

PAIGNTON SEC INFO TECH TRAINING CENTRE



DISABILITY POLICY

It is the policy of all of the principals and all of the staff that all people will be provided with the necessary help and support in order to ensure that they receive the best training possible in order to achieve their desired goals.

It is therefore our policy to

1. Ensure that from the start of all assessment and training, Learners will be informed of their rights where additional support is required
2. During the assessment, any additional support required because of disabilities will be recorded and measures to provide this support will be sourced
3. Where specialist help is required for specially trained tutors, physical aids or specialist computer programs then the tutor will liaise with the principals for information on access to this support and the funding sources to provide this support
4. Information of all possible sources for help with equipment, computer programs and funding will be stored in the file in the principal's office and available for access by all staff
5. Where possible training will begin as soon as the measures are in place, and tutors will ensure that progress is made at the desired rate.
6. Assessment of measures of support and progress towards the training goal will be made at timely stages through the training
7. Where needed, extra help will be provided as the training progresses if needed
8. At all times the tutors and assessors will ensure that each Learner, is given all the help that is possible to help them gain the skills and qualifications recorded on the training plan
9. It is important that where extra help or equipment is needed the Learner is made to feel an equal member of the class and is made to feel comfortable and confident in this situation, and that they are ready and willing to ask for help as needed
10. If at any time the Learner or the members of staff feel that they are being discriminated against including by other Learners then this must be reported at once to the principals and the issue dealt with immediately, in the best way for each individual situation, to ensure that any form of discrimination including harassment and bullying are stopped
11. Any events of bullying or harassment must be recorded on the Learners file and on the Complaints database, including the solutions that are found to the problem
12. Where there are any doubts or issues at all or where extra support is needed for staff as well as Learners, that the Principals or Jane Washington (NVQ Manager) are informed of the help required and that this help is provided

REMEMBER – we are all equal, however some of us need more help than others to reach our desired goals, whatever the support requirements are, we must, all of us as a team, work together to ensure that our Learners reach their desired goals and that each member of staff also moves forward towards their achievement of their personal development plan.

Signed
P J Garrigan, Principal

Date

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J P Flood, Vice Principal

Reviewed February 2010