

# Disability declaration guidance (staff)

First published November 2006

January 2012: Minor updates

February 2014: Minor updates

August 2015: Minor updates

April 2016: Minor updates

September 2017: terminology updates

February 2019: Disclosure and Consent form updated following advice from the OH Service provider (OH Works)

April 2021: Guidance and form updated following review by our Students Disabilities and Dyslexia Service

March – September 2023: Reviewed in consultation with our Staff DisAbility Network Chair, to incorporate a Reasonable Adjustments Passport (a record of agreed reasonable adjustments, which can be shared where consent is given (in response to a UCU suggestion) and to clarify when disabilities can be declared and what happens following a disability declaration. Disclosure and disclose terminology updated to declaration and declare.

November 2023: SLT approved for pilot









## **6.2 Who gets disability data and why?**

Employees who identify particular needs may give their consent, on our Disability Declaration and Consent Form, to relevant information being made available to their line manager and other University services they specify, to facilitate potential reasonable adjustments.

Information provided on a Disability Declaration and Consent Form will only be shared with those set out on that form, and with staff consent where sought and stated.

Our [Data privacy statement for staff](#) sets out how we use data that we hold on our staff. Further information on Data Protection is set out in our [Data Protection Policy](#).

## **6.3 Induction**

The Dean/Head/Director/Line Manager will discuss any reasonable adjustments with the new member of staff as part of their induction. Adjustments or support which are funded through the Access to Work Scheme will require written confirmation from Access to Work.

## **6.4 What to do if an employee declares a disability to you or if you are concerned about a disabled employee**

Ask the employee if they have previously declared their disability and signed a declaration in order to have any needs assessed.

If they have not, invite the employee to complete and sign a confidential [Declaration and Consent form \(Staff\)](#) and send it to their line manager.

Line Managers should consider what adjustments can be implemented as soon as possible and