**NEU MODEL REASONABLE ADJUSTMENTS DISABILITY PASSPORT POLICY**

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1. **Introduction** This policy represents an agreement between:

(……………………………………………………………………..) ‘The employer’, and

(……………………………………………………………………..) ‘The union’

that was reached on (xx/xx/xxxx)

The policy covers the agreed approach of the employer towards staff, and potential members of staff, who are disabled, who believe that they may be disabled or who become disabled.

2. **Scope**

The scope of this policy covers conditions including, but not limited to, physical impairment, sensory impairment, mental health conditions, neurodiversity, peri-menopause, menopause, menstruation, and long-term health problems after pregnancy such as hypertension, diabetes, or perinatal mental health.

3. **Principles**

Both parties to this agreement believe that:

a. all workers deserve the opportunity to realise their full potential

b. all reasonable steps must be taken to ensure that policies, practices, and culture do not discriminate against disabled people

c. the active involvement of disabled workers in the workplace also includes their involvement in the reasonable adjustments that are agreed within the workplace.

Both parties recognise that:

a. some disabled people may not have a formal diagnosis or assessment, and that a lack of diagnostic support can be a barrier in the workplace for both workers and employers

b. disabled people face discrimination and stigma in wider society, and they may be unwilling to disclose a diagnosis

c. each person is unique and there can be a high degree of overlap between multiple conditions, so any support needs must be identified and implemented on the basis of personal evaluation and individual need

d. the impact of impairments relating to disability on an employee's ability to carry out their role can fluctuate meaning adjustments required may also need to be flexible.

The employer commits to:

1. proactively work to eliminate barriers (including prejudice) that disabled people face in the workplace
2. raise awareness of the full range of impairments, including those that are often overlooked, for example mental health conditions, dyslexia or other neurodivergent conditions
3. consider changes made in response to requests
4. take immediate steps to eliminate potentially discriminatory practices in employment that can arise throughout the course of normal day-to-day workplace activities
5. ensure workers know they have the right to be accompanied by their union rep in discussions about the passport
6. support paid release for union reps, including equality reps and disability champions, to attend union education courses on reasonable adjustment disability passports
7. promote the reasonable adjustment disability passports to all staff.

4. **Reasonable adjustment disability passport**

The reasonable adjustments disability passport is a tool to record the reasonable adjustments agreed between a worker and their line manager. It is designed to provide a documented record of an individual’s needs, which will allow them to function to their full potential in a supportive and encouraging environment.

Some disabled workers may feel anxious asking for reasonable adjustments, and some managers may find it uncomfortable discussing issues that they feel are personal to the worker. The reasonable adjustments disability passport will help to facilitate these discussions. .

A worker may require reasonable adjustments to remove workplace barriers because of environmental, attitudinal, or organisational issues. These barriers prevent disabled people, including those with sensory impairments, mental health conditions, long-term injury or neurodivergent conditions, from equal participation in the workplace

Whenever a worker moves roles or changes line manager, a reasonable adjustments disability passport can be used to ensure that new managers are aware of required adjustments or information relating to an individual’s requirements without the need to repeat potentially difficult conversations.

The passport will support workers to retain their reasonable adjustments and avoid the stress of having to repeatedly renegotiate them.

Completion of the reasonable adjustments disability passport is voluntary, but it should be offered to every worker within the first six weeks of them starting work, or ideally be discussed before they start a new job or role.

5. **What are other benefits of having a reasonable adjustments passport?**

Benefits to workers:

· allows the worker to communicate and explain the impact of any impairments, health conditions, caring or other personal commitments at work to the manager

· enables them to suggest adjustments that will enable them to do their job and safeguard their health and wellbeing

· facilitates discussion at appraisal meetings to ensure current adjustments are still effective and up to date

· provides assurance that the manager and senior leadership team are committed to meeting the worker’s needs in the workplace

· offers a level of certainty when contemplating job changes across the school, trust or local authority or when faced with the impact of any reorganisation.

Benefits to line managers:

· provides an understanding of how an employee's impairment(s) or personal circumstances impacts them at work, including their needs and the barriers they may face

· provides compliance with health and safety and equalities law by fulfilling the duty to make reasonable adjustments and ensuring the health, safety, and wellbeing of staff

· facilitates return to work meetings after long term sick leave/maternity leave and agreeing what reasonable adjustments need to be put in place to enable the return to work

· saves time and cost in undertaking risk assessments

· provides a tool to review the effectiveness of any adjustments already agreed

· provides a clearer understanding of the capabilities of the worker with appropriate adjustments in place

· provides a way to recognise signs that an employee might be struggling, unwell, or experiencing a flare up of a progressive or long-term condition and find out what support/adjustments they would like

· offers knowledge on how and when to stay in touch if the employee is on long term sickness absence

· helps establish whether the employee needs additional support (e.g., applying for an Access to Work grant or a referral to occupational health).

Managers will be provided with unconscious bias training to support staff and appropriate training on the use of reasonable adjustments disability passports, including recording, managing and storing information in accordance with data protection.

6. **Who will have access to the passport?**

The worker’s reasonable adjustments disability passport will be ‘owned’ by the worker; they will decide who has a copy or can see it, although a signed copy of the passport should be held by the worker and their manager and, if appropriate, by HR.

It is also usual practice for the worker to consent to their new line manager accessing their passport.

7**. Reviewing the passport**

The passport may be reviewed at the worker’s request to ensure that adjustments remain the right ones to support the worker to fulfil their work potential.

A worker may initiate an earlier review of the passport if:

* their impairment or health condition changes
* their personal circumstances change
* their job requirements change
* they change post
* there is a change to the working environment.

 A worker may be accompanied by their trade union rep at the review meetings.

Awareness of the passport is important. A passport should be available to all workers at any time during their employment and can be requested by the worker or proactively offered by the employer.

Stigma and fear of discrimination may deter workers from disclosing their health or other conditions so it is important that employers provide an open and supportive environment in which workers will be treated with sensitivity, respect, and confidentiality.

8. **The Equality Act 2010 and reasonable adjustments**

The Equality Act 2010 states that a person is disabled if they have a physical or mental impairment which has a substantially adverse and long-term effect on their ability to carry out normal day-to-day activities. It stipulates that employers must make reasonable adjustments to ensure disabled workers are not disadvantaged and take steps to remove, reduce or prevent obstacles a disabled worker or job applicant faces.

The duty to make adjustments in line with the equalities law is an ‘ongoing’ one – meaning as well as putting adjustments in place, employers also need to make sure adjustments are regularly reviewed to ensure they continue to remove barriers for the individual.

9**. The Health and Safety at Work Act 1974?**

The Health and Safety at Work Act 1974? puts a legal duty on employers to ensure the health and safety, and welfare of their employees.

The law also requires that each employer assesses the risk to their employees. This applies to those who have a physical or mental impairment that has a ‘substantial’ and ‘long-term’ negative effect on their ability to do normal daily activities, as defined under the Equality Act 2010, and those who may not yet have a formal diagnosis or assessment.

Health and safety legislation requires that employers do everything “reasonably practicable” to ensure the safety of their employees and others.

Employers must make necessary reasonable adjustments to ensure disabled people can work safely, and health and safety should not be used as an excuse not to do so.

Reasonable adjustments should always be tailored to the individual’s needs and the barriers they face. Adjustments may comprise one or more measures to enable the worker to do their job to the best of their ability.

All requests for reasonable adjustments will be fully considered by the employer and responded to within an agreed time.

If the employer refuses a request for an adjustment, written reasons must be given within seven working days and the worker must be offered the right of appeal.

10**. Policy review**

This policy will be reviewed every two years, in consultation and negotiation with the recognised unions, to ensure consistency, fairness, and effectiveness, and to reflect any changes in employment legislation.