

A Guide to Campus Services for Disabled Staff

November 2019 (revised)



CONTENTS

Topic	Page Number
Introduction	2
How to find us	2
Where to park and Accessible Parking	2
Access to buildings and rooms	2
Campus Shuttle	2
Equipment and Facilities in rooms	3
Equipment and facilities	3
Hearing Support	3
General room bookings	3
Teaching and learning	3
Hearing support – Equipment by room and location	4
Accessibility and Productivity Tools for Staff	5
Professional Advisory Services for Staff	6
Human Resources	6
Equality, Diversity and Inclusivity Representatives	6
Occupational Health	6
Personal Emergency Evacuation Plans	6-7
Staff Wellbeing	7
Library Services	7
Sports Centre, Gulbenkian Theatre, Cinema and Colyer-Fergusson	7
Disability Staff Network	7
Executive Group Champion for Disability	8
The Tizard Centre	8

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](#)^[11]
- [Medway campus transport map](#)^[12]

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.

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.'

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

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

EQUIPMENT AND FACILITIES IN ROOMS

Equipment and Facilities

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

Should you need support or experience any difficulties using equipment you can contact:

- **AVS equipment or IT equipment in teaching rooms contact IT helpdesk**
Tel: (01227 82)4888 or email helpdesk@kent.ac.uk
- **For urgent issues, such as broken equipment that requires repairing, please notify Estates helpdesk** Tel: (01227 82)3209 or email estateshelpdesk@kent.ac.uk

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.

General room bookings

The table on page 4 outlines the facilities are provided in principle teaching rooms at the Canterbury and Medway campuses.

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

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

The full Timetabling Process Guidance can also be found at www.kent.ac.uk/timetabling

HEARING SUPPORT: EQUIPMENT BY ROOM AND LOCATION

Building	Room	Accessible features	Building	Room	Accessible features	
Cornwallis	COLT2	Hearing Loop	Keynes	KLT1	Hearing Loop	
Colyer-Ferguson	CFSR	Infra- Red hearing system		KLT3	Infra-Red and Hearing Loop	
	Cinema	Infra- Red hearing system		KLT5	Infra-Red hearing system	
Eliot	Barlow	Infra- Red hearing system		KLT6	Hearing Loop	
	Bird	Infra- Red hearing system		KS16	Hearing Loop	
	Chilver	Infra- Red hearing system		KS17	Infra-Red hearing system	
	Holland	Infra- Red hearing system	KS20	Hearing Loop		
	Kennedy	Infra- Red hearing system	Marlowe Building	MarLT1	Infra-Red and Hearing Loop	
	Lyons	Infra- Red hearing system		Rutherford	R.cl.21	Infra-Red hearing system
	Pollard	Infra- Red hearing system			RLT1	Infra-Red and Hearing Loop
ELT2	Infra- Red hearing system					
Gulbenkian	CGUS	Infra- Red hearing system	Woolfe	W-LT	Infra-Red and Hearing Loop	
Grimond	GLT1	Infra-Red and Hearing Loop		W1-SR1	Infra-Red hearing system	
	GLT2	Infra-Red and Hearing Loop		W1-SR2	Infra-Red hearing system	
	GLT3	Infra-Red and Hearing Loop		W1-SR3	Infra-Red hearing system	
	GS3	Infra-Red and Hearing Loop		W1-SR4	Infra-Red hearing system	
			W1-SR5	Infra-Red hearing system		
Jennison	JS2	Hearing Loop	Templeman Library	Lecture Theatre	Infra-Red and Hearing Loop	
MEDWAY CAMPUS						
Building	Room	Accessible Features	Building	Room	Accessible features	
Drill Hall	DA101	Infra- Red hearing system	Medway Building	M0-23 Sports Lab	Infra- Red hearing system	
	DA114	Infra- Red hearing		M1-22	Infra- Red hearing system	
	DA115	Infra- Red hearing system		M2-03	Infra- Red hearing system	
		M2-04		Infra- Red hearing system		
		M2-05		Infra- Red hearing system		
		M2-28		Infra- Red hearing system		
		M2-29		Infra- Red hearing system		

ACCESSIBILITY AND PRODUCTIVITY TOOLS

A selection of productivity tools and assistive technology software is available to assist help 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/studentssupport/accessibility/staff.html>

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) Disability Confident Employer
The University is a Disability Confident Employer. This recognises our commitment to the retention, training and career development of our disabled staff

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

Any staff member that may require a Personal Emergency Evacuation Plan (PEEP) will be referred to the PEEP Coordinator. The referral may happen from Human Resources, Occupational Health or via a line manager. Following a referral, the PEEP Coordinator 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

Gulbenkian Theatre, Cinema and Colyer Fergusson Music Centre

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

For further information, or for a virtual tour and to plan your visit, go to www.thegulbenkian.co.uk

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. Further information on the Disability Staff Network can be found at www.kent.ac.uk/hr-equalityanddiversity

Executive Group Champion for Disability

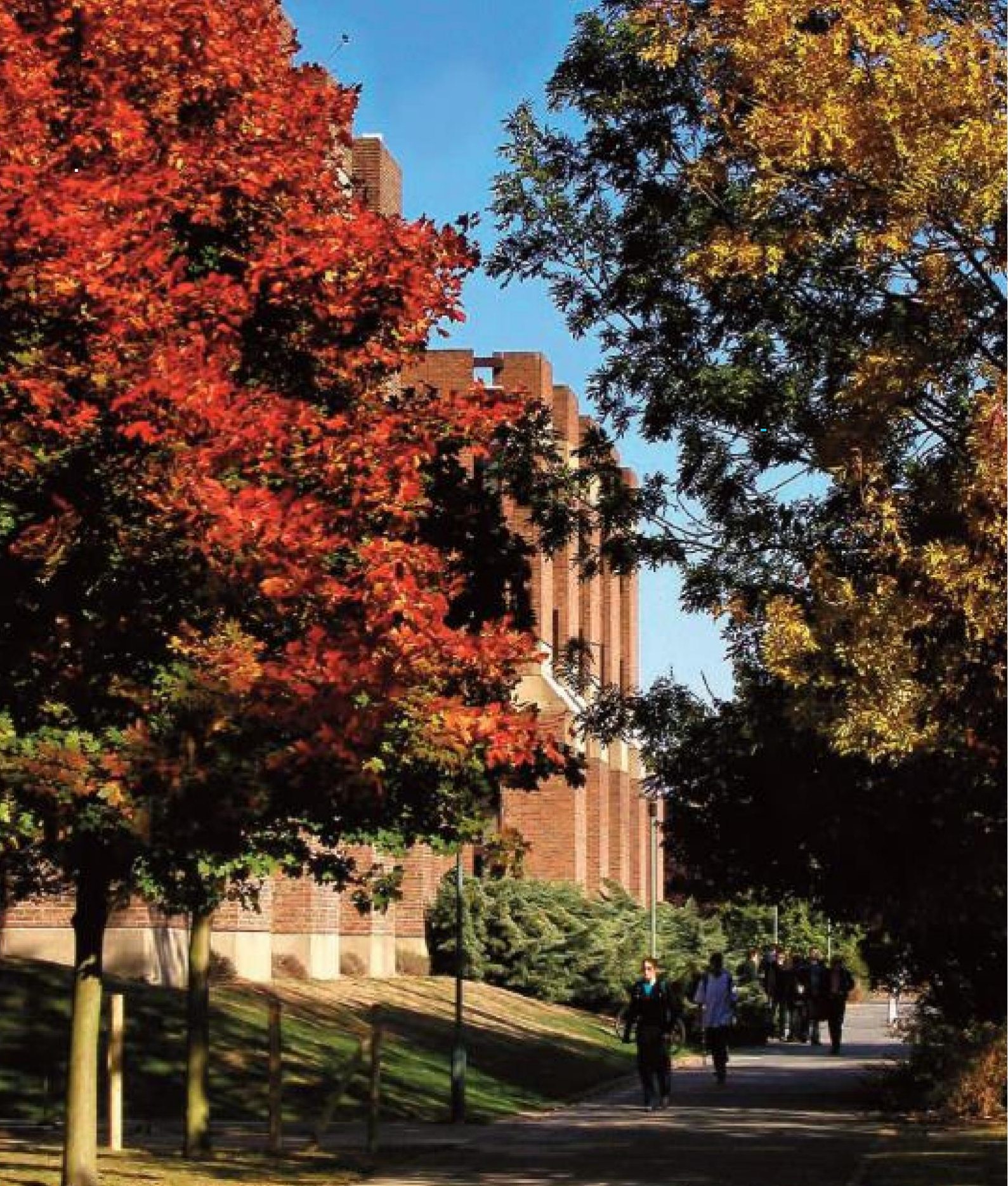
The University of Kent's Executive Group have each made a public commitment to the principles of Equality, Diversity and Inclusivity. This includes a joint commitment to eliminate discrimination, advance equality of opportunity, foster good relations, and support the continued development of positive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



For 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 Guide to Campus Support Services for Staff with Disabilities v3 – revised 08/11/2019 (CC)