

Disability Equality Action Plan

Issue	Action	Timescale (date to be completed by)	Evaluation/ Impact	Name of Staff Responsible (including Senior Manager)
Disability Equality Scheme	Review the scheme and publish updated version on the College website	March 2009	Scheme was updated and published on College website.	LJ
Consultation				
Focus groups	Merge students and staff focus groups and hold twice yearly meetings	March 2009	Staff and student focus groups have been merged and are held twice a year. The focus groups allow members to discuss issues and to contribute to construction of Disability Equality Action Plan. Some items are explored further at College's Equality and Diversity Committee.	LJ/JOC
Disabled organisations and parents with disabilities	Seek input from relevant organisations and parents	October 2009	There has been close communication between the College and Gordon Pybus of Disability Action Darlington to ensure current and prospective students with disabilities are supported. During events such as Parents' Evenings and Open Evenings, any parents or visitors with disabilities and additional needs are asked in advance to contact the College so that we can ensure their needs are met.	LJ/JOC
Prospective students	Explore perceptions of 14-16 year olds with disabilities about possibility of studying at QE	June 2009	College has worked with DAD about Youth Forum. Also liaison staff between QE and partner schools have explored this issue.	LJ/JOC
Student/Staff Support				
Communication between Learning Support staff and colleagues	Develop the quality of information about individual students with disabilities between Learning Support and Curriculum/ Guidance staff	August 2009	A database concerning prospective students has been set up so that staff can be informed rapidly of students' needs on entry. The database contains information from students' application forms and interviews, school staff and transition mentors. More information than ever before has been collated which has resulted in more focused guidance and targeted support.	AB/SDH/JOC
Disciplinary procedures / exclusions	Ensure that processes continue to take account of the individual needs of students	June 2009	The needs of individuals are paramount. Principal Tutors liaise closely with the Vice Principal (Guidance) and Assistant Principal (Community and Students) to ensure a consistency of approach. Regarding disciplinary procedures, students' individual circumstances are considered very carefully.	AB/LJ
Disclosure/ confidentiality	Review procedures to ensure suitability of current practice. Enable disclosures to occur throughout a student's/ member of staff's time at College, as issues emerge.	August 2009	The College does its utmost to embed equality and diversity into all aspects of its work and procedures. A culture of trust and openness is promoted which facilitates disclosure of any additional needs. The College's student guidance and Human Resources' practices enable students and members of staff to readily access support and encourages disclosure in a supportive manner.	AB/LJ/JOC

Estates				
Resources	Investigate the provision of a Mincom and loop systems	June 2009	A portable hearing loop has been provided at Reception. This has improved communication for students, visitors and members of staff with hearing difficulties.	LJ/WDT
Doors	Investigate the replacement of heavy fire doors, especially in the ground floor area and access to Trinity for the car park	June 2009	Awaiting final decisions regarding estate planning. Some doors have been replaced.	LJ/WDT
Car parking	Identify the number of learners/members of staff with disabilities who require car parking and review disabled parking spaces	September 2009	Risk assessments have been undertaken for individual students. As part of this, certain parking spaces have been reserved for them and for members of staff who require designated spaces. These spaces are positioned at the entrances most convenient for the students/members of staff.	LJ/JOC/WDT
Fire procedures	Review fire procedures for students with disabilities who might feel particularly vulnerable	June 2009	Risk assessments, which have included fire procedures, have been undertaken for individual students. As a result, individual needs have been considered and positive strategies put in place to improve safety of students.	LJ/JOC/WDT
Marketing and Recruitment				
Accessibility for visitors with disabilities	Develop procedures to help accommodate visitors with disabilities, particularly at Open Evenings / Parents' Evenings and similar events	October 2009	Support available for visitors is widely publicised along with the arrangements to enable easy access to the building, resources and staff. Individual support is offered and arranged prior to visitors coming into College.	AB/LJ/JOC
Marketing Literature, including staff recruitment	Review marketing literature to ensure the promotion of equality and the profile of students/ members of staff with disabilities are maintained	April 2009	Literature and marketing materials, including those sent to prospective staff, are scrutinised to ensure the promotion of equality and diversity. Images are carefully selected to promote the values of the College.	AB/LJ/JOC
Prospective students	Review Learning Support information/ advice to prospective students	June 2009	All prospective students are made aware of the support available. Students with specific needs are invited into in College on a number of occasions before enrolment to ensure that their needs are met and that they are comfortable with the services/facilities. Learning Support information offered to prospective students has been updated.	AB/LJ/JOC
Quality				
Develop appropriate learning resources	Improve subject resources for students with disabilities, especially in the teaching of new specifications	June 2009	Learning Support Assistants continue to work with subject staff to develop new resources. Positive outcomes have occurred for students due to this liaison.	GPB/JOC
	Develop assistive technology equipment and investigate resources for students/ members of staff with disabilities	August 2009	Equipment has been purchased and used to support needs of individual students and members of staff. Awareness of assistive technology has increased via Staff Development Evening.	JW/JOC

KPI Data	Report on student and staff performance as appropriate: recruitment, retention, achievement and value added score. Develop use of Equality and Diversity Impact Measurements	November 2009	KPI data has been monitored by Equality and Diversity Committee and will be scrutinised by Governors at Full Board meeting. College policies have been reviewed by members of SMG to incorporate Equality and Diversity aspects. Formal EDIMS will feature in proposed Single Equality Action Plan.	GPB/SDH
Equality and Diversity Report	Present Report to Governors to include quantitative and qualitative data	June 2009	Equality and Diversity report was presented to and accepted by the Full Board of the Corporation. Governors were informed of College's practices and procedures regarding Equality and Diversity, and of activities for students and staff. Data to indicate the performance of different groups of students and actions arising from the data were discussed.	LJ/GPB
Benchmarking	Develop benchmarking procedures within the college and within NORVIC Federation	November 2009	Benchmarking procedures have been refined by Equality and Diversity Committee.	GPB/JW/JOC
Lesson Observations	Develop the way in which lesson plans demonstrate how students with disabilities are supported/challenged within lessons	December 2009	The College's newly developed cross-college Lesson Observation system includes aspects of equality and diversity in lesson planning, learning and teaching, and relationships with students.	JW/GPB/JOC
Training				
Staff awareness of the scheme and their role within it	Provide ongoing and appropriate training for all College staff to ensure their understanding of the College vision and their own responsibilities	June 2009	Staff Development Evening occurred in March 2009 for all staff to enhance the introductory training that is now embedded in the Staff Induction programme.	JW/LJ/JOC
	Provide specific training on Autistic Spectrum Disorder and Dyslexia	June 2009	Training occurred in March 2009 for all staff and was enhanced with further information about individual students at the beginning of the 2009/10 academic year.	JW/LJ/JOC

Please be aware that the College is in the process of developing a Single Equality Scheme and Action Plan which will incorporate aspects of Disability Equality.