

# BEING DISABILITY CONFIDENT



**BCH HR People Development**

# Accessibility and Teams Etiquette

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- Please let us know if you have any accessibility needs.
- Keep your microphone muted unless speaking.
- Use the hand symbol on to ask a question and wait.
- Have your camera on where possible.
- Be mindful of your background when your camera is on.

# Outcomes



## Delegates will be able to

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- Understand the barriers that are faced by people with a disability
- Understand what it means to be a 'Disability Confident' Employer
- Feel more confident about initiating 'the conversation' around reasonable adjustments and recognise how to implement them in the workplace
- Realise the importance of completing a Workplace Adjustment Agreement and importance of monitoring data

# Baseline of confidence

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OG8&52

Raise your hand or use the chat bar if you feel:

- very confident
- Somewhat confident
- Not confident at all

about supporting someone with a disability in the workplace

## Slide 4

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**OG8&52** Will give you specific VEVOX code for your workshop  
ORMSTON, Gillian 8504 & 5712, 15/02/2021



# Disability is not a barrier

- Why do people feel uncomfortable addressing disability
- Is it useful to provide a list of disabilities
- Importance of open and honest conversations



# Inclusive Resources



- **BDF** – [businessdisabilityforum.org.uk](https://businessdisabilityforum.org.uk) /Advice service: [advice@businessdisabilityforum.org.uk](mailto:advice@businessdisabilityforum.org.uk)
- **ENEI** (Employers Network for Equality & Inclusion) [enei.org.uk](https://enei.org.uk)

# Equality Act 2010



- Discrimination means treating someone unfairly because of who they are. The Equality Act 2010 protects you from discrimination at work
- The Equality Act 2010 imposes a **positive** obligation on employers to make reasonable adjustments that will assist disabled individuals
- While employers may be familiar with the duty, sometimes it is not straightforward deciding what is 'reasonable'. Employer should adopt a positive attitude to the prospect of making adjustments and give fair and full consideration to all reasonable possibilities
- Consideration, patience and support should be shown to the employee to help them adjust to their new circumstances



# Reasonable Adjustments at all stages



Inclusion through the employee journey:



Selection



Interview



Induction



1:1/Appraisals



Meetings/Training



Disciplinary/grievances



Team events

# Reasonable Adjustments – endless possibilities



## **Recruitment ( selection/interview/induction)**

- Wording of vacancy matters
- Provide information about interview in advance
- Provide adequate breaks, consider configuration of office space

## **Performance (1:1 / Appraisals/disciplinary/grievances)**

- Consider adjustments to working hours
- Discuss any concerns before formal meeting
- Consider if problems could be as a result of medical issues

## **Team Working (meetings/training/team events)**

- Consider allowing meeting to be recorded or a note taker
- Consider mobility for group activities
- Consider reviewing online materials

# How to implement a reasonable adjustment



- Most important starting point is to have the conversation with your team member to understand what would support them
- Don't make assumptions about what can or cannot be accommodated, or present cost as a barrier, listen to / explore what support would help

Once you better understand what support they require, consider:

- Is this a reasonable adjustment you can put in place at a local level? that doesn't require a referral, e.g. change to working arrangements but not a reduction in hours
- Does it need further exploration? Would a GP report or Occupational Health referral help for a more complex case?

# Workplace Adjustment Agreement (passport)

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- You do not need to be an expert.
- Open conversations, asking what you can do to help
- You can manage these adjustments yourselves
- Keep a record of reasonable adjustments agreed with the employee
- Only consult HR or Occupational Health for complex cases

# Celebrating – Dyslexia Assessor Programme



- We know of officers who have struggled for years in the Force without realising they had dyslexia, assuming it was mental health or inadequacy.
- The Dyslexia Assessor Programme has enabled more than 100 officers and staff, from recruitment onwards to be assessed for dyslexia and as a result have reasonable adjustments implemented to assist them in their day to day work.

*'I would like to let you know the added time (30 minutes) made a huge difference in terms of pressure on myself with reading and making sure I was able to understand and answer all questions.'*

*'I also used the green colour screen. Laptop stand which made a positive difference to my positioning when reading the questions.'*

(PC speaking about reasonable adjustments following dyslexia assessment)

# What does that mean?



- Disability Confident scheme Level 3 but we can't be complacent
- Good practice needs to be embedded into all our processes. From using inclusive recruitment agencies through to managing staff appraisals.
- Discussions should be open and honest and tailored to the individual rather than a one size fits all approach
- Effective management of people with a disability or health condition will help us to improve performance and morale, retain valuable team members and reduce sickness absence



**What we say on the “outside of the tin”, is on the inside**

**not what we say is “in the tin”**



# Importance of data monitoring



- Too many people working with a disability choose not to disclose it to their employer for fear of negative consequences (in terms of their career or job security).
- Organisations that have a positive and inclusive approach to managing disability can reap many benefits
- Data supports staff in terms of positive action, promotion and training.





T H E R E

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IS NO GREATER DISABILITY IN SOCIETY THAN

T H E I N A B I L I T Y

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T O S E E

A P E R S O N A S M O R E .

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- R O B E R T M . H E N S E L



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# How confident do you feel now?

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Raise your hand or use the chat bar if you feel:

- very confident
- Somewhat confident
- Not confident at all

about supporting someone with a disability in the workplace

# Other Workshops in the series

OG8&51



**Giving and Receiving Feedback**

**Courageous Conversations**

**Holding Effective 1:1's**

**Being an Inclusive Manager**

**Valuing Differences**

**Managing Team Wellbeing**

**Absence Management**

**Objective setting & Managing Performance**

**Slide 18**

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**OG8&51** Needs updating depending on which workshop you are delivering

ORMSTON, Gillian 8504 & 5712, 15/02/2021