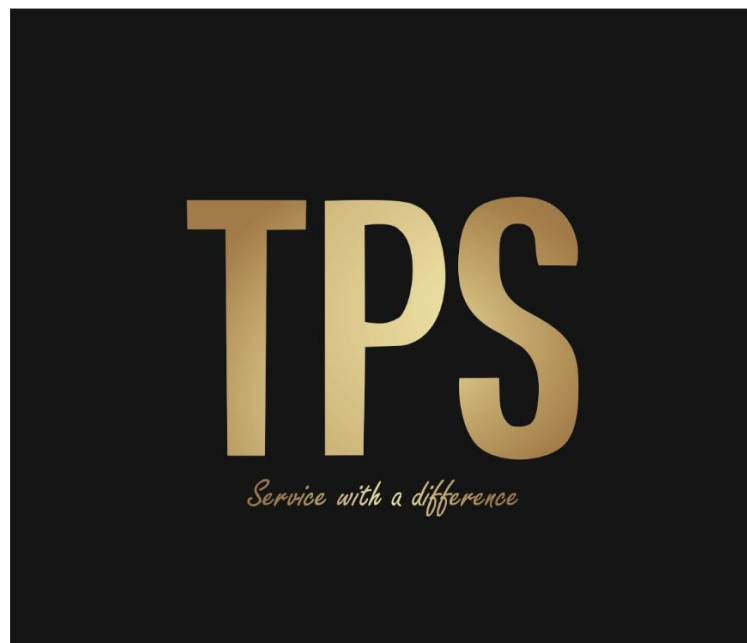


DISABILITY DISCRIMINATION POLICY AND PROCEDURE



THE PROTECTION SERVICE LTD

January 2020

Policy Statement

The Protection Service Ltd recognises its responsibilities and legal obligations in ensuring, as far as is reasonably possible, that people with disabilities are afforded equal opportunities with respect to employment and to receiving a dental service, and are not discriminated against for a reason relating to their disability.

To this end, as a service provider, the Protection Service Ltd will take reasonable steps to:

- develop procedures and practices that enable those with disabilities to make use of our services.
- provide auxiliary aids or services that will assist disabled people to use our services.
- provide the service by an alternative method where physical barriers make it impossible or difficult for disabled people to use our service.

As an employer, the Protection Service Ltd will take reasonable steps to ensure:

- recruitment processes and terms of employment do not discriminate for reasons related to disability.
- opportunities offered for promotion, transfer, training, or other benefits are the same for all employees.
- a disabled person is not put at a disadvantage because of their disability (e.g. provide specialist equipment, reorganise the working environment).

Responsibilities

Every member of the Protection Service Ltd is expected, and encouraged, to show consideration towards disabled colleagues and learners, and to help implement this policy and related procedures. Discrimination on the grounds of disability will not be tolerated by the Protection Service Ltd.

If any member of staff has any queries about this policy, please contact the head of centre, Oladapo Awosokanre.

Procedures

Service to Learners

The accessibility of the training centre will be reviewed regularly every year, and reasonable steps to improve accessibility will be taken. When identifying reasonable steps, the following will be considered:

The Protection Service Ltd Disability Discrimination Policy



- whether taking steps would be effective in overcoming the difficulty that disabled people face in gaining access to our training Centre.
- the extent to which it is practicable for the Protection Service Ltd to take the steps.
- financial and other costs of making the adjustment.
- the amount of disruption caused by taking the steps.
- the extent of our financial and other resources.
- money already spent by the Protection Service Ltd on adjusting.
- the availability of financial or other assistance.

Any changes will be incorporated into a plan, and into the Protection Service's maintenance programme, where appropriate, and implemented according to a realistic timescale.

Auxiliary aids that facilitate access to disabled patients are highlighted in the Protection Service Ltd training centre information leaflet, and include:

- external and internal ramps.
- large-print information or other alternative formats, on request

On induction, staff will be provided with the Protection Service Ltd policy and procedures related to disability and made aware of issues relating to the Equality Act 2010, and the legal obligations of the Protection Service Ltd and its staff.

Staff will not discriminate based on disability and will not treat a learner (or colleague) less favourably for reasons of disability. Note that there might be situations where a learner for genuine health and safety reasons, it might not be possible to provide services for a disabled person in our training centre.

Staff are encouraged to:

- be aware that disabilities take a variety of forms and are not always visible.
- face learners directly and avoid covering their mouth or wearing a mask when speaking to learners (to facilitate lip-reading by learners).
- ensure the lighting does not put them in shade when speaking to learners.
- ask the learners if they understand the information given to them and be prepared to use other forms of communication for those with communication difficulties (e.g. write things down if learners have hearing difficulties).
- aid learners, where necessary, when learners require access to the training centre, or have difficulty moving around the centre but not to assume that all disabled learners will want assistance.

- familiarise themselves with the training centre's emergency evacuation procedures and how disabled learners are helped from the premises.
- avoid cluttering the training centre with obstacles such as bags or boxes.
- treat all learners with dignity and respect and bear in mind that disabled learners have a right to good service, just like anyone else.

Responsibilities to Employees

Recruitment

- All person specifications, job descriptions and advertisements will clearly outline the genuine essential requirements of the post.
- All applicants will be assessed on their individual merits.
- Reasonable adjustments will be made in the recruitment and selection process, as required.
- The discussion of support requirements to enable an applicant with a disability to fulfil the duties of the post will take place after those involved in recruitment have taken the decision to appoint the applicant. The offer of employment to the applicant may be conditional on the nature of the disability and the reasonableness of any adjustments that may be required to be made.

Employment

- Training and development opportunities for promotion are offered equally to all employees.
- Reasonable adjustments that will help a disabled employee fulfil the functions of their position and avoid putting them at a disadvantage will be discussed with the employee and put into action.