



Disability Guide for Students

1. Disability Statement

BIMM Institute Bristol is committed to ensuring that disabled people are provided with equal access to their chosen course of study and facilities at the College.

The College recognises the social model of disability, whereby the individual is understood to be disadvantaged not by their disability, but by social barriers, such as the physical environment, methods of communication and prejudicial attitudes.

The College is committed to working towards removing any barriers which might prevent a disabled person from actively participating in student life at BIMM Institute Bristol.

We provide advice and information for disabled students, and aim to enable disabled students to reach their full potential at BIMM Institute Bristol.

2. Welcome

The purpose of this handbook is to answer any questions you might have about the disability support available to students at the BIMM Institute Bristol.

BIMM Institute Bristol is committed to ensuring that disabled people are provided with equal access to their chosen course of study and facilities at the School and is working towards removing any barriers which might prevent a disabled person from actively participating in student life at BIMM Institute Bristol.

Disability support is available through the Student Services team who are able to provide advice and information to all disabled students. We provide a free and confidential service to all students and applicants.

We work with students with a wide range of disabilities, including but by no means restricted to:

- Specific Learning Difficulties (such as dyslexia, dyspraxia, ADHD)
- Mental Health Difficulties (such as depression, bi-polar disorder)
- Long-term medical conditions (such as HIV, cancer, multiple sclerosis)
- Unseen disabilities (such as diabetes, asthma, epilepsy)
- Sensory impairments (such as visual impairment, hearing impairment)
- Mobility or physical impairments (such as paralysis, arthritis).

3. Contacting Disability Support

Disability support is available through the Student Services team. Students may contact Student Services team in the following ways:

By telephone 01179 807 060

By email studentsupportbristol@bimm.co.uk

In person, just ask for Student Services at Reception

4. Legal Framework

The Equality Act 2010 came into force on the 1 October 2010. The Act was brought in to integrate, simplify, clarify and further strengthen former discrimination legislation. It is important to note that the vast majority of the Disability Discrimination Act 1995 has simply been transferred over into the new Act.

Someone has a disability if he/she has a physical or mental impairment which has a substantial and long-term adverse effect on his/her ability to carry out normal day to day activities.

Substantial means that it has more than a minor or trivial effect on his/her ability to do normal day to day activities. Long term means that the effect of the impairment has lasted, or is likely to last 12 months. There are special rules for people who have recurring or fluctuating conditions who can also qualify.

Persons who are registered blind, have a severe disfigurement, Multiple Sclerosis, HIV or cancer will automatically qualify for protection under the Act. They do not have to satisfy the test outlined above.

How does the Act protect disabled persons?

The Act protects students from:

Direct Discrimination - Treating a person worse than someone else because he/she has (or had) a disability/is perceived to have a disability or is associated with someone who has a disability.

Indirect Discrimination - Using a policy or practice which impacts worse on a particular group and which cannot be objectively justified.

Discrimination Arising from disability - Treating a disabled person unfavourably because of something connected with his/her disability when this cannot be objectively justified.

The Equality Duty

The Act introduced an equality duty, which came into force on the 6 April 2011. It is very similar to the previous disability equality duty under the Disability Discrimination Act 1995. It means that the College needs to promote equality of opportunity between disabled persons and other persons and to take steps to eliminate discrimination and harassment against disabled persons.

If you would like to find out more information about the Equality Act, you can do so on the Equality and Human Rights website:

www.equalityhumanrights.com

5. Confidentiality

We operate a confidential service within Student Services, which means that information about a student and/or their disability is not passed on to third parties without student consent.

We encourage students to contact us as early as possible regarding their disability so we are able to ensure that they are provided with equal access to their chosen course of study and facilities at the College.

We reserve the right to break the Disclosure and Confidentiality Consent Form in circumstances where the student is reasonably believed to be a risk either to themselves or others. Any decision to break confidentiality would be made by the Student Support Assistant and/or Head of Student Services.

Student Services may need to disclose information in order to help support you. However, the student has the right to limit their disclosure:

Full Disclosure

If a student allows full disclosure then information will only be shared where necessary on a 'need to know basis'. Those with whom we may need to share information or request further information may include (but is not strictly limited to); your programme leader and tutors, the academic administration team who arrange your exams, Health and Safety staff, support workers, your Educational Psychologist, your Needs Assessor or your learning support provider. We always ask the people with whom we share your information to respect your confidentiality and to not pass your information on to anyone else unless they are also involved in your support.

Restricted Disclosure

You can choose to restrict (i.e. prevent) disclosure to individuals outside of Student Services or to only allow information to certain individuals.

In these cases, Student Services will inform the student that this will limit the reasonable adjustments that can be put in place. The student is advised that should they choose to limit their level of disclosure, a failure by the College to make reasonable adjustments is unlikely to be grounds for any subsequent mitigation. Please be aware this may limit the level and type of support the College can provide for you. If you would like to discuss the different options and the effect on your support, please contact Student Services.

Under the Data Protection Act (1998) disability is considered to be 'personal, sensitive information'. We therefore provide a confidential service to students, which means that information about a student and/or their disability is not passed on to third parties without their consent. The Disclosure and Confidentiality Consent Form is a record of who you have or have not given your consent for Student Services to discuss your case with and, where appropriate, share relevant information.

Any information held by Student Services can be kept for a period of six years, after your last point of contact with us, as required by the Data Protection Act (1998). After this date, the information held by Student Services will be appropriately disposed of.

6. Specialist Services for Students

Student Services provides a number of services to disabled students. These include:

- Advice and information on disability support and reasonable adjustments at BIMM Institute Bristol
- Advice and information on additional funding which disabled students may be eligible to apply for (such as Disabled Students Allowance).
- Advice and information on arranging an assessment for a Specific Learning Difficulty with an Educational Psychologist
- Liaising with the Academic Administration team and Programme Leaders to implement recommended exam provisions
- Assistance in arranging Non-Medical Helpers (such as note-takers, one-on-one support mentors)

We can provide guidance and advice to students without evidence of their disability. However, we will not make any recommendations for support, and the College will not implement any reasonable adjustments, until the student provides evidence of their disability.

7. Evidence of Disability

Evidence of a student's disability must be confirmed in writing by an appropriately qualified professional. Examples include:

- GP or Doctor's letter
- Consultant letter
- Dental surgeon letter
- Psychiatric/psychologist letter or report

All evidence must be contemporaneous and relevant to the period for which they are applying for adjustments.

It is the responsibility of the student to provide Student Services with evidence of their disability.

Obtaining Evidence of a Disability

Where a student does not have evidence of a disability, we can provide advice and guidance on how to obtain it. We can assist students in arranging an assessment with an Educational Psychologist, where the student believes they may have a Specific Learning Difficulty. The cost of an Educational Psychologist assessment is that of the student. For BMus/BA students that are unsure whether they may have a Specific Learning Difficulty, we are able to provide an in-house assessment via the form of an SPLD questionnaire (The DLS Screening for Indicators of Specific Learning Difficulties). This will be reviewed by a qualified, PATOSS Certificate holding diagnostic assessor, which will help you decide whether to invest in an Educational Psychology report.

Students should contact Student Services to book arrange for this to take place.

Where a student requires written evidence of disability from a medical practitioner, we can provide the student with a letter to present to their practitioner, explaining why the College requires evidence of disability. We will not cover the cost of any letters issued for a student by a medical practitioner.

Temporary illness or injuries

Support for students who are pregnant, or have a temporary illness or injury, will be agreed and provided by Student Services. Students are advised to contact Student Services to discuss their circumstances.

8. Reasonable Adjustments

Under the Equality Act, the College also has an obligation to make adjustments for disabled students once it becomes aware or should be aware that they have a disability.

A “reasonable adjustment” is a change that the College can make to the way in which a course is delivered, or the way in which we carry out assessments to remove a disadvantage caused by a disability.

Reasonable adjustments should be tailored to the needs of an individual student but support provisions are most commonly identified in accordance with recommendations made by an Educational Psychologist, or other medical professional.

Extensions

Students may request an extension for coursework assignments on the grounds of their disability, as a reasonable adjustment.

Please be informed that evidence of a SpLD does not guarantee an automatic right to an extension.

Where a student has a disability, we do not recommend blanket extensions for all assignments. We recognise that where possible students should adhere to given deadlines, in the interests of their academic progress.

It is the student's responsibility to negotiate all extensions in advance of the submission deadlines with their Programme Leader and/or Head of Student Services. It is at the discretion of the Programme Leader and/or Head of Student Services as to whether or not an extension is granted.

It is often recommended to BIMM Institute Bristol in a student's Needs Assessment Report to grant extensions on work by DSA QAG registered assessors. This is produced after their Study Needs Assessment, which takes place as part of the process of them setting up support through DSA. Also, this is often recommended in reports from an Educational Psychologist/Diagnostic Assessment Reports.

Examinations/Assessments

The Student Services team will identify what reasonable adjustments need to be put in place for the individual disabled person in line with recommendations made by an Educational Psychologist, or other medical professional. The purpose of reasonable adjustments to the assessment format

is to reduce any disadvantage a disabled student faces due to their disability.

The Student Services team will inform the Academic Administration department of what reasonable adjustments are to be put in place. The Student Services team must inform the Academic Administration department four weeks before the exam in order to guarantee that support can be provided.

9. Physical Accessibility

The College has a limited number of parking spaces available which have been especially reserved for disabled visitors. Parking is only available and free to blue badge holders. It is advisable that disabled visitors contact the College prior to travel to ensure that a parking space is available. It is also advised that disabled students contact Disability Support through the Student Services Team (see section 3) as soon as possible to make these arrangements.

Due to a recent upscaling of the size of the Bristol College and its facilities, there is currently limited disabled access to the 2nd Floor of the King Square Building which currently houses the Drum Room and Recording Studios. Therefore, the Music Production and Drum courses may not offer the required access for students with mobility or physical impairments. These two courses are offered at some of our other BIMM Institute Colleges though and students with greater disabled access requirements would still have the opportunity to study on these courses there.

Access to the rest of the building including the disabled toilet facilities is wheelchair friendly.

In the Passage Street Building, Disabled/Wheelchair access is possible through the rear of the building which leads to a lift which gives students access to all floors in which lectures take place. However access to the reception at the main entrance is currently limited.

It is advised that students that have disabilities affecting their mobility and/or are wheelchair users to contact Disability Support through the Student Services Team (see section 3) prior to enrolment, in order to make reasonable adjustments and ensure access to facilities is acceptable.

Student Services work closely with facilities and provide an orientation/induction meeting for new disabled students who may have a visual impairment/blind, wheelchair users and/or experience mobility difficulties, to become familiarised with the College and facilities.

Students, who would like the orientation/induction meeting, must contact Student Services prior to enrolment in order for this to be arranged.

Disclosure and Confidentiality Consent Form *Appendix 1*

Please use BLOCK CAPITALS or tick the appropriate box to complete this form. **Please use BLOCK CAPITALS to complete this form.**

Student ID

First Name

Last name

Date of Birth

Telephone

Address (including Postcode)

Email

Course

Year of study

I agree that my learning support and other disability-related needs can be disclosed to appropriate members of BIMM Institute Bristol staff to enable the provision of reasonable adjustments.

Signed.....