



Canterbury  
Christ Church  
University



INVESTORS IN PEOPLE

## Information for Disabled Staff

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### 1. The University's commitment to equal opportunities

The University seeks to be a diverse community in which all individuals may participate as fully as possible. We aim to ensure that no member of the University is unfairly treated as a result of gender, colour, ethnic or national origin, age, social background, disability, religious or political beliefs, family circumstances or sexual orientation.

The University is committed to embedding the social model of disability by recognising that people are not necessarily disabled by their impairments but by the physical, organisational and attitudinal barriers created by society. Whilst work continues to remove barriers wherever possible, some disabled staff members may require practical adjustments, support or guidance and the University is committed to working with you to provide these.

The University's Disability Equality Scheme and accompanying Action Plan can be found at:

<http://www.canterbury.ac.uk/about/equal-opportunities/equality-schemes.asp>

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## **2. Terminology**

Language can be a minefield and favoured terminology can be a matter of individual preference which may change over time. When referring to people, both the terms "disabled people" and "people with disabilities" are currently used. To reflect the social model of disability (see above) and in line with the majority of disability organisations, the University has decided to primarily use the term "disabled person/people". Acknowledging that some people may prefer other terms, we hope that they will recognise that this decision has been taken after careful consideration and consultation with disabled people and disability-related organisations.

By "disability" we mean any physical or mental impairment which has a substantial and long-term adverse effect on someone's ability to carry out normal day-to-day activities. (This definition comes from the Disability Discrimination Act 1995). Some impairments or disabilities may be apparent, but there are conditions which some people may not realise are categorised as disabilities. These might include conditions such as diabetes, depression, multiple sclerosis (MS) and dyslexia.

If you would like to discuss any issues related to disability, please contact the Equality and Diversity Manager or the Human Resources team (see contact details below).

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## **3. Two Ticks Positive about disabled people**

The University has the right to use the "Two Ticks" symbol which is recognition given by Jobcentre Plus to employers who have agreed to make certain positive commitments regarding the employment, retention, training and career development of disabled people. These commitments include:

To interview all applicants who declare a disability and meet the minimum criteria for a job vacancy and to consider them on their abilities.

To ensure there is a mechanism in place to discuss with disabled employees what both parties can do to make sure disabled employees can develop.

To make every effort when an employee becomes disabled to make sure they stay in employment.

To take action to ensure that all employees develop the appropriate level of disability awareness needed to make sure these commitments work.

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#### **4. How does the University make reasonable adjustments?**

To ensure staff are treated appropriately across the institution, the University has a centralised system for funding and providing significant adjustments and for purchasing equipment. This system is run by the Human Resources Department and they should be the first point of contact for all enquiries relating to the assessment and provision of equipment and/or adjustments.

From recruitment to employment and integration into the working life of the University, the Human Resources Department will work with managers to ensure that disabled staff can access the support they need in order to carry out their work and participate in the life of the University.

In order to do this, and depending on the adjustments required, the Human Resources Department may recommend to managers and staff that advice is taken from a number of specialist sources including those of an Occupational Health Practitioner, Occupational Therapists or specialists in work environment assessments.

As part of the University's commitment to supporting staff the Human Resources Department will provide this support in a way that is sensitive to the needs and wishes of the individual, and that respects confidentiality.

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#### **5. What do I need to do if I am disabled?**

The University will ask staff to make a declaration of the disability status at various stages throughout their employment. It is entirely up to you whether you decide to tell the University whether or not you consider yourself to be

disabled. However this information is very helpful in allowing us to monitor whether our policies to promote equality across all our activities are working.

If you think you require adjustments to your working environment or pattern, it will be necessary to discuss this with both your Line Manager and/or Head of Department and the Human Resources Department depending on the adjustment.

If you wish to have a confidential chat about any disability-related issue, please contact either the Human Resources Department or alternatively the Equality and Diversity Manager (see contact details below).

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## **6. Access to Work scheme:**

If the support you need has a significant cost (currently over £300) the University can support you in an application to Access to Work (see 'Contact Information'). This is a government scheme managed through Jobcentre Plus providing individually-tailored advice and funding for workplace adjustments.

Applications have to be in your name, and you can apply directly to them without talking to anyone in the University should you wish. However we would encourage you to use the support that is on offer as we can often help speed the process of application to implementation for any support that is needed.

If you are a new member of staff we would ask that you make your Access to Work application within the first six weeks of starting work, because, in these cases, Access to Work may cover up to 100% of the costs of the adjustments. (For existing members of staff the University pays a percentage of the costs).

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## **7. Some general information about accessibility**

### **Buildings**

Canterbury Christ Church University has established a number of campuses in locations across Kent and Medway. The Canterbury Campus was established in 1962, the Broadstairs Campus was opened in October 2000 and the Medway Campus opened in September 2004. In addition the University acquired the David Salomons Estates in Southborough, near Tunbridge Wells, in February 1996 and delivers a variety of programmes there.

The original University Campus lies very near to the centre of Canterbury, on a site intimately linked with the history of the city. Whilst this means that we study and live in very attractive and interesting surroundings it also brings with it some real problems in terms of access for physically disabled people. The most recent buildings have been constructed so that they are accessible and a rolling programme of access improvements has ensured that most of the buildings on this site are now accessible.

The University's Library and student services centre Augustine House Canterbury has been built to provide students with an wide range of learning opportunities, including state-of-the-art IT facilities and creative learning spaces.

Within the various buildings, care is taken to ensure that facilities and equipment are as accessible as possible to disabled people. Some disabled people may find difficulty in moving easily from one part of the campus to another, due to the changes in level and mixture of old and new buildings. As the University has grown other buildings in Canterbury have been acquired and renovated. However, the buildings are mainly in the old part of the city and have similar problems of access as those on the main campus.

The new Campus in Broadstairs enjoys the benefits of having purpose-built teaching facilities, with ease of access to people with physical disabilities. Likewise buildings on our Medway Campus have been adapted to suit University purposes and offer a high level of access to disabled people. By contrast the Salomons site near Tunbridge Wells dates from the 19th century and is a listed building. As such there are some problems of access which the University is working to resolve as funding becomes available.

An independent access audit of the University 's estate was carried out at the end of 2001, and a rolling programme of improvements designed to reduce physical barriers to access has been instigated. Phases One and Two of the programme have been completed and as a result the university buildings now have external doors with automatic opening, hold-open systems on internal fire doors, new lifts in some buildings and an extension of important facilities such as the Bookshop at the Canterbury Campus. Phase Three will include further facilities for disabled people for personal care and an extension of the automatic door provision.

Guide dogs are welcomed into University buildings and grounds during the time they are working with you. A relief area is provided for Guide Dogs at the Canterbury campus and will be provided at other campuses as required.

### **Computing and Audio Visual Services**

Audio Visual Services assist staff with special equipment where appropriate. They maintain the hearing loops in lecture theatres and are able to help with batteries and leads. They also record sub-titles on some television

programmes provided sufficient advance notice is given. Additionally, they are always prepared to offer advice on technical matters.

The Computing Service supports all users of the University computing systems and helps configure the "accessibility" options for use by people with special visual, aural or motor-skills needs. They are also able to provide training and support in the use of University-supported assistive software if appropriate.

### **Car parking and travel between Canterbury sites**

The University has a number of disabled parking places in most of its car parks. Details can be found on the relevant page at:

<http://www.canterbury.ac.uk/support/student-support-services/disability/physically-disabled-students.asp>

There is a free accessible shuttle bus between North Holmes Road, Augustine House and Hall Place. For timetable details please visit:

<http://www.canterbury.ac.uk/support/campus-services/campus-services/courtesy-shuttle.asp>

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## **8. Health and Safety (including emergency evacuation)**

In accordance with the University's Health and Safety Policy, your manager has a responsibility to ensure that risk assessments are carried out in your workplace. If you are disabled, it is important that you discuss your particular needs; this may well include drawing up a personal Health and Safety Plan, to be agreed with your Line Manager. If necessary a Personal Emergency Exit Plan (PEEP) should be drawn up in consultation with your Line Manager, Human Resources and the Health and Safety Advisor.

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## **9. Trade Unions**

**UCU:** The University and College Union (UCU) is for academic-related staff and has an equality unit which provides information, guidance and support on discrimination, bullying or harassment. There are nine 'equality seats' on the national executive committee of the union and one of these seats is for a representative of disabled members. A conference for disabled members is held every year and there is also a disabled members' email list.

**Unison:** Unison is for all workers in the public sector and has a National Disabled Members Committee with 26 regional representatives as part of the union structure. There is a National Disabled Member's conference held annually, from which motions go forward to the National UNISON conference and a regular newsletter for disabled members.

**Unite:** Unite is an international union for staff of all professions in the public and private sector. It organises local meetings for disabled members and there are elected national disabled members' conferences and a national committee. It has run a disability champions project, empowering disabled members to become workplace representatives.

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## 10. Getting Involved

The University is keen to have regular consultation with disabled staff to ensure it continues to become a more equitable and accessible place to work. There is also a Disabled Staff Group which is a forum for raising issues that affect disabled members of staff. If you would like to get involved please contact the Equality and Diversity Manager (see the contact details below).

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## 11. University Contact Information

Human Resources Department  
Disability contact person: Clair Walker  
Email: [clair.walker@canterbury.ac.uk](mailto:clair.walker@canterbury.ac.uk)  
Tel: (01227 78)2874

Equality and Diversity Manager: Moira Mitchell  
Email: [moira.mitchell@canterbury.ac.uk](mailto:moira.mitchell@canterbury.ac.uk)  
Tel: (01227 78)2795

Computing and Audio Visual Services:  
Email (for technical support): [i-zone@canterbury.ac.uk](mailto:i-zone@canterbury.ac.uk)  
Tel: (help desk): (01227 78)2222

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## 12. Other Useful Contact Information

### **AbilityNet**

A national charity helping disabled people adapt and adjust their information and communications technology.

Tel: 0800 269 545

Email: [enquiries@abilitynet.org.uk](mailto:enquiries@abilitynet.org.uk)

Website: [www.abilitynet.org.uk](http://www.abilitynet.org.uk)

### **Department for Work and Pensions**

A Government Department with responsibility for disabled people and carers.

Tel: 08457 123456

Website: [www.dwp.gov.uk](http://www.dwp.gov.uk)

### **DIAL UK**

A network of local DIALs which provide information and advice services run by and for disabled people.

Tel: 01302 310 123

Email: [dialuk@aol.com](mailto:dialuk@aol.com)

Website: [www.dialuk.info](http://www.dialuk.info)

### **Disabled Living Foundation**

A national charity providing free advice about daily living equipment.

Tel: 0845 130 9177

Email: [advice@dlf.org.uk](mailto:advice@dlf.org.uk)

Website: [www.dlf.org.uk](http://www.dlf.org.uk)

### **Equality and Human Rights Commission**

A non-departmental public body (NDPB) established under the Equality Act 2006 working to eliminate discrimination, reduce inequality and ensure that everyone has a fair chance to participate in society.

Tel: 0845 604 5510

Website: [www.equalityhumanrights.com](http://www.equalityhumanrights.com)

### **Royal Association for Disability and Rehabilitation (RADAR)**

A national network and campaigning organisation run by and for disabled people.

Tel: 0207 250 3222

Email: [radar@radar.org.uk](mailto:radar@radar.org.uk)

Website: [www.radar.org.uk](http://www.radar.org.uk)

### **Yourable**

A commercial network providing information, products and services for disabled people.

Website: [www.yourable.com](http://www.yourable.com)

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