

HOME-START BRACKNELL FOREST

Bracknell Open Learning Centre

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Home-Start Bracknell Forest Disability Policy

Home-Start encourages diversity in its staff team. With this in mind it is important that schemes pay attention to the employment needs of any staff with a disability. The information below gives guidelines on the policy and procedures that schemes should consider for all posts.

Policy Statement

Home-Start Bracknell Forest recognises that it has clear obligations towards all its employees and the community to ensure that people with disabilities are afforded equal opportunities to enter employment and progress within the scheme. Home-Start will follow procedures designed to provide for fair consideration and selection of applicants with a disability. When employees develop a disability in the course of their employment, reasonable steps will be taken to accommodate their disability by making adjustments to their existing employment or redeployment and, through appropriate retraining to enable employees to remain in employment with Home-Start wherever possible.

Procedure

1. The law imposes an obligation on employers not to discriminate against people with a disability on grounds relating to their disability. Unless this is unavoidable in the sense that their disability makes them unable to perform a key function of the job, or that it is too expensive, or impracticable for some other reason to change the physical features of the premises, or change other arrangements which place employees with a disability at a disadvantage. Home-Start Bracknell Forest's policy is to comply with those statutory obligations in a positive manner.
2. All job descriptions, person specifications and recruitment advertisements will be drafted in such a way as to make clear which are the essential requirements of the position and consideration will be given to making reasonable adjustments to job description/person specifications to accommodate the needs of people with a disability.

- Reference is made to Home–Start Bracknell Forest’s commitment to equal opportunities in all recruitment advertisements.
 - The necessary steps are taken to encourage applications from people with a disability.
 - Health or disability related questions will not be asked of the applicant at interview stage except if a particular question is necessary in order to establish whether the applicant is capable of performing the key duties. Health related questions may otherwise be asked only after a job offer has been made.
 - Where doubts exist over the ability of an applicant with a disability to perform the full duties of the job concerned, a trial period may be offered.
 - In cases where advice is needed on a medical condition or on the safety implications of recruiting an employee with a disability, the Employment Medical Advisory Service will be contacted.
3. All employees are expected to show consideration towards colleagues who may have a disability. Where special steps need to be taken to ensure health and safety, the designated person on the Board of Trustees will brief employees.
 4. Training and promotion opportunities are available to all regardless of disability.
 5. When an employee becomes incapable of carrying out his or her normal duties because of a disability, consideration will be given to reasonable adjustments to the job and working conditions, redeployment and retraining.
 6. Where necessary, the Board of Trustees will arrange for an employee’s capabilities to be assessed with a view to identifying suitable alternative work for that individual through www.direct.gov.uk website or local job centre.

Termination of Employment for employees with a disability

7. Capability: where an employee’s performance falls to an unacceptably low standard through a deterioration in his or her disability, the manager, and employee concerned, will:
 - explore the possibility of restructuring the job to allow continuation
 - consider alternative employment.

If, having considered the above options, it is apparent that the employee cannot realistically continue in employment, a decision to dismiss may be taken only by the Chairperson following consultation with the employee and his or her representative.

8. Misconduct: when the conduct of an employee with a disability (for reasons unconnected with the disability) is unacceptable, Home–Start’s normal disciplinary procedures will be followed.
9. Redundancy: in a redundancy situation the special circumstances of employees with a disability will be given appropriate consideration.
10. Appeals: employees with a disability who wish to appeal against a disciplinary sanction or a dismissal decision should use the Home–Start’s normal appeals procedure.

Date policy adopted: 03/06/2015_____

Signature of Chair: Hilary Mason_____

Date policy to be reviewed June 2018_____