

Student Disability Disclosure: Guidance for Staff

The College is legally obliged to make reasonable adjustments to meet the needs of disabled students under the Equality Act (2010). There is no duty on students to disclose, but once they have disclosed a disability to any member of College staff, **it is assumed that this becomes institutional knowledge** and therefore the College is required to respond appropriately. Some disabled students will have informed the College about their disability, in which case individual support requirements will be set out in their Personal Learning Plan (PLP). Others may not have disclosed their disability for various reasons, e.g. they have concerns about disclosure, they feel that support is not required, or they are unaware that they are disabled under the terms of the Equality Act.

The following guidance explains how to respond if a student discloses a disability to you:

- Ask the student if they have notified the College of their disability. If they have, then any necessary support should already be in place. If they are experiencing difficulties, however, advise the student to contact the Student Wellbeing Advisor who will arrange for their support to be reviewed. After the meeting, send an email to the student (using your College account and theirs) to confirm your conversation.
- If the student has **not** previously disclosed a disability to the College, ask them to sign the Consent to Share Disability Information form.
- If they **agree** to the information being shared, send the signed Consent to Share Disability Information form to the Student Wellbeing Advisor, copied to the student. Use the College's internal email system, and mark the subject line 'Confidential'.
- If they **do not agree** to the information being shared, advise the student of the potential implications of this, i.e. it may not be possible for the College to make adjustments that would help to meet their individual disability-related needs. Explain that you would have to disclose their disability to other staff if there is perceived to be a serious risk to the student or others. **You should therefore avoid agreeing to keep information about the student's disability strictly confidential.** Retain the signed Consent to Share Disability Information form for your records, and give a copy to the student. Make a note of the date, time and brief outline of the discussion as this information may be needed for future reference. Ensure that all data is stored securely.

If you have any queries, please contact the Student Wellbeing Advisor (jane.gray@rncm.ac.uk) or the Learning Support Tutor (cheryll.duncan@rncm.ac.uk).