



DISABILITY POLICY

Framlingham College aims to provide full and fair opportunity for employment and education for disabled persons in line with recommendations from the Disability Discrimination Act 1995 (DDA) and Special Educational Needs and Disability Act 2001 (SENDA)

Introduction

Framlingham College is committed to ensuring that plans have been made to accommodate disabled staff, students and support workers by whatever reasonable means are necessary. It is our intention that disabled pupils should have access to as wide a curriculum as is possible within the constraints of the physical sites, including suitable extra-curricular activities.

Factors to be considered for any alteration when justifying “reasonableness” are likely to include the following:

- Practicality of works
- Financial Cost
- Disruption of works to the provision of education services
- School resources
- Effectiveness

Special Educational Needs and Disability Act 2001 (SENDA) amends some of the DDA by placing additional duties on providers of education. It requires that disabled pupils should not be treated less favourably, without justification, for a reason which relates to their disability. It also requires that reasonable adjustments are made so that disabled pupils are not put at a substantial disadvantage to pupils who are not disabled.

Framlingham College has made substantial alterations and improvements over the years to improve access to all areas of the college, and all new builds or major structural improvements, are all designed with disabled access in mind. However, there remain buildings, which because of age, structure and historical importance are more difficult to improve. A three year plan has been devised, covering the period 1st April 2009 to 31st March 2012, to further improve access and facilities for disabled pupils.

We recognise that some pupils may not be able to access the standard written information that is made available. New applicants are advised to contact the Admissions Registrar for further information. For example large print or electronic versions may be available for relevant documents. Once at the school, pupils will be provided with the necessary information in a suitable format in liaison with the Head of Learning Support.

The College's policy has been prepared to ensure a safe and healthy environment for all staff, pupils and visitors. It recognises that those who require extra equipment, amendments to facilities or assistance, both routinely and in an emergency, will have such needs met where reasonably possible.

The total cooperation of all members of management, staff and the student body is required to ensure the policy is adhered to.

Other Policies

Related, and supplementary, policies are available:

- Physical Access Audit and 3 Year Plan
- Learning Support Policy

General

The College will keep a record of all personnel and pupils who, by reason of a disability, are thought to have particular requirements relating to the College's health and safety practices; such records are kept by the Head or Finance Director as appropriate. The record will be regularly reviewed in terms of:

Procedure for the admission of disabled persons.

Pupils

a. Admission of a disabled pupil to the school

Before the admission of disabled pupils individual circumstances are assessed to ensure that individual needs can be met and that they do not feel disadvantaged by the constraints of the school environment. Parents and pupils will be consulted prior to admission and where limitations are necessary they will be explained, and agreed, in advance. Parents should provide copies of any medical reports which support request for special equipment or arrangements.

We recognise that some disabled pupils may also require specialist support from our Learning Support department, and we would normally discuss this issue with parents before pupils commence their studies. The Learning support policy is available on the website.

b. Existing pupils who have become disabled whilst at the school

Able bodied pupils who become disabled will have every effort made to ensure their education can continue at the College; cost and feasibility will be considered by supporting flexible teaching arrangements and special needs requirements, (including the adaptation of equipment). Where appropriate, advice will be sought from relevant outside organisations.

Staff

c. Employment of disabled staff

Framlingham College is fully committed to the development of policies, procedures and practices aimed at promoting equal opportunities for staff. All potential employees are asked to identify any disability that may require special consideration at prior to interview, to enable appropriate techniques and facilities to be made available at interview.

Information gathered at this stage also allows forward planning of the proposed working environment.

- d. Existing staff who have become disabled whilst in employment at the school.
Where an able bodied staff becomes disabled the College will make every effort to ensure continued employment, preferably in the same, or similar role. Cost and feasibility will be factors when considering how far changes can be made, such as flexible working arrangements or the adaptation or introduction of equipment or working practices. Should the changes required go beyond the scope of the colleges available resources the College will consider offering alternative positions, and as absolutely a last resort will consult the local Disablement Resettlement Officer and support the employee in gaining alternative employment.

Procedures for dealing with health and safety issues.

Employees should report any concerns regarding disability to the Health and Safety Coordinator. Where a disabled (or any other) person raises a matter concerning health and safety related to his or her position, the College will:

- a. Make all necessary investigations so as to identify the relevant details
- b. Proceed with all measures necessary to resolve the matter, with reference to constraints such as available funds and physical limitations.

Information and Training

Newly joined disabled staff and pupils and those who have become disabled will receive specific information and training on all relevant matters relating to health and safety. The College will ensure that the information is presented in such a way as to be readily understood by each individual.

If the College requires the services (supervisory or otherwise) of other employees to assist a disabled person in the course either of their work or to expedite health and safety procedures, these employees will be trained by the company and will receive specific notice of the duties required of them, and the disabled person will be advised of the arrangement.

As a matter of good practice, the College will ensure that the workforce generally is advised of any relevant health and safety issue that affects an individual disabled employee or student.

Safe System of Work

Persons with physical disabilities may require specific safety measures in their environment. These could include:

- a. The adaptation of machinery and equipment
- b. The re-locating of shelves or electrical sockets and switches
- c. Changes in lighting types and levels
- d. The provision of visual as well as audible systems for communication.

In the case of staff or students with learning disabilities consideration needs to be given to:

- a. The amount of supervision (if any) required in order to complete tasks safely
- b. The need too ensure that basic health and safety rules are conveyed, understood and carried out
- c. The need to ensure that the reactions required in the event of an emergency are understood and complied with.

Summary

An effective policy will fully incorporate the needs of a disabled individual provided that:

- a. The actual implications of the disability in the workplace have been assessed and understood
- b. The staff and pupils are encouraged and trained (where appropriate) to recognise and respond to all health and safety implications
- c. The College is committed to employing and educating disabled people on an open and fair basis because of the qualities and skills that they contribute to the workplace and College life.

Physical Environment and Disabled access audits

Disability Access Audits are held centrally covering all buildings at both Framlingham College and Brandeston Hall. These are regularly updated as buildings are modified. A summary of the current Physical Environment accompanies this Disability Policy and is regularly updated with reference to the individual building audits. Access to the sites and the individual buildings are constantly under review and subject to reasonable adjustment.

Last Reviewed: 25/01/10
NJC

DISABLED ACCESS: PHYSICAL ENVIRONMENT SUMMARY

Framlingham College

College buildings are listed below with an overview of past work and the current position within each. Detailed audits are held separately and are subject to regular review.

The College is committed to providing access to facilities for disabled pupils, staff and visitors, and those suffering from learning difficulties. However the physical nature of the buildings and site, together with limited financial resources, mean that a phased approach is required. It is likely that some facilities will prove impossible to bring up to the required standard in the medium or even long term. Therefore the College has decided to ensure a sufficient number of boarding houses, classrooms and visitor facilities are available to give a reasonable chance of accommodating disabled persons and providing access to a sufficiently wide curriculum and extra curricular activities. Over the longer term building and renovation projects will incorporate an increasing number of disabled facilities.

A disabled student will be able to live in one of the designated boarding houses and will have access to the majority of facilities. Where access is not possible to a teaching area it may be possible to relocate the teaching of that subject to an area which is accessible.

The College Main Building

The main building was built in 1864 as a college for physically fit young men. All entrances required steps to be climbed and each of the three floors required a climb. Visitors are directed to the rear of the building where a dropped kerb has been installed, allowing access across the Piazza into Pauls Court and the main school, or via another door and ramp to the Chapel and Library. These are not accessible direct from the main building due to the steep steps into the Chapel well. A passenger lift has been fitted to access all floors with holding areas for fire rescue parties to evacuate wheelchair or disabled pupils and staff. The dining hall is situated within the main building with access available adequate seating space for wheelchairs at tables. Access to a disabled toilet has now been provided within Pauls Court. The sixth form centre is a social club for senior pupils which has a stair lift fitted for access and open spaces for wheelchair manoeuvring and general social interaction.

Athlone Hall and music practice rooms

Following a refurbishment in 2007 access is via ramp both to the auditorium and backstage. A lift has been installed to give access to music rooms, Recital Hall and offices. Disabled toilets for visitors, staff and pupils are available and the building is now fully accessible.

Sports hall and Swimming Pool

Built in 2000 the ground floor is accessible and has disabled toilets. There is a hoist for pool use and exits are all disability friendly. Staff are trained to use the equipment with disabled pupils. Access is to the ground floor only as classrooms for Physical Education subjects are on the first floor and stairs are the only access.

Design Studio (TAC)

This building is on three floors with Art at the top and only accessible by stairs. The first floor is design and computer rooms with woodwork and jewellery room. This is accessible through the double front doors. The ground floor can be accessed from the reverse side of the building again through double doors. This opens up the metalwork, radio room, cookery and photographic sections of the facility. Fire escapes are all close to working areas within this building.

Science Block

Access to the ground floor is via double doors with easy access to all laboratories. Access to the second and third floors can be gained via a service lift with fire escape holding areas at exits to the outside evacuation stairs.

Ziegele Classroom Block and Library

Ground floor classrooms are all accessible through the front entrance; a passenger lift is available for the first floor and into the first floor of the library. The Library ground floor entrance is accessible via the back entrance to the school and entrance ramp.

Math's Classrooms

These are not accessible to wheelchair users as stairs have to be crossed at each of the three entrances to the department. This is an area which is under review.

The Languages Department

These classrooms are within the main school and are only accessible via stairs the first floor. Access is not possible for wheelchairs. There are no toilet facilities in this area.

Chapel

This is accessible from the front and rear entrances with fire exits readily available.

The Drama Studio

This is open to wheelchair access by means of a double door with a flat entrance. This is a simple building with an open floor space with chairs and table arranged by staff as required.

BOARDING HOUSES

Pembroke Girls House:

This house was extended and refurbished in 2008 and now has purpose built accommodation for disabled students and visitors. Access from the highway and car parks is good with no obstacles and a clear parking area beside the house.

Kerrison Boys House

Access from the public road is good. There is a step to the ground level before entering the front of the building but this will be rectified as necessary. Entering the building from the front is over a sill which will be removed in due course. Access is through double doors to a wide entrance hall. At the rear of the building there is an alternative door which is both wide enough and at a good level to accommodate wheelchair access. There are no lifts and therefore the ground floor only would be accessible. There are no accessible disabled toilets or showers. There are three exits available in the event of an emergency. There is potential for developing the ground floor only for disabled access.

Garrett Boys House

There are two entrances at the front of the building. Access for wheelchairs would be at the double door. There are no lifts to the first floor and access would be restricted to the ground floor. Toilets, showers and common room are accessible. Access from the road is.

Moreau Girls House

There is presently one disabled toilet and shower, access is good-with flat entrances to the main building. Fire exits are available for wheelchairs and doors are fitted with wheelchair friendly furniture. There is no access to the second accommodation floor.

Victoria Girls House

Access is good but once inside a maze of corners and stairs restricts movement within the house. This is not an easy house for disabled pupils or staff to deal with. There are no accessible facilities available and the layout of the building makes alterations virtually impossible unless a major restructuring rebuild is planned.

Stradbroke/Rendlesham Boys Houses

The houses are the East and West wings of the original main school building of 1864. There is little access to Stradbroke house as the escape routes are all along fire routes which were designed for the physically able. The house is situated on the first and second floors of the building with access via stairs and a lift. Differing heights of floors and rooms within the house make travel difficult if not impossible for wheelchair users. Rendlesham can also use the same lift for access but has a ground floor entrance off a public area of the school which could support wheelchair access with restructuring of the ground floor. There is no access to disabled toilets or facilities for either house. We would not wish to accommodate disabled pupils in these two houses due to the difficult access and restrictions to modifications presented by an old Listed building.

DISABLED ACCESS: PHYSICAL ENVIRONMENT SUMMARY

Brandeston Hall

Buildings are listed below with an overview of past work and the current position within each. Detailed audits are held separately and are subject to regular review.

The School is committed to providing access to facilities for disabled pupils, staff and visitors, and those suffering from learning difficulties. However the physical nature of the buildings and site, together with limited financial resources, mean that a phased approach is required. It is likely that some facilities will prove impossible to bring up to the required standard in the medium or even long term. Therefore the School has decided to ensure a sufficient number of classrooms and visitor facilities are available to give a reasonable chance of accommodating disabled persons and providing access to a sufficiently wide curriculum and extra curricular activities. Over the longer term building and renovation projects will incorporate an increasing number of disabled facilities.

Due to the location of the boarding houses and the nature of the buildings it is not currently possible to offer boarding facilities to all disabled students. However, students are able to access the majority of school day facilities and a teaching programme can be tailored to ensure they access as much of the curriculum, and extra curricula activities as possible.

Main Building

The main school building is a Category II listed building dating back to about 1640. Many of the features of the building are not capable of amendment without considerable cost and require consent. Some adjustments are simply not possible. The corridors through the building are very narrow and can not be widened or moved.

Access to building

The main entry door is fronted by a cobbled area, and has a small step. After many years of wrangling a stone path was laid across the cobbles in 2008 allowing access to the front door. This is the main access point for visitors. A disabled parking space is provided adjacent to the main door. The alternative access point is through the main classroom block, which is at ground level and through double doors. This is appropriate for pupils attending classes and for current parents who are aware of the layout of the site.

Access to rooms

The corridor around the dining hall has a sharp turn and is narrow. However, access between classrooms and the Administration area can be gained through the Dining Hall. Pupils should rarely need to access Administration. Access into Reception is tricky due to the narrowness of the corridor at this point, however the Head's study has been relocated and access to this study and the Heads PA is now much easier. Staff have access to the main common room through the library connecting door. Access has recently been provided to a unisex toilet facility.

Classroom Block

Access is through double doors at ground level. This is the main entry point for pupils and parents. There is a small lip on the door but this is not a major hurdle to access.

Half the classrooms for pupils are on the ground floor and are accessible. However, there are currently PCs in the corridor which will be removed if necessary. There are two science labs, one on each floor. Disabled staff / pupils would be timetabled such that their lessons were on the ground floor.

Pre-Prep

Pre Prep and Nursery were refurbished and extended in 2009 and have been designed to meet the latest access standards.

Rowley Hall

Access is through a ground floor lobby. Toilets are on the ground floor and are easily accessible. Disabled facilities are provided.

CDT Building

Access to Art and CDT is via a steep ramp through double doors. However access can be arranged via double doors and a lobby at the other end of the building. On the far side of the building four classrooms are accessed through a single door with a slope. There is no access to the two rooms upstairs and pupils and staff would have to be timetabled downstairs. Access to the toilet is very narrow.

Alice Hall girls boarding

Access is through a single door over a small step into a corridor. This is wide enough for access. However, there are no ground floor bed rooms, and no easy access to any of the upstairs rooms. Access to the Common room is over a step. These issues will have to be addressed as part of any redesign of access to the house. Pupils would have to be allocated a downstairs room.

Austin Hall boys boarding

Boys boarding is on the top two floors of the main building. There is no lift access. A stair lift could be fitted to the first floor (subject to Listed Building permission). Access to the top rooms is difficult, with narrow doorways and corridors, low ceilings and awkward corners.

Staff accommodation

The Girls Housemistress house is a single storey building which has been designed with the needs of a disabled child in mind.

Other staff accommodation is in the main building and Alice Hall. None is easily accessible in the absence of a lift. The Matron's flat in Alice Hall is on the ground floor, but is through a narrow corridor and has a step.

Swimming Pool

In order to access the pool there are two sets of steps on the external path. Both can be changed into ramps if necessary. However, pupils swim most often at the College, which is designed with access in mind.

Changing Rooms

There are small steps up to the doors. Inside the buildings are okay, but there are no disabled toilets or showers. This will be addressed in any new build.