

CONFIDENTIALITY AND DISCLOSURE POLICY (DISABILITY)

Policy Statement

Oaklands College is committed to ensuring that people with additional needs are provided with differentiated, inclusive learning opportunities. The college will ensure that any reasonable adjustments to provision are made in order to ensure that anyone presenting with any additional need is not disadvantaged.

For the purposes of this document, additional needs are defined as:

- A learning disability, difficulty, or multiple learning disabilities or difficulties
- Physical disability and/or mobility difficulties
- Social, emotional, and mental health needs
- Needs resultant from trauma or acquired injuries
- Needs resultant from chronic illness or life limiting conditions

The College will ensure that any disclosure of disability or additional need is only used to help College staff in ensuring that the College makes reasonable adjustments and adaptations to effectively support students in their chosen College programme.

The College will ensure that information obtained about a student's disability is not improperly used or disclosed and that the wishes of the individual regarding confidentiality are respected.

Strategy

To do this we will:

- Produce promotional material which provides a positive image of disability and encourages potential students to disclose a disability.
- Provide students with opportunities to disclose a disability during every stage of the admissions process and throughout their learning programme.
- Where required, work proactively with advocates and external professionals involved in supporting any individual, in order to ensure the college has a full and current picture of their need(s).
- Continue to ensure compliance with our statutory obligations relating to the SEND reforms (2014), including the EHCP consultation and review process.
- Work with the SEN team at any relevant council or local authority to accommodate and implement any reasonable adjustment required.

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Policy 04

- Ensure students are made aware of the College’s confidentiality policy and the fact that information about their disability will only be shared with the appropriate staff in order that they can make reasonable adjustments to meet their particular requirements.
- Ensure students are aware that if they wish information about their disability to be kept confidential this may affect the reasonable adjustments that the College can make.
- Ensure information about a student’s disability is recorded and stored securely.
- Produce procedures and guidelines for staff on implementing the confidentiality and disclosure policy including details on the referral processes when a student discloses a disability.
- Provide training and support in disability awareness and the responsibilities staff have within the Equality Act 2010.

Operational Outcomes

- Students with disabilities are encouraged to disclose their disability both during the admissions process and throughout their learning programme in order that the College can make any reasonable adjustment necessary.
- Students are made aware of the confidentiality and disclosure policy and how information about their disability will be shared with relevant staff.
- Procedures and guidelines for staff on implementing the confidentiality and disclosure policy will be made available to all staff.
- Disability awareness raising and training on the Equality Act 2010 are made available through the College Staff Development programme.

Responsibility for Implementation

- All staff have a responsibility to encourage students to disclose any disabilities and to ensure that, with the student’s permission, the information is passed on to the relevant staff.
- All staff have a responsibility to respect an individual’s right to confidentiality and to ensure that the student is made aware of the implications of refusing to share information on their disability.
- Marketing staff are responsible for producing promotional materials which give a positive image of disability and encourage disabled students to disclose any particular requirements they may have.
- The designated member of the Senior Management Team has the responsibility to ensure that appropriate procedures and guidelines for implementing this policy are in place and made available to the staff.
- The Director of HR and Staff Development has a responsibility to ensure that appropriate training on disability awareness and the Equality Act 2010 are in place.
- The Heads of Department for Independent Learning Support and for Entry Level Studies have a particular responsibility to support staff in making a reasonable adjustment where a student has disclosed a disability.
- The designated member of the Senior Management Team will monitor the implementation of the policy on an annual basis.

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