

## **Guidance notes for staff for completing the Disclosure of a disability/additional requirement/medical condition form**

**Why should staff complete this form?** To give students additional opportunities to disclose their disability to any member of staff ensuring the University is complying with the Equality act. This also ensures that all members of staff who need to know will do so in a timely manner (with the restrictions the students places on it) so the University can ensure all appropriate support can be put in place as fully as possible.

**Which option should the student choose?** The students should always be encouraged to choose option A as this ensures all appropriate support can be put in place as fully as possible, all other options restrict the level of support that can be put in place.

**What happens if students disclose a disability and the member of staff doesn't complete the form?** The University cannot provide all of the appropriate support to the student and the University may be open to litigation claims.

**What reassurance can I provide to the student on how the information will be treated?** The information will be treated confidentially and only those members of staff who are deemed to need to know will be given this information (depending on the restrictions the student places on this), so they can fully support the student.

**What if the student doesn't want to complete the form?** You should encourage students to do so and explain the University will be restricted in what it can do with this information without it

**What if the student only wants to disclose the information to me and doesn't want anyone else to know? (Option D)** You should explain the limitations for the support that can be put in place for this option, but if the student still only wants this option you should complete option D and then keep the top blue and middle white either within the service or if the member of staff is from an academic group this should be forwarded to the academic support services. If this is on paper it should be in a sealed envelope marked for the attention of Joel Prescott (Corporate Intelligence and Data Integrity Manager) and marked confidential disclosure with the student number only marked on the top right hand side of the envelope. If this is completed electronically, this should be emailed directly to Joel (Joel.Prescott@bolton.ac.uk), the email subject should be confidential disclosure and the students' number. The student should also be given the yellow copy.

**What will happen next, if the students have chosen any option apart from D?** Once you have completed the form you should do the following

|                    |  |
|--------------------|--|
| Top blue copy      | to be forwarded to Disability Services                                 |
| Middle white copy  | to be retained in the service / forwarded to academic support services |
|                    | to be retained in a safe and secure place                              |
| Bottom yellow copy | to be retained by the student  |

They will be contacted by Disability services and offered an appointment with a Disability Adviser to discuss their options.