

Telling us about a disability/learning difficulty – a guide for participants -

Telling us about your disability/learning difficulty

We understand that disclosing your disability may not be the easiest thing for you to do. It is important to realise that telling us about your disability does not affect your chances of being offered a place or continuing on a course.

Why do we need to know about your disability?

The Disability Discrimination Act 1995 was introduced to ensure that disabled people were not discriminated against. This Act has been significantly extended by the Disability Discrimination Act 2005 and the law now requires public bodies, such as colleges to promote equality of opportunity for disabled people. The Great Out-tours has responsibilities under the Disability Discrimination Act to support participants with disabilities.

When you tell us that you have a disability/learning difficulty, your course tutor will be given your details. Staff will work with you to identify what additional help you may require. This may include help in the workshop/classroom, specialist equipment and/or software. So it's important we know as soon as possible. There may also be reasons relating to Health & Safety which would require us to be made aware that you have a disability.

What is classed as a disability?

The definition of a disability in the Disability Discrimination Act is as follows:

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It is a physical or mental impairment which has a substantial and long-term adverse effect upon a person's ability to carry out normal day-to-day-activities. It includes:

Hearing and/or visual impairments	Physical impairment (eg wheelchair users)	Medical conditions (eg Asthma, Epilepsy, Diabetes)
Dyslexia/Dyscalculia	Forms of Autism (eg Aspergers Syndrome)	Progressive medical conditions (eg Cancer, HIV infection, ME and Multiple Sclerosis)
Severe facial disfigurements (eg port wine stain)	Mental illness (eg Depression)	Learning difficulties

There are many more conditions which may be classed as a disability, including a past history of a disability. If you are unsure if you have a disability contact John Brooksbank (contact details below), who will be happy to help.

How do we store information about your disability and who is the information shared with?

Information about your disability will be stored on The Great Out-tours database. It will be treated in confidence and will be accessible to The Great Out-tours staff only. It may also be necessary to inform other organisations, for instance, if you are on a field trip or are attending a work placement. This allows for any support you have to be transferred with you, wherever possible. If you are at all uncomfortable with this, please tell us and we will do our best to help with any concerns you have.

Information will also be shared with other organisations for the purposes of administration, careers and other guidance and statistical and research purposes, the details of which are mentioned in your learning agreement. Please take a look at this if you are at all unsure.

Confidentiality

The Great Out-tours respects your right to confidentiality, and you do not have to disclose your disability to us. However, we would encourage you to let us know if you have a disability and allow us to share the information you have given us so that all possible support can be offered. Remember, it may be possible to provide support without disclosing the details of your disability.

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Participants requesting confidentiality will be offered the opportunity to meet with staff at a later date to discuss what is working well and if there are any support needs that you would like to consider.

When to tell us about a disability/learning difficulty

The best time to let us know about your disability/learning difficulty is on your application form to The Great Out-tours. This ensures that we have plenty of time to put in place the support you may require. If you prefer, you can speak to John Brooksbank.

If you are disclosing a disability after enrolment, please complete a Disability Disclosure Consent Form. This will ensure that The Great Out-tours is able to share details of your disability in a way that has been agreed and discussed with you. It also enables us to update our records and ensure that you are offered all the appropriate support available.

Please do not hesitate to contact the following member of staff if you wish to discuss any issues regarding support while you are attending a care home based activity programme with The Great Out-tours:

John Brooksbank:

Telephone: 01825 729158

E-mail: john@thegreatout-tours.com

Administration address: Woodside Environmental Education Centre, Little London Road, Horam, Heathfield, East Sussex TN21 0BL