



Substantial (that is, more than minor or trivial), and  
Adverse, and  
Long-term (that is, it has or is likely to last for at least a year or the rest  
of the life of the person affected).'

Physical or mental impairment includes hidden impairments such as mental illness, dyslexia, diabetes and epilepsy. A person with HIV, cancer or multiple sclerosis is automatically treated as disabled under the Act from the point of diagnosis.

### **3.0 Inclusive practice**

Current government policy expects that institutions should meet the majority of students' needs through inclusive practice and anticipatory arrangements and

#### **4. Responsibilities**

The University Council of Governors has overall responsibility for ensuring that Newman University complies with the requirements of disability legislation, as incorporated into the Equality Act 2010, including the general duty to have due regard to:

Eliminate unlawful discrimination, harassment and victimisation and other

## **5. Confidentiality and Data Protection.**

Information relating to an individual's health issues or disability (as defined under the Equality Act 2010), is regarded as personal sensitive information under the Data Protection Act. Any information of this nature disclosed to a staff member is confidential and must only be used and stored for the purposes for which it was intended.

When a student or staff member discloses a disability or health issue the person receiving that disclosure should have an initial conversation to establish whether any reasonable adjustments can be made, and encourage them to seek further support, signposting them to the relevant services. This may of necessity involve liaising with other departments, such as the individual's manager, or Inclusion Co-ordinator. Before this can be done the individual's permission must be obtained, using the relevant disclosure form (available on the intranet). If an individual wishes information to remain confidential between themselves and the person to whom the disclosure has been made, they may do so on the understanding that this may restrict the ability to make appropriate arrangements. A record of this should be kept.

## **6. Dealing with Discr**

groups. Consultative processes, such as the Student and Staff Consultative Committee (SSCC) and other processes will encourage disabled students and staff to stand for nomination and to influence practice.

## **9. Monitoring and Review**

The Equality and Diversity Committee is responsible for monitoring the implementation and development of this policy. The policy is subject to review and amendment every three years.

## **Part 2: Disability Guidelines for students and staff**

### **1. Disabled students**

#### **1.1 Access, Admissions and interviews.**

Newman University holds regular open days and applicant visit days. Prospective students are invited to state whether they or those attending with them will require any particular arrangements to be made, so that reasonable adjustments can be put in place prior to the visit.

Disabled students have the right to equal access to courses and facilities provided by Newman University and its Partner Institutions and are selected on the same academic criteria as other candidates. All relevant factors are taken into consideration when assessing an application. Adjustment may be made where it can be shown that a disabled applicant will be capable of meeting the programme's learning outcomes. It is recognised that Professional Bodies may impose certain Fitness to Practice regulations, which in some cases restrict





environment or other similar setting. In certain situations, where placements may pose issues of health and safety, it may be necessary for a risk assessment to be carried out before the student attends their work placement. This would normally be carried out by the placement supervisor and student together, with advice from the Health and Safety Officer and Inclusion Co-ordinator.

### **1.7 Preparation for placement overseas.**

The Inclusion Coordinator, Mental Health Adviser, or Dyslexia Adviser can support disabled students in making appropriate plans for work placement or



various aspects of academic work.

#### 1.10.2 Inclusion Services (Disability and Mental Health)

The Inclusion Co-ordinator and Mental Health Adviser offer advice and practical support for students with a wide range of disabilities liaising with other university staff and external agencies on behalf of students, giving advice on additional funding, assistive technology and equipment, requesting individual reasonable adjustments and exam arrangements and making provision for support workers such as specialist mentors and BSL interpreters .

#### 1.10.3 Dyslexia services

Services for students with Dyslexia are co-ordinated by the Dyslexia Services Team Leader. The Dyslexia Adviser provides dyslexia screening services for

advice for young people leaving care, alcohol and substance misuse, sexual health and pregnancy, sexual harassment, concerns over domestic violence and forced marriage.

#### 1.10.7 Other points of contact for disability matters.

Subject Leaders and Module Tutors  
Academic Support Advisers (ASAs),  
Academic Professional Tutors (APTs) for Teacher Training Students,  
Student Finance, Access to Learning Fund.  
Head of Estates, Paul Dean, for Physical Environment.  
Karen Carter, Accommodation

### **1.11 Financial assistance for disabled students.**

The majority of disabled students are eligible to apply for Disabled Students Allowance (DSA), which funds personal assistance and assistive equipment. In

### **1.13 Award ceremonies.**

All graduands have an entitlement to attend and participate in the University award ceremonies. Venues are wheelchair accessible and arrangements are made for signers or other support arrangements, as necessary.

### **1.14 Students' Union.**

The Students' Union has a commitment to Equality & Diversity through its work with Newman University and its affiliations with the National Union of Students (NUS). Through this, the Students' Union makes sure that all of its activities, services, and representation structures are accessible for disabled students to get involved. Also, the Students' Union makes sure that disabled students





## Appendix 1

Equality Act 2010 – Terms used.

Protected characteristics

These are the grounds upon which discrimination is unlawful. The protected

complain of behaviour they find offensive – even if it is not directed at them. Employees do not need to possess the relevant characteristic themselves and are also protected from harassment because of perception and association.

### **Third Party Harassment**

This applies to sex, age, disability, gender reassignment, race, religion or belief and sexual orientation. The Equality Act makes the University potentially liable for harassment of employees and students by people (third parties) who are not Newman University employees or students, such as customers, clients and visitors. The University will only be liable when harassment has occurred on at least two previous occasions, they are aware it has taken place, and have not taken reasonable steps to prevent it from happening again.

### **Victimisation**

Victimisation occurs when an employee is treated badly because they have made or supported a complaint or raised a grievance under the Equality Act, or because they are suspected of doing so. An employee is not protected from victimisation if they have maliciously made or supported an untrue complaint.

### **Discrimination arising from Disability**

The Act includes a protection from discrimination arising from disability. A disabled person should not be treated unfavourably because of something