

Disabled Applicant/Student Case Conference Approach

Aim

To provide a coordinated approach to the management of disabled applicants'/students' individual requirements. This approach is intended to look at the adjustments that may be required to assist individuals. It is not intended to focus on an individual's disability. The approach should be used with the individual's agreement and should involve the individual throughout. This protocol is based upon the approach agreed for disabled staff.

Responsibilities

Whilst it is the University's responsibility to manage the inclusion and well-being of disabled applicants/students, the University employs a number of specialist advisers who can help in the process of informed and consistent decision making.

This will be achieved by using a **case conference** approach through which the disabled person and appropriate representatives (as outlined below) will discuss the requirements of the individual and agree an action plan. It will not be necessary for all representatives to attend every meeting, only those relevant to the particular issues being discussed. There may be additional specialists involved, for example ISS to provide technical advice or external advisors.

If anyone at the University considers that a disabled applicant/student requires assistance/support, they should notify an appropriate person, for example the head of the school/institute/service. Whoever this is reported to should then liaise with Disability Support who will advise if any further action is necessary.

Permission should be sought from the applicant/student before communicating personal information.

An anonymous case conference can take place where an applicant/student does not give permission for their personal information to be passed on, yet the school/institute/service manager has concerns about their well-being.

Disabled applicant/student

The individual should inform the University if there is a barrier preventing their full access to University facilities and/or learning environments. They should be involved in discussions about what their requirements are and how they can be met.

Additional appropriate representatives

School/institute/service management representative

In the case of an applicant/student with a disability, the school/institute/service or Disability Support can request a case conference. The head of school/institute/service should nominate an appropriate member of staff to be the school/institute/service management representative. For applicants this

might be the degree programme director and admissions tutor. For students this might be the personal tutor or degree programme director. Prior to any meetings the head should define with the nominated representative/s what decisions they are authorised to make. It is essential that the management representative/s are delegated the authority to make appropriate decisions, and that they attend the case conference/s. It is the responsibility of the management representative/s to own and manage the disabled person's case. The process of reviewing support will be managed by the management representative/s with support from Disability Support.

Disability Support can co-ordinate the case conference approach if requested by the school/institute/service. Disability Support will advise on legislative duties to assist the decision making process.

Disability Support will provide advice and support as required, including the following:

- Advise on what may constitute a reasonable adjustment
- Facilitate funding applications for adjustments (where funding is available externally).
- Provide guidance and explanation on disability related legislative duties to school/institute/service staff.

Occupational Health will medically assess applicants/students and provide advice about any medical actions required in some circumstances e.g. PGCE fitness to practice assessments.

University Safety Office can provide specialist safety advice for University buildings, and can provide safety, fire and evacuation training for staff who support the student.

School/Institute/Service Safety Officer

Where safety issues are involved the school/institute/service Safety Officer should also be involved. This individual should be familiar with the existing fire arrangements for buildings. This individual will also have responsibility for the review of Personal Emergency Evacuation Plans (PEEP).

Estates Office (Special Projects)

Where safety issues are involved the school/institute/service Safety Officer should also be involved. This individual should be familiar with the existing fire arrangements for buildings. This individual will also have responsibility for the review of Personal Emergency Evacuation Plans (PEEP).

Accommodation

Will be involved in any arrangements if the applicant/student intends to live in the Halls of Residence or University Flats and requires adapted accommodation.

Union Society and Library

Will be involved in the arrangements if the disabled person wishes to use the Union Society or library facilities.

Volunteers

Will be valuable in some circumstances, for example to assist the disabled person to evacuate in an emergency. This could be guiding a blind or partially sighted person or assisting someone with mobility difficulties to exit the building using an EVAC chair. Where necessary these individuals will be involved in initial training and subsequent refresher training.

Template for record of Case Conference meeting

Disability Case Conference

Date:

Name of applicant/student:

Attendees:

Summary:

(summarise issue/s discussed)

Actions:

Staff member responsible:

Timescale: