

Code of Practice for Students with Disabilities and Disclosure of Disability Form

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Section 1 Introduction

This Code of Practice adheres to guidelines issued by the Disability Advisors Working Network (DAWN) and Association for Higher Education Access and Disability (AHEAD). IADT is committed to ensuring that students with a disability have complete and equitable access to all facets of IADT life as can reasonably be provided. IADT has adopted a Code of Practice which is applicable to all students with disabilities studying in IADT. This is in accordance with the Disability Act 2005, the Equal Status Acts 2000 (as amended) and the IoT Act 2006. Students with a disability are encouraged to register with the Disability Service to seek supports where the disability could affect their ability to participate fully in all aspects of the course.

This Code of Practice applies to all students, both undergraduate and postgraduate with permanent or long-term disabilities at IADT. It aims to provide a high standard of service to students with disabilities. IADT will provide students with a disability with reasonable accommodations to ensure that they are not placed at a substantial disadvantage compared to other students. A substantial disadvantage is one that entails time, inconvenience, effort or discomfort compared to other students and which is more than minor or trivial.

For the purpose of IADT policies relating to students with a disability, reasonable accommodations are determined through a needs assessment process taking into account the nature of a disability, course requirements and individual differences. The most common forms of reasonable accommodations are available in the Reasonable Accommodations Policy.

The purpose of this Code of Practice for IADT is twofold:

- To outline to students with disabilities their rights and responsibilities in receiving reasonable accommodations in IADT.
- To define IADT rights and responsibilities to students with disabilities and the IADT community.

For the purpose of this document and all IADT policies relating to students with disabilities, a reasonable accommodation might be any action that helps alleviate a substantial disadvantage. Making a reasonable accommodation might involve changing procedures, modifying the delivery of the course taken, providing additional services e.g. examination arrangements, materials in large print, or altering the physical environment. These duties are anticipatory, requiring IADT to move away from ad-hoc provisions in response to the needs of students with disabilities, and towards the creation of an inclusive teaching, learning and assessment environment where provision is seen as equal to, and not different from, provision for other students.

Section 2 Institutional Regulations

This Code of Practice should be read in conjunction with the IADT student regulations.

2.1 Student Rights

Every student with a disability has a right to:

- Equitable access to the teaching, learning and assessment methods, programmes, services, activities and facilities of IADT.
- Reasonable and appropriate accommodations, academic adjustments, and/or additional services determined by a needs assessment and in accordance with the individual's certified disability/specific learning difficulty.
- Request a review of their reasonable accommodations.
- Appropriate confidentiality of disability records (files) and that disclosure of information will only happen with the student's written consent.
- Information reasonably available in accessible formats.
- Be treated with dignity and respect.

2.2 Student Responsibilities

Every student with a disability has the responsibility to:

- Identify themselves to the Disability Service and request Reasonable Accommodations as early as possible.
- Provide documentation pertaining to their disability from an acceptable professional source as set out in the IADT Evidence of Disability form, which verifies the nature of the disability.
- Register with the Disability Services and follow Disability Service and IADT procedures if they wish to obtain reasonable accommodations.
- Participate in the needs assessment process, sign this Code of Practice and consent to the release of information.

Students must follow specific procedures for obtaining reasonable accommodations, such as examination arrangements, academic adjustments, applications to the ESF Fund for Students with a Disability and access to Educational Support Worker Services. These procedures include:

- Treating staff of IADT with dignity and respect.
- Completing any Assistive Technology (AT) training where this has been recommended and becoming proficient in the use of that technology.
- Engaging with any training or additional support provided to them such as academic skills workshops. Where students choose not to avail of these supports the Disability Service may not be in a position to provide them at a later stage.
- Adhering to specific procedures that are in place for receiving certain reasonable accommodations for example provision of an Educational Support Worker (ESW) or subject specific support.

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- Informing the Disability Service without delay of any change in needs.
 - Engaging with the official communication system used by the Disability Service for example IADT email or student portal, to keep updated on important notifications.

2.3 IADT Rights

IADT has the right to:

- Maintain the academic and technical standards of the institution.
- Request disability documentation from an acceptable professional source that verifies the nature of the disability or an 'Evidence of Disability Form' completed by an acceptable professional source to verify the need for reasonable accommodations and/or auxiliary aids.
- Discuss a student's need for reasonable accommodations with the professional source of his/her documentation, having obtained the student's signed consent authorising such disclosure and discussion.
- Agree with the student the nature of an effective and appropriate reasonable accommodation. IADT retains the final decision on what is deemed to be reasonable.
- Review the student's reasonable accommodations to determine whether they are working effectively in line with good practice.
- Deny a request for a reasonable accommodation if the documentation does not identify a specific disability and/or functional limitation, or if it fails to verify the need for the requested services.
- Refuse to provide an accommodation that is inappropriate or unreasonable, including any that pose a direct threat to the health and safety of the student or others, or which may constitute a substantial change or alteration to an essential element of a course or programme, or pose undue financial or administrative hardship on IADT.

2.4 IADT Responsibilities:

IADT has the responsibility to:

- Provide information to students with disabilities regarding IADT policies and procedures and ensure that it is available in accessible formats.
- Provide reasonable and appropriate accommodations and/or auxiliary aids for students with disabilities upon a timely request by a student.
- Maintain appropriate confidentiality of records and communication concerning students with disabilities except where the disclosure is authorised by the student.

2.5 Disability Service Responsibilities

More specifically IADT Disability Service personnel have the responsibility to:

- Assist students with disabilities to self-identify and, upon receipt of the evidence required to meet IADT criteria for eligibility to receive reasonable accommodations, arrange the

appropriate supports that will be determined on a case-by-case basis through the needs assessment process.

- Assure confidentiality (subject to the student signing the disclosure of information form) of all information pertaining to a student's disability.
- Inform students on professional courses of additional responsibilities and the need to plan reasonable accommodations for placements in advance.
- Identify students who may require a Personal Emergency Evacuation Plan (PEEP) and assist them in its formation. This may include referral to the Health & Safety Officer and other personnel as may be deemed appropriate by the Disability Service.
- Request feedback from students on a regular basis to evaluate the student experience including the effectiveness and quality of Reasonable Accommodations, supports provided and service.
- Use the official communication system of IADT e.g. email or student portal, to update students on important notifications.

2.6 IADT Policy on Confidentiality for Students with Disabilities

IADT encourages students with disabilities to disclose information on their disability/specific learning difficulty to the Disability Service before they apply to college or at any point during their studies. Such disclosure is encouraged so that IADT may work with the student to ensure that any reasonable accommodations that are required are identified and facilitated, in conjunction with the student.

A record of contact with the Disability Service is held securely in accordance with the Data Protection Acts (1993 -2003) and information provided to the Disability Service is regarded as 'sensitive personal data'. The information may also be used for statistical and monitoring purposes without a student's identity being revealed.

The Disability Service holds any documentation or information presented in disclosing a disability. Specific medical or other documentation will not be disclosed to any third party, except where necessary to provide reasonable accommodations.

Where a student requests and is granted any form of reasonable accommodation, such as extra time in exams, or permission to record lecturers, IADT will - in consultation with the student - disclose relevant information to academic and other departments responsible for providing or facilitating students in accessing such accommodations. In such instances, only information relevant to the particular situation will be disclosed.

In exceptional circumstances, where there is a health and safety risk to the student or others, information may be disclosed to appropriate third parties without the student's consent. Where academic staff contact the Disability Service for advice regarding individual students, staff will be informed that it is necessary to obtain the permission of the student before doing so.

2.7 Disability Service Complaints

Complaints in relation to decisions made by Disability Service staff, or with service delivery, should be dealt with through IADT Complaints procedures. Under the Disability Act 2005, (section 38) complaints can be made in writing to the Student Experience Manager in relation to Sections 25, 26, 27, 28 or 29 of the Act.

Appendix 1 Declaration of Understanding of Code of Practice & Disclosure of Disability Form and Consent to Release Information

Declaration of Understanding of Code of Practice and Disclosure of Disability Form and Consent to Release Information



I request additional supports from IADT Disability Service. In order to register for disability related services, I understand that full disclosure with supporting documentation is required by the relevant Student Support Service Provider. Full disclosure means that the nature of the disability is disclosed. For other IADT services, I can choose full disclosure, partial disclosure or non-disclosure. Partial disclosure means that I consent to disclose that I have a disability but I do not consent to disclosing the nature or type of disability. Non-disclosure means that only Student Support Services is aware that I have a disability. Non-disclosure may affect the level of reasonable accommodation available to me.

I understand that IADT Disability and Learning support services may be required to request disability documentation from an acceptable professional source that verifies the nature of the disability or an 'Evidence of Disability Form' completed by an acceptable professional source to verify the need for reasonable accommodations and/or auxiliary aids, after consultation with me regarding contact.

I understand that in the event of an emergency an IADT Disability or disability related services staff member will contact my next of kin:

Next of kin name (Block Capitals):	
Relationship to student:	
Next of kin contact number:	

The Disability Service will ensure that personal data will only be used to facilitate the required levels of reasonable accommodations and supports. I consent to the Disability Service viewing and adding information relating to the nature of my disability and academic and support requirements to my student record. I consent to the Disability Service contacting the following areas in IADT in order to arrange reasonable accommodations. Please tick:

Yes	No	HEI Service	Type of Disclosure
		Faculty and Department Staff	Learning Education Needs Summary
		Examinations Office	Name, Student number and exam codes
		Placement Supervisor	Learning Education Needs Summary
		Library	Name, student number
		Accommodation Services	Letter in support of application
		ESF/DSA/International Office	Application with evidence of disability
		Health & Safety Officer	Personal Emergency Evacuation Plan (PEEP)
		NLN Supervising Psychologist	Learning Education Needs Summary

I understand that my personal details and documentation will be retained as electronic and/or paper files for the duration of my time as a student in IADT. I understand that official IADT communication is via student email and will check this regularly and respond accordingly.

Feedback and research: The contribution of students who use the Disability Service is vital so that the service can develop in response to evidence based research. By registering with the Disability Service, I understand that I will be asked to participate in surveys or other forms of research but that my non-participation will not, in any way, prejudice the supports or accommodations to which I may be entitled.

Student Name (Block Capitals)	
Student Number	
Student Signature	

Non-disclosure of information: Please note that if you have ticked 'No' in any of the above boxes, you may not be able to receive those reasonable accommodations that require disclosure of information.