



Australian Chiropractic College

AUSTRALIAN CHIROPRACTIC COLLEGE (ACC) DISABILITY POLICY AND PROCEDURES

Governing authority	Board of Directors
Policy Steward	Head of Corporate Services
Date of approval	16 th November 2016
Review date	November 2021

1. Introduction

The ACC is committed to ensuring that staff, students and visitors with a disability are appropriately supported and free from discrimination.

The aim of this policy is to establish the ACC's approach to fostering a supportive learning and workplace environment for staff, students and visitors with a disability.

2. Policy principles

The ACC recognises the diversity of students and staff and other stakeholders in the ACC community and is committed to creating an inclusive learning and workplace environment.

The ACC aims, as far as possible, to ensure that people with disabilities have the same rights as the rest of the community; and to promote recognition and acceptance of these rights within the campus community.

The ACC supports the principle of universal access for all students, including those with a disability, to its services and facilities. The ACC will strive to ensure that no students are disadvantaged in their participation in College life as a result of a disability.

Discrimination, harassment, victimisation, workplace bullying, and other forms of practice that disadvantage staff and students are not tolerated at the ACC. The ACC commits to the provision of a study and workplace environment where students and staff will not be subject to discrimination or harassment because of a disability.

The ACC will ensure that strategies are developed and sustained to establish an inclusive place to work and study. The ACC will use educative approaches for the prevention of discrimination and harassment. Discrimination and harassment are covered in more detail in the ACC's Equity Policy.

Through this Policy and related protocols and practices, the ACC aims to:

- Promote positive and informed attitudes towards people with a disability as an integral part of the ACC culture and values.
- Take practical steps to enable people with disabilities to seek employment or student enrolment at the ACC.
- Develop and implement procedures and protocols for any reasonable adjustments needed by students and staff with a disability.
- Employ all reasonable and appropriate teaching strategies and methods without compromising the essential content of a course or the requirement to demonstrate essential skills or knowledge.
- Promote a physical environment, including buildings, facilities and grounds, to ensure that the needs of people with a disability are met, and also support online accessibility.

3. Procedures

a. Disclosure of a disability

Students or staff who have an illness or disability, who wish the ACC to adjust a process, policy or procedure or wish the ACC to provide reasonable adjustments including exam adjustments, support workers or assistive technology such as equipment or other physical aids, must first disclose the nature and extent of the illness or disability.

This must be supported by the provision of appropriate medical documentation, dated and signed by an appropriate health or disability professional, outlining the state of impairment or condition, the impact on the staff member or student, and recommended reasonable accommodations.

A formal plan is collaboratively developed with ACC professional staff, or the ACC's nominated contractor, and a notification generated which lists all approved reasonable adjustments. Adjustments relating to teaching and learning environments or activities are negotiated with the Dean. In the case of students, the student is responsible for providing the notification to relevant teaching and assessment staff at the commencement of each semester, unless otherwise advised by ACC professional staff.

All information collected by the ACC on a student or staff member's disability will be treated confidentially. No information will be disclosed without signed consent. Where consent for full disclosure is not provided, the student or staff member must be aware that this may limit the ACC in its ability to assist in implementing any adjustments required to accommodate the disability.

b. Reasonable adjustments

An adjustment is reasonable if it successfully balances the interests of all parties affected. Ultimately, the consideration of what is reasonable may be up to the law courts.

Reasonable adjustments for students are measures taken by the ACC to enable students to have full access to the provision of all educational services on the same basis as students without a disability, such as:

- Admission and enrolment
- Participation in a course or program
- Use of facilities and services

The adjustment may take the form of an aid, a facility or a service that the student requires because of his or her or their disability. Adjustments provided for students with disabilities must meet the academic requirements of the course or program studied as well as any inherent or essential requirements or components of the course of study.

c. Exceptions under legislation

Before refusing a request for a reasonable adjustment, the ACC must be satisfied that the grounds for refusal can be justified under the Disability Discrimination Act 1992 as an exception under the legislation. Staff must seek advice and approval from the Head of Corporate Services and the Dean (in the case of a student request) in relation to refusals of reasonable adjustments. Decisions will be documented with reasons for the exception.

d. Managing complaints

If a complaint of discrimination, harassment or bullying arises, the ACC will take timely and appropriate action through the following procedures:

- In the case of a student making an allegation, it will be managed through the Complaints Policy - Students.
- In the case of a staff member making an allegation, it will be managed through the Complaints Policy - Staff.
- In the case of a customer, contractor, service provider or visitor making an allegation, whilst engaging with ACC staff or students, it will be managed under the relevant Service Contract or Agreement with the College.

4. Definitions

Discrimination means to treat an individual less favourably because of an attribute or to impose unreasonable terms or conditions for which individuals with a particular attribute are unable to comply.

Discrimination can be either direct or indirect. Direct discrimination takes place when an individual is disadvantaged or treated less favourably than another person. Direct discrimination can occur regardless of the discriminator's motive and whether or not he or she is aware of the discrimination or considers the treatment less favourable. Indirect discrimination happens when a practice or policy appears to be fair because it treats everyone the same way but actually disadvantages people from a particular group.

Harassment means any form of behaviour that is unwelcome, unsolicited, unreciprocated and usually (but not always) repeated. It is behaviour that is likely to offend, humiliate or intimidate. Harassment can be based on any of the attributes listed under the definition of

discrimination and for example can include sexual, disability, racial, sexuality or gender based harassment.

Victimisation means treating someone unfairly because they have made, or intend to make, a discrimination or harassment complaint. This also includes those who have supported another person in making a complaint.

Workplace bullying means repeated and unreasonable behaviour directed towards a worker or a group of workers that creates a risk to health and safety.

5. Review

The ACC's Disability Policy and Procedures is reviewed every five years, or more frequently as determined by the Board.

Date	Description of amendment

6. Related policies / documents

- ACC Equity Anti-discrimination Policy
- ACC Recruitment, Hiring and Promotions Policy