



Adult Learning Within Reach

WEA Disclosure of Needs Policy

1. Purpose

To ensure that all learners 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 reasonable adjustments to meet those needs.

To provide a framework for the WEA to meet its responsibilities under the [Disability Discrimination Act 1995 Part IV](#).

2. Values

The WEA believes that all learners should be:

- Given opportunities to disclose any disabilities, learning or communication difficulties, health issues or other support needs throughout their learner journey i.e. via the WEA application process or by informing a member of WEA staff
- 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
- Be clear 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 learner journey.

4. Policy

The WEA policy is to:

- Encourage learners 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 learners 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 course 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 learner's agreement
- Ensure that agreed disclosures are recorded, and the learner referred to appropriate colleagues.
- Ensure that all staff and volunteers support disclosure sensitively and comply with the Code of Conduct.

5. Management

By the Head of Learner Attraction and Experience, supported by the Director for Learning.

6. Monitoring

Through self-assessment
 Through the Complaints Procedure
 Through learner surveys
 Through annual policy review

7. Links to other policies and documents

This policy is part of a suite of learner support policies defining learner support entitlements. Relevant policies are publicly available through the WEA's website at <https://www.wea.org.uk/about-us/policies>

Date of this Review	Date of next Review	Policy reviewed and updated by:	Policy approved by:
January 2025	July 2025	Head of Learner Attraction and Experience	Director for Learning