

**BISHOP GROSSETESTE UNIVERSITY**

**Document Administration**

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Student Advice

# ACCESS NEEDS DISCLOSURE RESPONSE AND SUPPORT PROCEDURE

1. **Encouraging Access Needs Disclosure**

* 1. Information about accessibility support is made available to prospective and current students. The following opportunities are utilised to disseminate information about accessibility support at Bishop Grosseteste Univeristy (BGU), and through partner organisations such as Assessment Centres and student funding agencies:

* Open days
* Interview days
* Schools and Colleges Outreach Activities
* Finance Workshops
* Admissions Procedure
* Enrolment/Re-enrolment
* University Student Advice website
* University prospectus
* One-to-One Interviews with Student Advice staff

1. **Access Needs Disclosure: Response and Support Procedure**

This policy sets out the normal procedures to be followed:

* 1. **Pre-Registration:** 
     1. Applicant declares access needs on UCAS/BGU application form.
     2. Admissions notifies Student Advice of application forms received from students disclosing access needs.

* + 1. Student Advice sends an accessibility questionnaire to the applicant. Information leaflets on accessibility support are also supplied. Applicants are invited to contact Student Advice if they require information in an alternative format.

* + 1. A confidential Student Advice case file is opened for each applicant, detailing actions carried out and advice given.
    2. Admissions contact Student Advice in advance of interview days to confirm whether applicants that have declared access needs will be attending.
    3. The applicant completes and returns the accessibility questionnaire with details of their condition and support needs and returns it with medical diagnostic evidence.

* + 1. Once in receipt of the completed accessibility questionnaire, Student Advice informs Admissions and the Programme Leader of the adjustments the student requires at interview.

* + 1. Adjustments are implemented at interview. Student Advice staff are available to all candidates on interview days to discuss any matter .

* + 1. Applicants are invited to disclose their access needs on the day if they have not already done so. If an applicant discloses access needs during an interview, the interviewer will make a note of whether that disclosure is limited (see 3.4 below) or not.

* + 1. The applicant may wish to meet with the Student Advice Team. This provides an opportunity for the applicant to learn about the support available at BGU and for BGU to learn more about the applicant’s needs.

* + 1. Ideally, the applicant will have completed an accessibility questionnaire before their visit. BGU and the applicant can discuss reasonable adjustments before enrolment.

* + 1. Access needs and provisional reasonable adjustments to study detailed in the Accessibility Questionnaire are circulated by Student Advice to relevant staff for those applicants who have been offered a place at BGU.

* 1. **Post-Registration**

* + 1. Students are advised during Induction talks of support available through Student Advice and the Centre for Enhancement in Learning and Teaching (CELT).

* + 1. Students’ completed Notification of Access Needs documents are handed in to Student Advice during Enrolment.

1. **Notification of Access Needs are processed according to the type of disclosure received:**

* 1. **Unlimited Disclosures:**

* + 1. Student Advice provides copies of Access Needs Notifications received from students making an unlimited disclosure of their access needs to relevant staff – the information is then logged on the student record for by relevant staff.

* + 1. Where a student undertakes a placement facilitated and coordinated by the University in an external employment setting, where permission is received, the Placement Services Office will notify the setting of the disclosure, including any relevant reasonable adjustments which should be considered by the setting.
    2. Students studying Fda programmes and respective top-up programmes are encouraged to disclose their access needs to the employer/setting to ensure maximum assistance in the workplace.

* + 1. If a student makes an unconditional disclosure of their access needs to a member of staff in any department, the member of staff should request the student completes an Access Needs Notification (the form is available on the Student Advice Blackboard module) and this should be forwarded to Student Advice.
    2. The University will not make a disclosure to any external setting without the express consent from an individual student.

* 1. **Limited Disclosures**

* + 1. Student Advice retains Access Needs Notifications for students that have made a limited disclosure, in order that follow-up work can be undertaken. This will include consideration of whether the student represents a risk to themselves or others, (e.g. in a placement setting) or whether there may be an impact on the health and safety of the student or others. (If there is sufficient evidence of a risk to the student or others, it may be necessary to breach confidentiality.)

* + 1. If a student discloses their access needs to a member of staff and requests that confidentiality be maintained (that no further members of staff should be informed), the member of staff concerned should keep a confidential record of the student’s request and write to the student:

* + - * recommending the student seeks further assistance (via Student Advice) and;

* + - * informing the student that their limited disclosure means BGU may not be able to make a comprehensive response to their needs.

* + 1. The member of staff should contact Student Advice, to find out what level of response can be given to the student’s needs, in the absence of a full disclosure being made – the student’s individual identity should not be disclosed to Student Advice without the student’s express permission.

* + 1. If the member of staff is concerned that the student is a risk to themselves or others, or there may be an impact on the health and safety of the student or others, (e.g., in a placement setting) they should contact Student Advice and discuss the matter without making reference to the identity of the individual student involved. (If there is sufficient evidence of a risk to the student or others, it may be necessary to breach confidentiality, but this should not be done without consultation with Student Advice in the first instance.)
    2. Students who have made a limited disclosure are contacted to discusss their condition and support needs, and issues surrounding the limitations to responding to a limited disclosure, including the associated implications for placement setting, where appropriate.
    3. Students who have not given consent for BGU to share information about their access needs with external placement providers will be contacted by the relevant department of the University and the implications (e.g., limited support in the placement setting) will be discussed.
  1. Student Advice can offer guidance about financial support which may be available to students in relation to access needs, and can assist with relevant application processes as required.
  2. The Access Needs Register is updated by Student Advice using information from students’ access needs notifications where an unconditional disclosure has been made. The Access Needs Register is make available to relevant staff. The register is cross-referenced with other information Student Advice has on file such as the accessibility questionnaire.
  3. Students are invited to provide a copy of their Needs Assessment Report/medical diagnostic evidence to Student Advice. Upon receipt of the report, Student Advice reviews the adjustments which have been suggested, highlighting any adjustments which may be problematic to the student, and discussing further.
  4. Student Advice disseminates (with the student’s consent) the suggested reasonable adjustments (from the Needs Assessment Report/medical diagnostic evidence) to all relevant parties within BGU: e.g., Programme Leaders, Placement Services Office(for matters related to placements\*) Accommodation, Library, CELTand Admissions – as applicable on a need to know basis.

*\*Information related to a student’s access needs should only usually be given to placement providers with the student’s express consent. Exceptions to this protocol can be made if a health and safety risk assessment indicates risk to the student or others.*

3.7 Adjustments are implemented by relevant BGU staff and programme teams, including liaison with third party providers where appropriate, and subject to the student’s consent for information to be shared (please refer to paragraph 3.4.6).

* 1. A copy of the Support Agreement is sent to the student to sign and return, together with a copy for the sudent to keep. The Support Agreement sets out the support which BGU will implement for the student.
  2. Student Advice regularly monitors the situation of all students with access needs (unless the student has indicated this is not necessary), making contact at the end of each semester in order to obtain feedback about effectiveness of support/adjustments put in place. Feedback is monitored, and is used to inform the Student Advice’s accessibility action plan. Feedback may also be used in the Annual Monitoring Report presented to the Academic Enhancement Committee. This is collated by Student Advice who will ensure that any feedback is used confidentially.

3.10 Students are encouraged to contact Student Advice at any point in the academic year if they have any questions about the support they are receiving.

3.11 The Access Needs Register and case files are updated at the end of the academic year to indicate whether students are continuing their studies or have left or completed their course.

* + - Students progressing to further programmes of study (e.g. postgraduate courses and BA (Hons) top-up year programmes) are contacted over the summer and advised they may require a top-up assessment from their Assessment Centre
    - Programme Leaders are notified of access needs of those students progressing to a further programme of study

* 1. Confidential Student Advice case-records are updated on an ongoing basis to keep a record of all work done with and for the students.

3.13 Students declaring access needs during the academic year receive advice and support as detailed above.

Manager Responsible for Procedure: Head of Student Advice

Last updated: March 2018