

Access for All / Disability Policy

Policy Statement

Standguide Group are committed to promoting, developing and sharing 'access for all' / disability arrangements and opportunities for all of our customers and employees.

Statement of Principles

Customers and employees will be provided with an environment which promotes 'access for all' and disability arrangements.

- We will provide services and opportunities that are accessible for all.
- We will accept all customers and ensure that those with disabilities are catered for and alternative arrangements are provided where necessary.
- We will provide a welcoming, supportive and safe environment for all customers and employees ensuring that 'reasonable adjustments' have been considered in line with the current legislation.
- We will commit to developing an organisational culture that values all people and the individual contributions that they make.
- We will ensure that all customers and employees shall be offered the opportunity to develop their full potential and to prepare them for life in society.

All staff and applicants will be recruited, selected and appointed in line with our 'access for all / disability policy' and our Recruitment Policy.

- We will make every effort if employees become disabled to ensure that they are supported and stay in employment.
- We will ensure that there is a mechanism in place to consider all the options should an employee become disabled or if an existing disability becomes worse.
- We will ensure that our commitment is publicised amongst employees.
- We will ensure that all employees develop the appropriate level of 'access for all' / disability awareness needed to make these commitments work.
- We will equip employees with 'access for all' knowledge and understanding of how attitudes and environmental issues can affect people with a disability.
- We will ensure that new employees and those moving posts receive the appropriate level of awareness and training.
- We will instil a culture of 'ability not disability'.

Document Control: Page 1	Document: Access for All Disability Policy	Issue No. v1	Issue Date: Oct 2020	Amended by:
----------------------------	-----------------------------------------------	-----------------	-------------------------	-------------

Customer learning will focus on ‘access for all’.

- We will ensure that should a customer require special arrangements for attendance, interviews, placement or training, these will be considered in line with our ‘access for all’ / disability policy and Functional Skills Learning Support will be made available when required.
- We will provide additional support arrangements required by any individual detailed on the ILP / AP.
- We recognise that targeted or non-discrete provision will be seen as positive and empowering and part of a continuum that is accessible to all.

The ‘access for all’ / disability policy will be promoted to employers and external training providers.

- We will communicate the policy to all private contractors and employer placement providers, reminding them of their responsibilities towards ‘access for all’ / disability.
- We will monitor ‘access for all’ / disability, achieved through regular customer placement / external training reviews and quality assurance monitoring.
- We will ensure that there is a mechanism in place to discuss with employees, at any time (as a minimum annually), what they can do to make sure customers can develop and use their abilities.
- We will ensure that employees with disabilities have equal access to the same opportunities as others and progress within their job.

A quality assurance monitoring system will be provided, which incorporates ‘access for all’ / disability.

- We will issue a quality survey monitoring form to all customers, placement trial or taster and training providers and Jobcentre Plus contacts and will include ‘access for all’ / disability.
- We will analyse, action and feedback to all concerned, the results of the perception forms from all parties.
- We will review the ‘access for all’ / disability commitments, plan future improvements and company progress.
- We will share good progress with all concerned parties and keep them updated with regards company development.

Explanation of Key Terms

‘Access for All’ - All customers and employees are provided with the opportunity to access company provision, services and facilities.

Disability - Condition of being physically or mentally impaired.

ITP / AP / NLP - Individual Training Plan / Action Plan / Negotiated Learning Plan

Targeted or non-discrete provision –

Targeted: specific customer provisions such as ESOL / Lone Parent / Mental Health

Non-discrete: provision catered for all customers i.e. not distinct or targeted

Responsibilities and Duties

Managers should have the responsibility to oversee the successful implementation of the company ‘Access for All’ / Disability Policy.

The Senior Leadership Team has overall responsibility for creating an ethos and environment that reflects the policy.

The Head Office Manager as a result of cross company meetings will oversee the ‘Access for All’ / Disability Policy.

Each manager has a responsibility for ensuring the implementation of any action agreed.

Company Procedures

All cross-company meetings feed into the Senior Leadership Team Meetings.

The Policy and Procedures identify all procedures underpinning the policy.

The Policy and Procedures is available to all employees on the company intranet.

Monitoring Arrangements

The policy and its associated procedures will be managed by the Head Office Manager.

The Senior Leadership Team has overall responsibility for creating an ethos and environment that reflects the policy.

Review Procedures

The Senior Leadership Team will ratify the policy.

Review Date

October 2021