

WEA Disclosure of Needs Policy

1. Purpose

- To ensure that all students have sufficient opportunity to disclose disabilities, learning or communication difficulties, health issues or other support needs to WEA staff, so that the WEA can take make appropriate reasonable adjustments to meet those needs
- To provide a framework for the WEA to meet its responsibilities under [Disability Discrimination Act 1995 Part IV](#).

2. Values

The WEA believes that all students should be:

- Given opportunities to disclose any disabilities, learning or communication difficulties, health issues or other support needs throughout their student journey
- Assured that their disclosure will be treated sensitively and confidentially
- Consulted if it is necessary to pass on information for signposting and referral purposes so that any consent obtained is informed consent
- Aware of the consequences of non-disclosure of information, i.e. likely restrictions or limitations on support provided
- Able to decline to disclose needs further if that is their informed preference
- In control of the disclosure and follow up processes
- Confident that reasonable adjustments will be made to accommodate their needs.

3. Scope

Disclosure of needs can be made at any stage of the student journey.
This policy applies to staff and to volunteers.

4. Policy

The WEA policy is to:

- Encourage students to disclose their needs at the earliest possible stage so that their learning experience is fully supported
- Provide an open and supportive culture in which students feel comfortable about disclosing their needs, and see the benefit in doing so.
- Offer opportunities to disclose at pre-enrolment meetings
- Through publicity and induction materials
- At interview with tutors or organisers
- At enrolment/induction
- When registering for examinations
- At the start of each course/term/year
- Confidentially and informally on any occasion
- Ensure that any disclosure to any member of staff or volunteer is acted upon, with the student's agreement
- Ensure that agreed disclosures are recorded, and the student referred to appropriate colleagues.
- This may be to English, Maths, and ESOL Coordinators or the regional coordinator for student support, or other specialist staff

- Ensure that all staff and volunteers are able to support disclosure sensitively, and comply with the Confidentiality Policy.

5. Management

By regional coordinators for student support and by Regional Management Teams, supported by the Director of Student Services.

6. Monitoring

- Through regional self-assessment
- Through queries and issues raised by regions
- Through student surveys
- Through annual Policy Review

7. Links to other policies and documents

This policy is part of a suite of Student Support Policies defining student support entitlements. Most relevant policies are publicly available through the WEA's website at

<http://www.wea.org.uk/about/policies>