

Employee Welfare

Benenden Healthcare

The Benenden Healthcare Society is a mutual healthcare organisation, providing first class personal healthcare services to employees of the public sector, registered charities and other approved organisations. For just £1.50 per person, per week, members benefit from access to discretionary healthcare solutions. For more information visit the website:

www.benenden.org.uk/personal-healthcare

BUPA

Employees are eligible for preferential membership rates for a variety of healthcare packages to suit you. To find out more details about the cover available please call:

0800 328 1064
quoting ref: 6408/13584



Staff Disability Guide

Learner Services



For further advice, or if you need this booklet in a different format please contact HR:

Email: hrdteam@southessex.ac.uk
Tel: 0845 52 12345



Skills | Education | Careers





Staff Disability Guide

South Essex College welcomes applications from candidates with disabilities or learning difficulties. We appreciate and value the contribution those with disabilities bring to the College. Our Single Equality Scheme outlines our commitment to prospective and current employees with disabilities. The values that underpin our approach to our work are the three **As**:

- **Aspiration**
We aim to inspire and empower staff and learners to achieve their full potential.
- **Access**
We aim to provide an environment that is inclusive, supportive, welcoming and safe.
- **Achievement**
We focus on learners and delivering excellence in learning with high quality services and standards.

Equality Act 2010

In October 2010 the Equality Act 2010 came into force, replacing several other discrimination acts, including the Disability Discrimination Act (DDA). In light of this act the College has reviewed its policies and procedures and have published the Single Equality Scheme.

Single Equality Scheme

South Essex College is committed to the advancement and promotion of equality and diversity for all learners, employees and all other users of the college. Our ethos is to create and maintain conditions whereby learners and staff are treated solely on their own merits, abilities and potential regardless of ethnic or national origin, disability, pregnancy/maternity, gender, age, gender reassignment, religion or belief, sexual orientation, social class and background or other distinction.

Access at College

Health and Safety will assess the needs of all employees who declare that they have a disability, on an individual basis and any additional requirements or adjustments will be made where possible. At your HR induction you will be given a PEEP (Personal Emergency Evacuation Plan) to complete in conjunction with your Line Manager should you feel you have a disability which would mean that you may need some extra assistance during an evacuation.

- The PEEP can also be found on C_Space, the staff intranet: <http://ilsapps/STAFFSEENET/policies/index.aspx?id=3>
- Emergency Evacuation Plan Diagrams can be found on the right hand side of the C_Space Information page: http://ilsapps/STAFFSEENET/college_info/index.aspx
- Additional info on access facilities such as hearing loops, accessible toilets, drop kerb, evacuation chairs can all be found listed in the student disability guide

How to Disclose a Disability

When you are appointed to a position within South Essex College you are asked to complete a medical questionnaire. This questionnaire is confidential and is sent to an external company to assess your fitness to work in the role that you are undertaking. It is individual employee's responsibility to inform their Line Manager and HR that they have a disability that may affect them within the working environment. A meeting can be arranged to discuss and agree support and potential reasonable adjustments to assist you in your role. Also, if during the course of your employment should you encounter a disability then please speak to your Line manager etc.

You can personally record that you have a disability via the "Your HR" self-service facility available through the Organisation Information Centre (OIC). Alternatively please speak to your line manager/HR, an assessment can then be actioned and any reasonable adjustments discussed.

Confidentiality

The College will maintain discretion at all times and will keep details of the disability confidential; only sharing information with those that need to be aware of any critical medical information or adjustments made.

Discrimination

Whilst the College is committed to eradicating all discrimination we understand that it can still happen. The College has very active groups that can help; Equality and Diversity Group, Equality and Diversity Forum, and the Staff Consultation Group. The College has a Grievance Policy and procedures, this explains what is classed as discrimination and how it would be dealt with. You may also speak confidentially to HR or call ICAS, the employee confidential helpline on:

0800 068 6729

Access to Work

Access to Work is a government scheme; they can help you if your health or disability may affect the way you do your job. It gives you and your employer advice and support with extra costs which may arise because of your needs.

- Access to Work might pay towards a support worker or the equipment you need at work.
- It can also pay towards the cost of getting to work if you cannot use public transport.
- If you need a communicator at job interviews, then Access to Work may be able to pay some or all of the communicator costs. For full details visit the Direct.Gov website: http://www.direct.gov.uk/en/DisabledPeople/Employmentsupport/WorkSchemesAndProgrammes/DG_4000347