.info/education)

## **EMERGENCY EVACUATION FROM SITE**

The Welfare Services Manager for Disability and Medical Services will arrange for a Personal Emergency Evacuation Plan to be completed for all students who may have difficulty making their way out of buildings in an emergency.

## Support Staff/Contact Details

The following support staff have particular responsibility for disability issues:

### Welfare Services Manager for Disability and Medical Services - Lucy Dowds

Lucy offers students and prospective students with disabilities and/or medical conditions the opportunity to discuss support needs in a confidential environment. With the student's consent, she makes arrangements to provide additional support and informs the relevant staff members. (Please note that only information that will assist in supporting a student's learning is disclosed.)

Lucy should be the first point of contact for enquiries about disability support.

**TELEPHONE NUMBER:**

020 8268 2970

**MOBILE TELEPHONE:**

07743 492468

**FAX:**

020 8268 2967

**E-MAIL:**

lucy.dowds@kingston-college.ac.uk

### Learning Support Co-ordinator - Jenny Lane

Jenny is based within the Learning Resources Centre and co-ordinates a team of support staff. Her team offers additional support to students who have difficulties with reading, writing, spelling, mathematics and study skills.

**TELEPHONE NUMBER:**

020 8268 3053

**E-MAIL:**

jenny.lane@kingston-college.ac.uk

## Head of Section: The Skills Centre - Ann Duly

Ann manages the Skills Centre based at North Kingston which offers the opportunity for disabled people to develop skills to progress to further learning or to find employment. This course aims to improve independent living skills and enhance personal and social development. It also provides opportunities to develop occupational skills in retail and hospitality. The course is validated by Kingston College through a Skills Passport.

**TELEPHONE NUMBER:**  
020 8268 2931

**E-MAIL:**  
ann.duly@kingston-college.ac.uk

## College Nurses – Imogen Geraghty and Chris Walker

Imogen and Chris work in Welfare Services and are based in the medical rooms on the ground floor of the Kingston Hall Road site. They are available to support and advise students who have a medical condition, and attend to students who are ill or require first aid at College. They also make regular visits to the other College sites.

**TELEPHONE NUMBER:**  
020 8268 2968

**MOBILE:**  
07714 237632  
(emergencies only)

**E-MAIL:**  
imogen.geraghty@kingston-college.ac.uk  
chris.walker@kingston-college.ac.uk

# Services Available to Support Our Students

Kingston College offers services to support students with disabilities, additional needs, learning differences and medical conditions such as:

- Dyslexia
- Dyspraxia
- Autistic Spectrum Disorders, e.g. Asperger's Syndrome
- Attention Deficit and Hyperactivity Disorder (ADHD)
- Deafness or Hearing Impairment
- Blindness or Partial Sightedness
- Physical Disability or Mobility Impairment
- Mental Health Difficulty
- Social, Emotional and Behavioural Difficulty
- Eating Disorder
- Medical conditions including epilepsy, diabetes, ME and heart conditions

This list is not exhaustive and we would be happy to speak to anyone who considers themselves to have an additional support need.

There are many services available to support our students, dependent upon the assessment of specific needs.

## These may include:

- One-to-one in class support with trained support workers
- Note-taking
- Amanuensis (scribing)
- Additional learning support sessions – individual or group
- Dyslexia assessment
- Assessment of arrangements for fieldtrips and work placements
- Producing material in alternative formats
- Access to specialist equipment and assistive technology, a list of which is available from the Learning Resources Centre on 020 8268 3053
- Examination arrangements, which may include extra time, rest breaks, use of specialist equipment, modified papers, separate room, support for reading, support for writing

## STAFF AWARENESS

Disability awareness sessions for staff are included as part of our staff induction and staff development programme. With the consent of the individual we can arrange personalised disability awareness training to groups of staff and/or students, often with the involvement of the disabled person if they wish.

Other Welfare Services are available including counselling and financial advice. Leaflets giving further details are available through the following contacts:

**TELEPHONE:** 020 8268 2969

**E-MAIL:**

welfare-services@kingston-college.ac.uk

**FAX:**

020 8268 2967

# Links with Outside Agencies

Kingston College is in regular contact with a number of key agencies that have responsibility for disabled people. Where appropriate, our staff work with these agencies on your behalf to ensure that your needs are met.

## THE SURREY PHYSICAL AND SENSORY SUPPORT SERVICE

Kingston College enlists the expertise of this organisation and works closely with them in supporting students with physical, hearing and visual impairment. They assess students and provide the College with a report recommending the best ways to support the student's learning to allow them to access their course and participate fully in College life. Specialist teachers provide tutorial support for students and advice for teaching staff. The service provides specialist support workers such as BSL interpreters, lip-speakers and note-takers. They also arrange Braille transcripts.

We also liaise with:

**NADP** – The National Association of Disability Practitioners  
[www.nadp-uk.org](http://www.nadp-uk.org)

**SKILL** – National Bureau for Students with Disabilities  
[www.skill.org.uk](http://www.skill.org.uk)

**RNIB** – Royal National Institute of the Blind  
[www.rnib.org.uk](http://www.rnib.org.uk)

**RNID** – Royal National Institute for the Deaf and Hard of Hearing People  
[www.rnid.org.uk](http://www.rnid.org.uk)

**Scope** – Organisation for People with Cerebral Palsy  
[www.scope.org.uk](http://www.scope.org.uk)


**Mind** – National Association for Mental Health  
[www.mind.org.uk](http://www.mind.org.uk)

## WHAT DO I DO IF I HAVE A COMPLAINT?

It is anticipated that the Welfare Services Manager for Disability and Medical Services will settle any minor problems and grievances quickly. If you are still dissatisfied, please write to:

**Director of Quality Improvement,**  
Kingston College  
Kingston Hall Road  
Kingston upon Thames  
Surrey  
KT1 2AQ

You are entitled to a fair, confidential investigation with a courteous and efficient initial response to your concerns within 10 working days.



Kingston College  
Kingston Hall Road  
Kingston upon Thames  
Surrey  
KT1 2AQ

**TELEPHONE:**

020 8546 2151

**FAX:**

020 8268 2900

**EMAIL:**

[info@kingston-college.ac.uk](mailto:info@kingston-college.ac.uk)

**WEBSITE:**

[www.kingston-college.ac.uk](http://www.kingston-college.ac.uk)

This document is available in alternative formats upon request.  
Information is correct at time of publication.