

Disability Action Committee Plan 2020-21

Focus	Actions	Responsibility	Date	Current Status
1. Respond to the challenges of COVID-19	<p><i>1.1 Ensure that adjustments to teaching and working practices do not adversely impact on staff and students with disabilities:</i></p> <ul style="list-style-type: none"> <i>Review changes to policies that may impact on disabled staff (e.g. flexible working, sickness absence).</i> <i>Review the results of staff and student wellbeing surveys and the College response to these.</i> 	<p>HR</p>	<p>Termly</p>	<p>HR and the Professional Service Transformation Programme are considering changes to policies as part of a wider review, reporting to the Silver and Gold COVID-19 College governance groups.</p>
		<p>HR</p>	<p>Termly</p>	<p>Staff Wellbeing surveys were held in May and September 2020. The results are available here. An update on the September survey was provided at the DAC meeting on 1 December. The Health and Wellbeing Group will take a look at the issue of staff taking breaks at work.</p>
2. Raise awareness	<p><i>2.1 Run a communication campaign incorporating various media to help increase the number of staff completing the protected characteristics form</i></p>	<p>EDIC, HR, Comms, Able@Imperial</p>	<p>Annually</p>	<p>The You make Imperial protected characteristics declaration campaign ran in July 2020.</p>
	<p><i>2.2 Promote participation in the Able@Imperial staff network.</i></p>	<p>Able@Imperial</p>	<p>Ongoing</p>	<p>Able@Imperial have been holding weekly online coffee mornings, providing a safe environment for staff to discuss their views, which have been well received. They are also planning some themed sessions to support disability awareness, as well as a panel discussion event for February 2021. Able@Imperial work closely with the other staff networks and hold some joint events.</p>
	<p><i>2.3 Run an annual programme of events to mark Disability History Month, helping to promote a positive attitude to disability</i></p>	<p>EDIC Comms Able@Imperial</p>	<p>18 Nov – 20 Dec 2020</p>	<p>Disability History Month 2020 was marked by Disability Awareness Training, the Calibre Graduation and an update to EDIC's disability support webpages to include autism specific information and information on neuro diverse conditions. Comms included a student video promoting the Disability Advisory Service, a staff video on the help disabled members of</p>

	<i>2.4 Run a communication campaign around workplace adjustments</i>	EDIC, HR, Comms, Able@Imperial	Every 2-3 months	staff have received from colleagues/managers and their advice on working from home effectively, a Staff Briefing intro from the Able@Imperial Co-Chairs and Instagram takeovers from the Disabilities Officer and Mental Health Officer at the Union.
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3. Remove barriers	<i>3.1 Carry out regular surveys of the College estate and improve the accessibility of prioritised buildings and rooms.</i>	Estates	Ongoing	At South Kensington, push pads have now been added to the door that links the Main Reception to Dalby Court. The AccessAble re-surveys planned for January 2021 have been postponed due to the current national lockdown. They will be rescheduled for later on this year and will focus on areas where there have been changes/refurbishments or new areas which are coming on line (such as areas of buildings which will be occupied for the first time at White City). Best Practice Guides from the 2020 survey have been reviewed and areas have been identified where improvements can be made. It is envisaged these works will be carried out by the summer.
	<i>3.2 Mainstream disability in the College's educational offering by adopting as general practice strategies that may be of particular benefit to students with disabilities.</i>	EDU, ICT, DAS	Ongoing	The Assistive Technology Enhancement Project remains 'frozen' as a result of prioritising other COVID-19 related ICT projects. However, some work has been done to provide staff and students with access to self-help resources titled "Improve Study Efficiency Using Technology". These videos provide introductory training for staff and students on inclusive technology with the aim to increase study efficiency and productivity. Available in the software hub, they have also been selected to have positive impact on attainment and wellbeing. Further information is available here: https://www.imperial.ac.uk/admin-services/ict/training-and-resources/inclusive-technology/

	<p><i>3.3 Review the process for determining and approving adjustments to assessment for students.</i></p> <p><i>3.6 Continue to make materials available in alternative formats and accessible via department VLEs and Panopto where possible.</i></p> <p><i>3.7 Support and promote the Calibre programme.</i></p>	<p>Registry</p> <p>Academic course leads, DDOs, ICT, and DAS for advice</p> <p>EDIC, Comms</p>	<p>To be confirmed</p> <p>Ongoing</p> <p>Annually</p>	<p>A review of the process for adjustments to student assessment is underway as part of the Student Information Management Programme (SIMP) implementation. The Student Administration Vision Group, a think tank established by the Provost, identified student assessment as an area of focus under SIMP.</p> <p>This project, along with the adoption of Blackboard Ally to provide students with existing content in alternative formats, is currently under review by the Education Strategy and Operations (ESOG) Group(s) being led by the Vice-Deans of Education as part of the Student Experience Workstream.</p> <p>The graduation for the most recent cohort of Calibre participants took place on 26 November 2020.</p>
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4. Improve support	<p><i>4.1 Ensure that all staff with line management responsibilities are trained to deal sensitively and appropriately with disability cases, and that they understand how to access expert support.</i></p> <p><i>4.2 Explore the possibility of becoming a signatory to the Mental Health Commitment</i></p> <p><i>4.3 Increase the availability of training for academics on inclusive learning and teaching practice and the benefits of inclusion through universal design.</i></p> <p><i>4.4 Review the financial implications of interruptions of studies for students at all levels</i></p>	<p>EDIC</p> <p>OH, HR</p> <p>EDU</p> <p>Registry</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>	<p>EDIC have been working closely with the Learning & Development Centre and Occupational Health on a toolkit of resources for line managers to support remote working, workplace adjustments and staff wellbeing during the pandemic.</p> <p>Preliminary discussions have taken place on the opportunities to incorporate Mental Health training for line management and OH/HR will be looking to progress this. A group had been set up looking at health and wellbeing, of which mental health would be a key component.</p> <p>Update requested</p> <p>A review of the process and policy around interruptions of studies is underway as part of the Student Information Management Programme (SIMP) implementation.</p>

	<i>4.5 Review provision of mental health support for staff and students.</i>	OH, HR, EDIC, DAS	Ongoing	
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Glossary of Terms for the Disability Action Committee Action Plan

DAC – Disability Action Committee

ICT – Information and Communication Technology

DAS – Disability Advisory Service

ICU – Imperial College Union

DDO – Departmental Disability Officer

OH – Occupational Health

EDIC – Equality, Diversity and Inclusion Centre