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**How to support staff with a disability**

The University is committed to supporting our disabled staff. We will always endeavor to make reasonable adjustments to enable and support staff or prospective staff with disabilities. Managers don’t need to be an expert in disability issues to create a supportive culture and put solutions in place.

Whilst each situation is different and needs to be responded to on an individual basis, there are some common areas for managers to consider:

* Always focus on what the individual can do, rather than what they cannot.
* Don’t make assumptions about what the individual needs in terms of adjustments or support – always ensure open dialogue with them and seek their input.
* Remember that some conditions can fluctuate over time, and therefore levels of support or necessary adjustments may also need to change – again, dialogue should be regular to enable changes to be made at the right time.
* Take advice – this can be from Occupational Health, the individual’s GP / specialist or the University Disability Advice Service, DASS. External organisations such as Access to Work can also provide useful information and practical support.
* Remember that reasonable adjustments can include a range of factors including hours or location of work, provision of equipment, adjustments to duties or premises, or additional training or support.
* Working with a disability does not mean that someone will take more time off due to sickness – it may however mean that they need to attend some medical appointments or for relevant treatment – flexibility should always be provided for this.

See our separate guidance on making reasonable adjustments.