

Equality, Diversity and Inclusion at INTO UEA

1.4 - November 2021

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Creation and Revision History

To be reviewed annually by Head of Student Services. Next review due November 2022.

Version	Owner	Purpose/Change	Date
1.0	Simon Duckworth, Head of Student Services	Created	November 2017
1.1	Simon Duckworth, Head of Student Services	Annual review - no changes	November 2018
1.2	Simon Duckworth, Head of Student Services	Annual review - no changes	November 2019
1.3	Simon Duckworth, Head of Student Services	Annual review - no changes	November 2020
1.4	Simon Duckworth, Head of Student Services	Annual review - amendment to title and section 1.2	November 2021

1 Introduction

- 1.1 INTO UEA is committed to creating and sustaining a positive and supportive working environment for our staff, and an excellent teaching and learning experience for our students. We aspire that staff are equally valued and respected, and students are encouraged to thrive academically. As a provider of employment and education, we value the diversity of our staff and students. We are committed to providing a fair, equitable and mutually supportive learning and working environment for our students and staff.
- 1.2 This is reflected in the core values of our Centre, which include ensuring that protected characteristics are not infringed:
 - Valuing, respecting and promoting the rights, responsibilities and dignity of individuals within all our professional activities and relationships.
 - Upholding equality for all members of the community including those with protected characteristics (including but not limited to age, disability, gender identity, race, religion or belief, sex, sexual orientation, marriage and civil partnership and pregnancy and maternity).
 - Equality of educational opportunity based on merit, irrespective of background, beliefs and socio-economic context.

2 Disability Strategy

- 2.1 INTO UEA is committed to identifying issues linked to Disability and/ or medical conditions that might prohibit disabled people from achieving equality and inclusion of their needs, rights and requirements. INTO UEA will make adjustments for staff and students on a case by case basis to ensure inclusion.
- 2.2 Where appropriate for students the Welfare team, in conjunction with the Head of Student Services, will formulate the following:
 - Individual Health Care Plan (IHCP)
 - Personal Emergency Evacuation Plan (PEEP)

3 Related Policies

- 3.1 The student charter sets out our community's ethos for equality and diversity.
- 3.2 If a student fails to adhere to this ethos the Student Code of Conduct and Disciplinary Policy and Procedure may be implemented if appropriate.
- 3.3 Information for staff on equality and diversity can be found in section 7 of the staff handbook.

STRICTLY CONFIDENTIAL
Individual Health Care Plan (IHCP)

Student name: _____ Date of Birth: _____

Programme: _____

Address: _____

Medical Diagnosis: _____

Date of Care Plan: _____ Review Date (if applicable): _____

Family Contact Information

Name: _____

Relationship to Student: _____

Mobile phone number: _____

Home phone number: _____

Work phone number: _____

Further contact instructions: _____

Medical Contact Information

Name of GP: _____

GP telephone number: _____

Name of Clinic/Hospital (if applicable): _____

Clinic/Hospital telephone number: _____

Staff Responsibilities

Key Staff: _____

Staff Training: _____

Care Plan developed by: _____

Medication Details

Name of Medication: _____

Dose: _____

When to be administered: _____

Side effects/Contra-indications: _____

Administration details: _____

Description of medical needs including student's symptoms, triggers, signs, treatments, facilities, equipment or devices, environmental issues etc.:

Daily care requirements:

Specific support for the student's educational, social and emotional needs:

Arrangements for school visits/trips:

Emergency details (what constitutes an emergency and action to be taken):

Who is responsible in an emergency:

Additional Information:

Personal Emergency Evacuation Plan (PEEP)

A PEEP must consider all buildings/areas the individual commonly works in, visits or uses. It may be necessary to complete a separate PEEP for each area.

Only complete the areas of the PEEP that are relevant to the individual's needs.

PEEP for:

Contact Details:

Locations this PEEP applies to (building, floor and rooms):

I do not need assistance to evacuate the above locations (please go to point 5 and complete from there).

1. Awareness of Procedure

The evacuation procedure has been provided to me in the following format. Please delete as appropriate:

Braille / electronic format / tape / large print / explained in BSL / shown the routes / other (please detail below)

2. I am informed of the emergency by:

Please delete as appropriate:

Existing alarm / pager device / visual alarm system / members of my work team (please provide names below) / fire marshals on my floor (please provide names below) / Other (please detail below)

3. Getting Out

I require 1 or 2 people to assist me. Please note the floors must be detailed in the first column so that alternative arrangements can be made when visiting other floors or attending meetings.

Name & Floor/Rooms	Nature of Assistance	Contact Details

4. Back up names (to ensure assistance is available at all times and where)

Name	Nature of Assistance	Contact Details

5. The specialist equipment to assist my escape is

6. My escape plan is

Detail the evacuation procedure including safe routes to be taken, beginning from when the alarm sounds:

Please note you are not expected to participate in planned evacuations if this would cause unnecessary injury and/or distress. Please work with the Facilities Manager to arrange how you will be notified of planned evacuations in advance.

I am available to participate in planned evacuations: Yes / No

If you do not participate in planned evacuations, you must run through your evacuation plan at least once to demonstrate it works.

Evacuation run through completed on:

7. My practice arrangements are:

Relevant Party	Name	Signature	Date
PEEP owner (the individual)			
PEEP assessor:			
Review date(s):			