



THE SHEFFIELD SCITT

REASONABLE ADJUSTMENTS POLICY AND PROCEDURE



National Teaching School
designated by



National College for
Teaching & Leadership

The Sheffield SCITT is owned and operated by Notre Dame High School, Sheffield, a National Teaching School

1. Purpose:

To enable the Sheffield SCITT to meet the unique needs of every trainee, specifically by taking reasonable steps to ensure that disabled trainees and applicants are not put at a substantial disadvantage by comparison with trainees and applicants who are not disabled

This policy does not seek to cater for every situation, but is intended as a general statement of our policy which sets out the principles underlying our approach to making adjustments for disabled trainees and the factors the Sheffield SCITT will take into account when considering requests for adjustments.

2. Applies to:

- All staff employed directly or indirectly to deliver services for the Sheffield SCITT. This includes staff in all partnership schools involved in delivery of the Sheffield SCITT course.
- All SCITT trainees. This includes those who have accepted a place on the Sheffield SCITT course.

3. This policy must be read and reviewed in conjunction with:

- Equality Duty Policy

4. Background

We have a duty to make reasonable adjustments for trainees who are disabled under the Equality Act 2010 when they are put at a substantial disadvantage compared with trainees and applicants who do not have disabilities. A trainee is disabled if s/he suffers from a physical or mental impairment that has substantial and long term adverse effect on his or her ability to carry out normal day-to-day activities. In most cases, disabilities will have lasted or be likely to last for 12 months or more. Special consideration will be given to any trainee suffering from a temporary disability caused, for example, by an accident.

The Sheffield SCITT will achieve its stated aim by:

4.1 Making reasonable adjustments to our policies, criteria and practices (ie the way we do things);

4.2 By providing auxiliary aids and services (ie additional support or assistance)

There is no standard definition of an auxiliary aid or service. Examples include:

- pieces of equipment;
- extra staff assistance;
- note-taking;
- induction loops;
- audio-visual fire alarms;

- readers;
- assistance with guiding.

We are not required to remove or alter physical features to comply with the duty to make reasonable adjustments for disabled trainees. Similarly, we do not need to provide auxiliary aids for personal purposes unconnected with the education/training and services provided by the Sheffield SCITT.

5. Procedure for Requesting an adjustment?

The Sheffield SCITT prides itself on considering whether there is any adjustment it could make to overcome any substantial disadvantage suffered by a disabled trainee. However, we do not always think of all possible adjustments and we want to work with individuals and partner schools to think as creatively as possible about this matter.

5.1 Making a request for an adjustment

If you are disabled and you believe that you are being put at a substantial disadvantage compared with trainees without disabilities and there is an adjustment that we could make which would overcome this, please contact your course leader*, setting out in full the reasons for the adjustment, the adjustment required and (if necessary) how The Sheffield SCITT could put this into practice.

* if you are training in our Core provision this will be the Core Primary or Secondary Course Leader

if you are training with one with one of our School Direct Lead Schools, this will be your School Direct Primary or Secondary Course Lead),

5.2 The Sheffield SCITT's response

In some cases, The Sheffield SCITT will be able to agree to and implement the requested adjustment as soon as possible. In other cases, for example where the adjustment would be logistically difficult or more financially costly, we may need to consider in more detail how best to overcome the substantial disadvantage that the trainee is suffering and what measures it is reasonable for the Sheffield SCITT to take. In these cases, the Sheffield SCITT may seek input from mentors, tutors, subject leaders, other experts (such as doctors and/or educational psychologists) and the trainee.

When considering whether it would be reasonable to make the adjustment, the Sheffield SCITT will also consider the following factors:

- whether it would overcome the substantial disadvantage the disabled trainee is suffering;
- the practicability of the adjustment;
- the effect of the disability on the trainee;
- the cost of the proposed adjustment;

- the Sheffield SCITT and Partner Schools' resources;
- health and safety requirements;
- the need to maintain training and teaching standards;
- the interests of other trainees (and potential trainees).

5.4 Confidentiality

You may request that the existence or nature of your disability be treated as confidential by the Sheffield SCITT. We will take any such request into account when considering whether an adjustment is reasonable.

5.5 Outcome

Once the Sheffield SCITT has determined whether the relevant adjustment is reasonable, we will write to you, setting out the decision and the reasons.

5.6 What can you do if you are not happy with The Sheffield SCITT's decision?

If you are not happy with the Sheffield SCITT's decision about the reasonableness of the adjustment, you may lodge a complaint using the Sheffield SCITT's Complaints Procedure.

Review Date: July 2018 **Next Review:** July 2019
Review Mechanism: Management Board