



**ELHAP – A SPECIAL NEEDS ADVENTURE PLAYGROUND**  
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## **STAFF DISABILITY POLICY**

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### **1. INTRODUCTION**

- 1.1 ELHAP is committed to the provision of equal opportunities for all, as outlined in the ELHAP Equal Opportunities Policy. This Disability Policy sets out ELHAP's commitment to both potential and actual employees with a disability, and provides a framework to ensure that ELHAP offers a supportive environment for any employee with a disability. ELHAP also recognises the need to provide such resources as may be necessary to support the employment of people with disabilities, and undertakes to identify resources wherever possible.
- 1.2 ELHAP recognises and intends to meet its statutory obligations under the Disability Discrimination Act not to discriminate against an employee with a disability, and to make reasonable adjustments to seek to overcome any practical difficulties that may prevent an applicant with a disability from taking up employment.

### **2. OBJECTIVES**

- 2.1 To welcome, enable and empower both job applicants and employees with disabilities.
- 2.2 To be flexibly responsive to the personal requirements of employees with disabilities in order to support them in their work at ELHAP so that they may be fully integrated members of ELHAP's workforce.
- 2.3 To ensure that, as an employer, ELHAP's obligations under the Disability Discrimination Act are fully met, and that a disabled job applicant or employee does not experience discrimination in either the process of recruitment or whilst employed by ELHAP.

### **3. POLICY ACTION POINTS**

The ELHAP Human Resources Sub-Committee will be the point of contact to provide advice and guidance to applicants, recruitment panels, managers and staff on the implementation of this policy.

#### **3.1 RECRUITMENT**

- 3.1.1 ELHAP undertakes to review and develop its recruitment procedures to encourage applications from people with disabilities and to ensure that any such applicants are not discriminated against.
- 3.1.2 When a shortlisted applicant advises ELHAP of a disability, arrangements will be made at the interview stage to meet any additional needs of the applicant wherever possible and reasonably practicable.

3.1.3 ELHAP's recruitment panels will make selection decisions on the basis of the qualifications, experience and skills of applicants in relation to the post, regardless of any disability.

3.1.4 Wherever possible, ELHAP will make such reasonable adjustments as are required to enable a successful applicant with a disability to take up a position.

## **3.2 RETENTION**

3.2.1 ELHAP will take positive steps to enable, wherever possible, the continued employment of an employee who becomes disabled whilst working at ELHAP.

3.2.2 Where an employee becomes disabled during the course of employment, ELHAP will provide such support as may reasonably be possible to enable them to. A disabled employee will be given support to maintain or return to a post appropriate to their experience and abilities, with any reasonable adjustments to the working environment as are possible.

## **3.3 TRAINING AND CAREER DEVELOPMENT**

3.3.1 Training and development opportunities will be available to staff regardless of any disability.

3.3.2 Where staff undertaking training or development identify additional needs in relation to access, equipment or facilities, adjustments will be made wherever possible in order to enable full participation in any such programme.

## **3.4 THE ENVIRONMENT OF WORK AND LEARNING**

ELHAP will use its best endeavours, in particular in any new building work, to ensure that the environment for work and study does not prevent persons with disabilities from taking up or continuing in employment for which they are suitably qualified.

## **3.5 DISABILITY AWARENESS**

3.5.1 ELHAP will take steps to raise the awareness of disability amongst its staff, specifically:

- i) to ensure that those involved in recruitment and selection processes are aware of the policy and procedures;
- ii) to ensure that the managers and colleagues of any employee with a disability understand any specific requirements or adjustments that may be necessary and respond to them in a positive way (subject to the agreement of the disabled employee in relation to the release of any information);
- iii) to ensure that any employee with a disability is able to seek assistance, if necessary, to support or enable them to continue in employment and reach their full potential.

## **3.6 MONITORING**

3.6.1 The ELHAP Human Resources Sub-Committee will maintain records of staff who declare a disability and record data on applications for employment, to enable monitoring of the operation of this policy across all areas of employment.

## **3.7 INVOLVEMENT OF PERSONS WITH DISABILITIES**

ELHAP will encourage the involvement of people with disabilities, from within the ELHAP staff team and outside agencies, in reviewing the implementation and effectiveness of this policy.

### **3.8 LIAISON WITH EXTERNAL ADVISORY BODIES**

- 3.8.1 In order to maintain best practice in the application of this policy, liaison will be maintained with the specialist advisory bodies and groups concerned with disability, including the local Disability Services Team and the Disability Employment Adviser.
- 3.8.2 In order to extend the highest level of support possible to people with disabilities, ELHAP will seek to consult with all sources of advice and help and make best use of any resources that are available, including an application under the Access to Work Scheme where appropriate.

### **4. ROLE OF MANAGERS**

- 4.1 Managers are responsible for the implementation of this policy so far as their own staff are concerned. If they have a member of staff with a disability they should ensure that any special needs are considered by discussing this with the member of staff concerned, and seeking advice and support if necessary.
- 4.2 Managers must ensure, so far as is practical, that steps are taken to meet the needs of any employee with a disability. It may be necessary to consider issues such as redesigning a job, agreeing flexibility in working hours or providing other assistance. If resources are required towards the purchase of specialist equipment the manager may need to discuss the possibility of additional funding with the ELHAP Board of Trustees.
- 4.3 Managers should be aware of their responsibilities under the Disability Discrimination Act and should ensure that they are carried out. Advice and support will be provided by the ELHAP Human Resources Sub-Committee.

### **5 COMMUNICATING THE POLICY**

This policy shall be brought to the attention of all staff by various means that are considered appropriate, including induction, training and information in the ELHAP Staff Handbook and on the ELHAP web pages.

**Implemented by the ELHAP Board of Trustees  
3<sup>rd</sup> October 2005**