

Activity	Objectives	Strategic Aim	Undertaken By	Timescale
University policies, plans and strategies e.g. University Plan, Learning and Teaching Strategy, Widening Participation Strategy	<ul style="list-style-type: none"> ▪ Ensure that these are inclusive, consistent across school and central services, transparent and clearly communicated and available to students and staff. ▪ Develop and promote the procedure for responding to requests for transcription of materials in alternative formats. 	Aim 1	Registrar/Quality Assurance & Equality Committee	Ongoing
		Aim 1	Disability Advisor	Ongoing
Prospective students and applicants	Ensure: <ul style="list-style-type: none"> ▪ all procedures are inclusive and consistent ▪ disclosure and confidentiality procedures are robust ▪ that promotional materials give accurate information about the University and services provided 	Aim 1	Student Admissions Officer	Ongoing
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Communication	<ul style="list-style-type: none"> ▪ Maintain communication between Admissions staff and Disability Advisors regarding informing of incoming students with declared disability. ▪ Improve communication between the BSO and the GOsC ▪ Ensure the DED Committee meets annually ▪ Improve faculty awareness of students with disabilities (with the students' permission). ▪ Encourage students to be more vocal regarding their personal needs – annual interviews with Disability Advisor 	Aim 1	Admissions Manager	Ongoing
Aim 3		Senior Management/Disability Advisor	Ongoing	
Aim 2		Disability Advisor	Annually	
Aim 2		Disability Advisor/ASMs	At point of disclosure	
Aim 1		Disability Advisor	Sept annually	

Learning and teaching	<ul style="list-style-type: none"> ▪ Ensure the option of special requirements for disabled students are met, e.g. coloured paper upon request, separate room for dyslexic students, stickers on exam papers. ▪ Continue to review and explore new reasonable adjustments to the course. 	Aim 2	Registrar	Ongoing
		Aim 2	Disability Advisor	Ongoing
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Clinical centre	<ul style="list-style-type: none"> ▪ Ensure that the new BSO clinical centre continues to comply with the physical requirements of the DDA part 4 ▪ Increase the diversity of clinic patients by direct marketing to the disabled community through local support groups 	Aim 6	Head of Clinical Practice / Estates Manager	Ongoing
		Aim 6	Practice Manager/Marketing Officer	Ongoing
HR	<p>Provide mandatory training and briefing for all academic and support staff via lunch time sessions in clinical centre and at staff/faculty weekends</p> <p>Regular communication via staff updates regarding disability issues</p> <p>Incorporate disability awareness training during the staff induction process</p> <p>Monitor staff grievances and complaints linked to disability</p> <p>Consider inclusion of disability in the annual staff appraisal process</p> <p>Develop a disability policy for staff providing a clear statement of the BSO principles in relation to staff disability</p>	Aim 1	HR / Disability Advisor/ outside organisation	Ongoing
		Aim 5	HR / Disability Advisor/outside organisation	Ongoing
		Aim 5	HR/ disability Advisor	Ongoing
		Aim 5	HR	2011
		Aim 5	HR	2011
		Aim 5	HR	2011
			HR	

Resources/funding	<ul style="list-style-type: none"> Actively promote funds available to support disabled students and to further develop provision. 	Aim 1	Disability Advisor	Ongoing
	<ul style="list-style-type: none"> Ensure that anticipatory funding is available in departmental budgets to accommodate disabled students 	Aim 1	Disability Advisor	Annually
Physical environment	<ul style="list-style-type: none"> Ensure the physical features of the DDA part 4 are maintained and make reasonable adjustments where/when necessary 	Aim 6	Estates Manager	Ongoing
	<ul style="list-style-type: none"> Estates team will continue to work with the Disability Advisor, identifying changing requirements of staff and students with disabilities 	Aim 6	Estates Manager / Disability Advisor	Ongoing
Feedback and monitoring	To inform development and improvement of provision:			Annually
	<ul style="list-style-type: none"> Collect statistics on application, admission, participation and retention of students with a disability 	Aim 1	Disability Advisor	
	<ul style="list-style-type: none"> Ensure that the University's mechanisms and policies are inclusive e.g. Survey Monkey, departmental questionnaires and internal audits. 	Aim 1	Quality Assurance and Equality Committee/ Registrar / Student Support	
	<ul style="list-style-type: none"> Use students/staff with SEN/Disability to contribute their feedback via annual DED committee meetings 	Aim 1	Disability Advisor	