HARROW INDEPENDENT COLLEGE
School of Mathematics, Science & Economics

Disability Policy of Harrow Independent College

Statement of Intent:

A person has a disability if they have physical or mental impairment that has substantial or long term adverse effects on their ability to carry out every day activities. (Equality Act 2010).

At Harrow Independent College (HIC) we are committed to the provision of equal opportunities for all students, staff and parents as outlined in the Equality Act 2010, so that we meet the Disability Equality Duty (Dec. 2006).

The Disability Policy will cover the following elements:

- The promotion of equal opportunities for all people with disabilities.
- The elimination of discrimination that is unlawful as per Equality Act 2010.
- The elimination of harassment related to disability.
- The promotion of an ethos of positive attitudes.
- The encouragement of full participation for disabled students and adults in the college.
- To take steps to meet the needs of disabled people, even if this requires a measure of positive action.
- Scrutiny of the methods of assessment undertaken and the impact on people with disability.
- The steps required for the delivery and maintenance of this policy.
- An annual review mechanism.
- Complaints procedures to address complaints and concerns.

The Senior Management Team (SMT) will be responsible for the provision of advice and guidance to students, staff, job applicants and recruitment/interviewing panels on the implementation of this policy.

Procedures

Procedural Policy overview

The key areas of the policy are:

- To endeavour to remove any physical access barriers to ensure our college is as accessible as possible for students, staff and visitors with disabilities.
- To foster positive attitudes amongst students and staff towards people with disabilities through education.
- Encourage the development and implementation of procedures to

address the requirements of students and staff with disabilities across all departments of the college and to operate within the Disability Policy framework.

- Provide reasonable adjustments in the form of teaching strategies, alternative assessments, and support assistance for students with disabilities in all aspects of academic programmes.
- To assist the awarding bodies in discharging their duties to make reasonable adjustments by requesting access arrangements, where required, and supporting the Designated Disabilities Advisor in effectively implementing those arrangements once approved.
- Advertise and promote the Disability Policy and procedures, and the provision of disability support within all areas of academic learning, and employment opportunities.
- Ensure monitoring and evaluation of this policy is a continuous process carried out by all members of staff. A formal evaluation will be carried out annually.
- Should a student or adult disclose information about his/her disability, the colleague or the member of staff receiving the information will treat it with complete confidence and not impart it to anyone else.
- Where it is proposed that the information should be revealed to a third party, the reasons for this will be explained to the individual and the individual's permission obtained before proceeding. Even if the member of staff believes it would be in the individual's interest to reveal the information, it would be improper to do so if the person declines to give permission.
- In rare circumstances, staff, following consultation with the Principal, reserves the right to relax confidentiality when there appears to be serious risk to the individual or someone else. In such circumstances, the individual's consent will be sought, if at all possible.

Students with Disabilities:

- All students wishing to attend the college will be considered for a place regardless of disability.
- The college will expect a member of SMT to act as Designated Disabilities Advisor to provide information and guidance to all students with disabilities.
- The college will respond, wherever possible, with reasonable adjustments to meet special requirements for students with disabilities, the provision of appropriate materials, equipment and facilities.
- Our curriculum, tutor time, assemblies and work with the wider community, will be a means to encourage staff, students, parents and visitors to respond positively to the diversity and richness that persons with disabilities bring to our college community.
- The college will use its best endeavours to ensure that the environment for work and study does not limit persons with disabilities from playing a full and meaningful part in every aspect of college life.
- The college will hold an up to date register of any student who legitimately declares they have a disability so that effective monitoring of academic and

social progress may be made.

- The college will inform staff of individual students with disabilities to facilitate academic and social monitoring.
- The college recognises its duties towards disabled candidates as defined under the terms of the Equality Act 2010. This includes a duty to explore and provide access to suitable

  courses, submit applications for reasonable adjustments and make reasonable adjustments to the service the college provides to disabled students.
- Any staff member requiring advice and support in relation to student disability, should seek assistance from the designated member of SMT who has responsibility as the Designated Disability Advisor.
- The college ensure that where a student with a learning difficulty requires an assessment of his/her needs, he/she is assessed by an appropriately qualified assessor as appointed by the Principal.

Staff with Disabilities:

Recruitment

- The college will review and develop its recruitment procedures to encourage applicants with disabilities and ensure that no unlawful discrimination takes place.
- Candidates with disabilities will have any additional needs met wherever possible and practicable if called for interview.
- All staff appointments will be made on the basis of qualifications, experience and skills of the applicant, regardless of disability.
- The college ensure that the Principal or an appropriate member of SMT not only checks the qualification(s) of the assessor(s) but also the assessment process is administered correctly.
- Wherever possible, the college will make such reasonable adjustments as are required to enable a successful candidate with a disability to take up the position.

Retention

- The college will support, where possible, any employee who suffers a disability whilst at work, so that they may continue their employment.

- Any reasonable adjustments to the working environment will be made.

Training and CPD

- Training and CPD opportunities will be available to all staff regardless of disabilities.
- Additional needs with regard to access, equipment and facilities will be made to ensure full participation is available.

The working environment

- The college will make every effort to ensure that the environment for work

does not prevent persons with disabilities from taking up or continuing in employment for which they are suitably qualified.

Disability Awareness:

The college will ensure that awareness of disability is raised amongst all staff, students, parents and visitors. This is to ensure that:

- those involved in recruitment and selection are thoroughly acquainted with the policy and procedures.
- all managers and colleagues of any employee with a disability have a clear understanding of the specific requirements and adjustments necessary and make a positive response.
- any member of staff, student, parent, governor or visitor with a disability is able to seek assistance, if required, to support and enable them to fully participate.

Monitoring:

- The college will hold a Single Central Record in the admin drive, of all people who wish to declare a disability, so that regular monitoring of the effectiveness of the policy may take place.
- The college will encourage the involvement of people with disabilities in the review, implementation and effectiveness of the policy.

Links with External Agencies:

- Liaison will be maintained with specialist advisory agencies and groups at local and national level.
- In order to ensure that people with disabilities gain the best possible support, the college will seek to consult with advisory groups so that we may make the best possible use of available resources.

Parents with Disabilities:

- All reasonable steps will be taken to ensure that any information sent to or made available to parents will be published and accessible. Every effort will be made to ensure that the environment does not prevent persons with disabilities from visiting the college.

Statutory Policy	
Date reviewed:	**19th February 2026**
Review frequency:	**1 Year**
Next Review date:	**19th February 2027**