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INTRODUCTION

This document aims to signpost the reader to the support services that the university provides for disabled staff. The guide complements existing policies available from the Human Resources website, including the EDI, Disability in Employment and Dignity at Work policies.
To access this guide in alternative formats please see page 5.

GETTING ONTO CAMPUS

How to find us

The University provides a comprehensive range of maps and guidance on how to reach all its locations. Information is provided for the following locations via www.kent.ac.uk/maps

- Canterbury Campus
- Brussels
- Paris
- Rome
- Medway Campus, including the Historic Dockyard
- Tonbridge
- Athens

Where to park

Transport maps for the Canterbury and Medway Campus indicate the locations of accessible parking spaces

- Canterbury campus transport map
- Medway campus transport map

Accessible Parking

The University will provide an accessible car parking permit free of charge to staff who hold a government issued Blue Badge. There is also a process whereby staff can apply for temporary use of an accessible parking bay on health grounds.

Details of the Accessible Bay Permit process are available from the Estates website at
- www.kent.ac.uk/estates/services/parking

Access to buildings and rooms on campus

Full details of how to locate a specific building or room, including links to Disabled Go (which identifies the most accessible route to a specific location) can be accessed via www.kent.ac.uk/maps

Campus Shuttle

The University operates a frequent (term time only) shuttle service between the Canterbury and Medway campuses for staff and students on production of a valid KentOne card (ID) or Kent Union staff card. Seats must be pre-booked online via www.kent.ac.uk/campus-shuttle

The transport team provide the following online statement about the shuttle service:

‘The shuttle service is not a wheelchair accessible service. Please contact us directly to discuss your requirements so we can arrange suitable alternative transport for you.’

The team can be contacted on (01227) 823609 or via email Transport@kent.ac.uk
Equipment and Facilities

All equipment located in a room, including any equipment provided to support those with disabilities, should be fully operational.

Hearing Support

Induction hearing loops or infra-red systems are installed in the majority of teaching and learning spaces. To access infra-red hearing systems staff will need to contact the Audio-Visual support service in advance to arrange the loan of the additional equipment needed to access the system. Please see the Audio Visual Services webpage for further information. [www.kent.ac.uk/itservices/avs](http://www.kent.ac.uk/itservices/avs)

General room bookings

When booking a room a general principle is that it must be accessible to everyone attending and it is the responsibility of the individual making the booking to ensure that the room is suitable. Bookings for events during term time are managed by the Timetabling Office and bookings for events in vacation time are managed by the Conferencing Team.

Teaching and Learning spaces

In order to help staff secure the right room to deliver teaching and learning it is important to know that:

a) Information about the location, layout and equipment of principle teaching rooms is available via [www.kent.ac.uk/timetabling](http://www.kent.ac.uk/timetabling)

b) Staff who requiring specific support with, for example, access requirements or specific equipment, should inform Timetabling or their line manager of any lecturing constraints or specific needs. Where possible this should be done in line with the Timetabling Office’s deadlines which can be found via [www.kent.ac.uk/timetabling](http://www.kent.ac.uk/timetabling)

The full Timetabling Process Guidance can also be found at [www.kent.ac.uk/timetabling](http://www.kent.ac.uk/timetabling)

The table on page 4 outlines the facilities are provided in principle teaching rooms at the Canterbury and Medway campuses.
### HEARING SUPPORT: EQUIPMENT BY ROOM AND LOCATION

<table>
<thead>
<tr>
<th>Building</th>
<th>Room</th>
<th>Accessible features</th>
<th>Building</th>
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### MEDWAY CAMPUS

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ACCESSIBILITY AND PRODUCTIVITY TOOLS

A selection of productivity tools and assistive technology software is available to assist all staff access material to support preferred methods of working, enhance productivity and save time. There are a wide range of options available to staff, including:

- Help using accessibility features already installed on staff workstations.
- Text to speech and screen reading facilities for staff who prefer to listen to text, rather than read e.g. ClaroRead.
- Voice recognition software, for staff who prefer to dictate text, rather than write
- Tools to tailor reading experiences by changing display.
- Time management tools
- Writing tools to check grammar, provide writing clarity or check predictive text
- Tools to turn images into text or audio, or to edit audio and video, to make content accessible such as Sensus Access.
- Tools to help with planning or to help manage note taking, ranging from mind mapping to memory apps.

Productivity tools and assistive technology software is available from: https://www.kent.ac.uk/tools

Accessible teaching and learning guidance for staff

Guidance for staff on how to make learning and teaching resources more accessible to everyone. These include practical tips on:

- alternative formats for accessible learning and teaching material
- how to make documents, presentations and online material accessible
- guidance for supporting specific disabilities such as autism, dyslexia, hearing impairments, mental health, mobility or visual impairments and advice on procurement, and key accessibility questions to ask suppliers.

- This guidance is available from: https://www.kent.ac.uk/studentsupport/accessibility/staff.html
A Guide to Campus Support Services for Staff with Disabilities

PROFESSIONAL ADVISORY SERVICES FOR STAFF

Human Resources

a) Employee Relations Advisers are available to support staff or line managers who wish to discuss disability needs at work.

b) During the recruitment process support is offered to applicants with disabilities by the Resourcing Advisor who is responsible for the administration of the vacancy. Details of the named Resourcing Advisor are always provided in the job advertisement information.

c) Two Ticks Symbol
The University is a Positive about Disabled Employer, as highlighted by its use of the Disability Two Ticks symbol (Job Centre Plus). This recognises our commitment to the retention, training and career development of our disabled staff.

Please visit the Contact details section of the Human Resources webpage for full contact details

Equality, Diversity and Inclusivity

Departmental Representatives

Each department has a dedicated EDI Representative who can provide guidance on the range of support services available to staff and can highlight the policies and procedures in place to support disability in employment. A list of department EDI representatives is available via the EDI website at www.kent.ac.uk/hr-equalityanddiversity

Occupational Health

The University is often able to make the adjustments needed to enable individuals with chronic health problems or disabilities to work in their roles. Occupational Health advise managers and employees on such adjustments and provide support in this area. Managers may seek this assistance by carrying out a Management Referral, or staff can self-refer to Occupational Health at any time for such advice. The Occupational Health team also offer support at the following stages:

- advice at the start of employment
- regular health surveillance when required because of the nature of specific tasks
- advice when a person develops a health problem which could potentially be caused by their work
- advice when an individual develops a chronic health problem which may mean that they need adjustments to duties
- advice when a staff member returns to work following surgery or other significant illness

More information is available via www.kent.ac.uk/safety/oh

Personal Emergency Evacuation Plans

Please visit the Contact details section of the Human Resources webpage for full contact details
Any staff member that may require a Personal Emergency Evacuation Plan (PEEP) will be referred to the PEEP Co-ordinator. The referral may happen from Human Resources, Occupational Health or via a line manager. Following a referral, the PEEP co-ordinator will work with the individual to discuss requirements and create a plan. Once agreed, the plan is live and copy of the PEEP will be shared with Campus Watch who are first responders to emergency incidents.

Wellbeing Team

The Wellbeing Team offers a free of charge counselling service to staff which includes the following support to help:

- You to explore and make sense of issues concerning you.
- Enable you to become more effective in life, inside and outside University.
- You to get thoughts, feelings, behaviour and perspective in balance
- Highlight the many inner resources you have to help you make choices, resolutions or positive changes

➢ For more information please visit www.kent.ac.uk/staffwellbeing

Library Services

A full range of services have been developed to support staff, ranging from accessible printing and copying services to the provision of workstations equipped with assistive technology. For more information on library services to support disabled users please see ‘Disability Access Guide to Library Services’ www.kent.ac.uk/library/accessibility/

Sports Centre

Kent Sport provides a welcoming and inclusive environment for all staff and students, providing them with the opportunity to experience sport for leisure and recreation using state of the art equipment and a wide-range of facilities. Disabled staff members are encouraged to contact the team to discuss their specific needs or to ask any questions relating to using the centre and its facilities.

An Exercise Referral Scheme where GPs and health professionals can refer patients to a qualified exercise specialist is also provided.

For further information on Kent Sport visit www.kent.ac.uk/sports/inclusivefitness

The theatre, cinema and Colyer-Fergusson Music Centre provide the following disability support:

- Wheelchair access for performances.
- An Infra-Red Audio system for those with a hearing impairment. Two types of headsets are available: one for people who do not use hearing aids; and one for use in conjunction with a hearing aid, by switching it to the ‘T’ position.
- An accessible toilet is provided.
- Assistance dogs are welcome
- Handrails on the stairs in the cinema and Colyer-Fergusson Hall.
- Lift available to first floor for Cinema and Colyer-Fergusson Hall.
- Hard of Hearing Subtitles

Disability Staff Network

The Disability Staff Network is open to any member of staff with a disability or anyone who feels they would benefit from joining the network (perhaps because of the nature of their job role). The network provides a confidential setting where staff can share experiences and discuss key issues, with a view to informing and shaping University policy, practice and workplace culture. The Disability Staff Network also undertake practical actions, including Day Walks, which seek to understand the experiences and challenges presented to disabled staff by the physical environment at various locations across the University of Kent.

For further information, or for a virtual tour and to plan your visit, go to www.thegulbenkian.co.uk
Further information on the Disability Staff Network can be found at www.kent.ac.uk/hr-equalityanddiversity

Executive Group Champion for Disability

The University of Kent's Executive Group have each made a public commitment to the principles of Equality, Diversity and Inclusivity. This includes a joint commitment to eliminate discrimination, advance equality of opportunity, foster good relations, and support the continued development of positive cultural messages across the entire university community.

Information on the Executive Group Champion for Disability can be found at:

www.kent.ac.uk/equality/champions

The Tizard Centre

The Tizard Centre is the leading UK academic group working in learning disability and community care. Much of its research is rated world-leading or internationally excellent. The Centre seeks to advance knowledge about the relationship between the organisation of community care services and their outcomes, and to help service agencies develop competence to provide and sustain high quality community care services.

Further information can be found via www.kent.ac.uk/tizard
CONTACT DETAILS

For further information about support for those with a disability, please visit the Equality, Diversity and Inclusivity section of the Human Resources website.

Alternatively you can contact your designated HR representative, details of whom are available on the Who to Contact section of the HR website.