

Disability Action Plan 2019-20

Objective 1: To mainstream the disability duties

MEASURE: To Mainstream the disability duties into all decisions and activities			
<u>Performance Indicators and Targets</u>		<u>Timescale</u>	<u>Responsibility</u>
1	To review the University's Bullying and Harassment procedure. As part of the review, we will ensure Equality Screening is undertaken	Spring 2020	People and Culture Directorate (Legal Services)
2	To review the Code of Practice for Disability Support and ensure the University is meeting its statutory and anticipatory duties in respect of students with disabilities and long term health conditions	Ongoing	Directorate of Academic and Student Affairs (Student Disability and Wellbeing)
3	To provide our Section 75 Annual Progress Report to Standing Committee and to the Equality Commission on the actions taken under this plan	Annually (September/October)	People and Culture Directorate (Diversity and Inclusion Unit)

4	To review methods and means of communication of Individual Student Support Agreements (ISSAs) to students- New	March 2020	Directorate of Academic and Student Affairs (Student Disability and Wellbeing)
5	To ensure Disability Services Registration and Assessment meetings occur in a timely manner - New.	Ongoing	
6	To create guidance on special examination arrangements and supports for short term impairments or any changes to normal examination processes- New	September 2019	
7	To provide support and resources to enable staff to embed Universal Design for Learning (UDL) across all teaching programmes. -New	2019-20	CED
8	To review “Work Placement Policy” to ensure inclusion and accessibility are central tenets as students with disabilities and long term conditions face greater barriers to accessing work related learning opportunities- New	2019-20	Careers and Student Disability and Wellbeing
9	To implement the Institutional Mental Health Framework (OMNI) and to	Summer 2019	OMNI Strategy and Operational Group

	engage with our stakeholders on key deliverables- New		
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Objective 2: To encourage participation of persons with a disability in public life

MEASURE: To increase the representation of persons with a disability amongst staff			
<u>Performance Indicators and Targets</u>		<u>Timescale</u>	<u>Responsibility</u>
10	To scope the feasibility of introducing a Guaranteed Interview Scheme to encourage persons with a disability to apply for roles at the University	Spring 2020	People and Culture Directorate (Resourcing/Diversity and Inclusion Unit)
11	To include a specific welcoming statement encouraging persons with a disability to apply for roles where there is an identified issue of under-representation	Ongoing	People and Culture Directorate (Resourcing and Diversity and Inclusion Unit)
12	To continue to provide applicants with an opportunity to indicate any reasonable adjustments which may be required to assist them during the recruitment process	Ongoing	

13	To consider the feasibility of paid placements as part of the Inclusive Employment Scheme	Ongoing	People and Culture Directorate (Diversity and Inclusion Unit)
14	To support and deliver outreach initiatives, involving external stakeholders where appropriate, aimed at supporting staff with a disability/long term condition	Ongoing	

MEASURE: To increase the representation of disabled students at the University.			
<u>Performance Indicators and Targets</u>		<u>Timescale</u>	<u>Responsibility</u>
15	To monitor the number of students with a disability applying to study at the University	Ongoing	Supporting Student Attainment Action Group – Head of Careers, Employability and Skills
16	To improve accessibility at Open Days, events, etc.	Ongoing	Directorate of Academic and Student Affairs (Student Disability and Wellbeing)

17	To continue to meet the accommodation needs of disabled students whilst pursuing study at Queen's University	Ongoing	Student Plus (Accommodation)
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MEASURE To promote opportunities for students to participate in the activities and functions of external organisations.

<u>Performance Indicators and Targets</u>		<u>Timescale</u>	<u>Responsibility</u>
18	To encourage students to volunteer for opportunities with organisations with a disability focus	Ongoing	Students' Union

MEASURE: To increase the Participation of Persons with Disabilities in Sports

<u>Performance Indicators and Targets</u>		<u>Timescale</u>	<u>Responsibility</u>
19	To create opportunities for people with disabilities through providing access to programmes and facilities in order to encourage participation in physical activity	Ongoing	Queen's Sport

MEASURE: To provide accessible Development and Alumni Services			
<u>Performance Indicators and Targets</u>		<u>Timescale</u>	<u>Responsibility</u>
20	To continue to ensure that marketing, internationalisation, communications and engagement activity reflect the diversity of our staff and student bodies; and are made available in other formats, including subtitles	Ongoing	Development and Alumni Relations Office and Marketing, Recruitment, Communications and Internationalisation.
21	To use accessible venues for development and alumni relations events where possible	Ongoing	Development and Alumni Relations Office.

MEASURE To provide positive experiences for students with a disability to engage with employability and skills development			
<u>Performance Indicators and Targets</u>		<u>Timescale</u>	<u>Responsibility</u>
22	To ensure Fresher's Fairs are more accessible for current students with sensory or mobility issues	Ongoing	Students' Union

MEASURE To increase the representation of persons with a disability on University Core Committees

<u>Performance Indicators and Targets</u>		<u>Timescale</u>	<u>Responsibility</u>
23	To encourage members of staff with a disability to apply for membership of committees, consultative groups and working groups where appropriate	Ongoing	All
24	To encourage students with a disability to be School representatives including School level Student and Staff Consultative Committees and Academic Board representatives	Ongoing	SU VP Education with assistance from Heads of School

MEASURE To increase the participation of students with a disability in Students' Union activities

<u>Performance Indicators and Targets</u>		<u>Timescale</u>	<u>Responsibility</u>
25	To include a welcoming statement in all advertisements and promotional materials encouraging students with a disability to nominate themselves for elected positions, particularly elections to the Executive Management	Ongoing	Students' Union

	Committee, and positions within clubs and societies		
26	To ensure that reasonable adjustments are put in place for candidates with a disability during elections for sabbatical and non-sabbatical posts	Ongoing	

MEASURE To develop the University's Disability Forum

<u>Performance Indicators and Targets</u>		<u>Timescale</u>	<u>Responsibility</u>
27	To ensure representation of staff members and students with a disability on the University's Disability Forum	Ongoing	Forum Chairperson

MEASURE To promote opportunities for students with a disability to be represented in the activities and functions of external organisations

<u>Performance Indicators and Targets</u>		<u>Timescale</u>	<u>Responsibility</u>
28	To encourage and support students with a disability to represent the University and the Students' Union at external events or to external organisations	Ongoing	Student Plus

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MEASURE: To ensure the representation of disabled students in the University			
<u>Performance Indicators and Targets</u>		<u>Timescale</u>	<u>Responsibility</u>
29	Proposed pilot of employability skills tutor being considered by DfE- New	Ongoing	Directorate of Academic and Student Affairs (Student Disability and Wellbeing)
30	Train 5 Support Providers as electronic note takers to better meet the needs of students with hearing impairments- New	September 2019	

MEASURE: To ensure that Library services are accessible and support disabled students			
<u>Performance Indicators and Targets</u>		<u>Timescale</u>	<u>Responsibility</u>
31	To produce a video of QUB students with ASD to provide information on how	Autumn 2019	Library Services/Disability Services and Media Services

	the McClay Library works- New		
32	Provide a mechanism for accepting block bookings from individual students referred by Disability Services- New	Autumn 2019	Library Services/Disability Services

Objective 3: To promote positive attitudes towards disability

MEASURE To review the University's Communications Strategy to encourage positive attitudes towards disability			
<u>Performance Indicators and Targets</u>		<u>Timescale</u>	<u>Responsibility</u>
33	To review a range of internal and external communication policies, practices and procedures to ensure that disability is portrayed positively and to identify opportunities to include positive images of disability in University publications, social media and on websites	Ongoing	Marketing, Recruitment, Communications and Internationalisation
34	To continue to promote a positive student experience for students with a disability and support available	Ongoing	Directorate of Academic and Student Affairs (Student Disability and Wellbeing)

	through outreach and recruitment activity		
35	To positively promote the profiles of staff and/or students with a disability demonstrating the contribution they are making to Queen's University	Ongoing	Marketing, Recruitment, Communications and Internationalisation People and Culture Directorate (Diversity and Inclusion Unit) Directorate of Academic and Student Affairs Student Disability and Wellbeing

MEASURE To ensure accessibility of the University's website, publications, internal documents and information systems

<u>Performance Indicators and Targets</u>		<u>Timescale</u>	<u>Responsibility</u>
36	To ensure that all University publications and internal documentation shall be made available in alternative accessible formats upon request	Ongoing	Marketing, Recruitment, Communications and Internationalisation People and Culture Directorate (Diversity and Inclusion Unit)

MEASURE To ensure that suppliers and contractors are familiar with and supportive of the University's commitment to the disability duties

<u>Performance Indicators and Targets</u>		<u>Timescale</u>	<u>Responsibility</u>
37	To ensure that the University's Terms and Conditions for Supplies, Works and Services requires suppliers and contractors to subscribe to the University's commitment to Equality and Diversity where appropriate	Ongoing	Finance Directorate (Procurement)

MEASURE To broaden the opportunities available to QUB students and staff, as well as members of the public to develop an understanding of deaf awareness and British Sign Language at a beginner level.

<u>Performance Indicators and Targets</u>		<u>Timescale</u>	<u>Responsibility</u>
38	To produce an online learning resource in order to support QUB students, staff and members of the public to develop their ability to communicate with the deaf	January 2020	The Language Centre

	community through a flexible, online accessible, platform- New		
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Objective 4: To monitor and Review Progress

MEASURE To monitor and report on the successful implementation of the University's Disability Action Plan			
<u>Performance Indicators and Targets</u>		<u>Timescale</u>	<u>Responsibility</u>
39	To communicate availability and monitor uptake of the Disability Support Fund	Annually	People and Culture Directorate (Diversity and Inclusion Unit)
40	To monitor the number of persons with a disability in the University's workforce	Ongoing	
41	To monitor the number of applicants with a disability to vacancies at the University following implementation of the welcoming statement	Ongoing	
42	To seek student and staff feedback on an annual basis relating to	Ongoing	People and Culture Directorate

	disability support. Maintain satisfaction levels for incoming year		(Diversity and Inclusion Unit)(Staff) Directorate of Academic and Student Affairs (Disability and Wellbeing) (Students)
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Objective 5: To provide training and raise awareness on the disability duties and issues

MEASURE To increase staff awareness of the disability duties and matters relating to disability			
<u>Performance Indicators and Targets</u>		<u>Timescale</u>	<u>Responsibility</u>
43	Continue to deliver Equality and Diversity training to new staff and existing staff where applicable	Ongoing	People and Culture Directorate (Diversity and Inclusion Unit)
44	Deliver specific training relating to disability awareness in the learning environment as part of the PGCHET	Ongoing	Directorate of Academic and Student Affairs (Disability and Wellbeing Services)