

Confidentiality

We operate a confidential service within the Student Services team, which means that information about a student and/or their disability is not passed on to third parties without student consent.

We encourage students to contact us as early as possible regarding their disability so we are able to ensure that they are provided with equal access to their chosen course of study and facilities at the College. Every student will be contacted at point of enrolment and given this guide and asked to complete a Disclosure and Confidentiality Consent Form (Appendix 1). The form can be amended by the student at any time.

We reserve the right to break the Disclosure and Confidentiality Consent Form in circumstances where the student is reasonably believed to be a risk either to themselves or others. Any decision to break confidentiality would be made by the Head of Student Services.

Student Services may need to disclose information in order to help support you. However, the student has the right to limit their disclosure.

Full Disclosure

If a student allows full disclosure then information will only be shared where necessary on a 'need to know basis'. Those with whom we may need to share information or request further information from may include (but is not strictly limited to); your Course Leader and tutors, the Education team, Health and Safety staff, Support workers, your student Counsellor, your Needs Assessor or your Learning Support tutor. We always ask the people with whom we share your information to respect your confidentiality and to not pass your information on to anyone else unless they are also involved in your support.

Restricted Disclosure

You can choose to restrict (i.e. prevent) disclosure to individuals outside of Student Services or to only allow information to certain individuals.

In these cases, Student Services will inform the student that this may limit the reasonable adjustments that can be put in place. The student is advised that should they choose to limit their level of disclosure, a failure by the College to make reasonable adjustments is unlikely to be grounds for any subsequent mitigation. Please be aware this may limit the level and type of support the College can provide for you.

If you would like to discuss the different options and the effect on your support, please contact Student Services.

Under the Data Protection Act (1998) disability is considered to be 'personal, sensitive information'. We therefore provide a confidential service to students, which means that information about a student and/or their disability is not passed on to third parties without their consent. The Disclosure and Confidentiality Consent Form is a record of who you have or have not given your consent for Student Services to discuss your case with and, where appropriate, share relevant information.

Any information held by Student Services can be kept for a period of six years, after your last point of contact with us, as required by the Data Protection Act (1998). After this date, the information held by Student Services will be appropriately disposed of.

Specialist Services for Students

Student Services provides a number of services to disabled students. These include (but are not limited to):

- Advice and information on disability support and reasonable adjustments at BIMM Berlin
- Advice and information on arranging an assessment for a Specific Learning Difficulty with an Educational Psychologist or Needs Assessor.
- Liaising with the Education team to implement recommended exam provisions.
- Assistance in arranging Non-Medical Helpers (such as note-takers, one-to-one support mentors).
- Advice and information on additional funding which disabled students may be eligible to apply for.

We can provide guidance and advice to students without evidence of their disability. However, we will not make any recommendations for support, and the College will not implement any reasonable adjustments, until the student provides evidence of their disability unless under exceptional circumstances.

Evidence of Disability

Evidence of a student's disability must be confirmed in writing by an appropriately qualified professional. Examples include:

- GP or Doctor's letter
- Consultant letter
- Dental surgeon letter
- Psychiatric/psychologist letter or report

All evidence that is provided must be relevant to the period for which they are applying for adjustments and submitted in a timely fashion.

It is the responsibility of the student to provide Student Services with evidence of their disability.

Obtaining Evidence of a Disability

Where a student does not have evidence of a disability, we can provide advice and guidance on how to obtain it. We can assist students in arranging an assessment with an Educational Psychology, where the student believes they may have a Specific Learning Difficulty. The cost of an Educational Psychologist assessment is incurred by the student.

All students on our BA course without documentation evidencing their Specific Learning Difficulties may be required to take our in-house assessment facility to identify your learning style and potential need for additional support. Students should contact Student Services to book an in-house assessment, if required.

Where a student requires written evidence of disability from a medical practitioner, we can provide the student with a letter to present to their practitioner, explaining why the College requires evidence of disability. We will not cover the cost of any letters issued for a student by a medical practitioner.

Temporary illness or injuries

Support for students who are pregnant, or have a temporary illness or injury, will be agreed and provided by Student Services. Students are advised to contact Student Services, in the first instance, to discuss their circumstances.

Reasonable Adjustments

Under the Equality Act, the College also has an obligation to make adjustments for disabled students once it becomes aware or should be aware that they have a disability.

A “reasonable adjustment” is a change that the College can make to the way in which a course is delivered, or the way in which we carry out assessments to remove a disadvantage caused by a disability.

Reasonable adjustments should be tailored to the needs of an individual student but support provisions are most commonly identified in accordance with recommendations made by an Educational Psychologist, or other medical professional.

Extensions

Students may request an extension for coursework assignments on the grounds of their disability, as a reasonable adjustment.

Please be informed that evidence of a SpLD does not guarantee an automatic right to an extension.

Where a student has a disability, we do not recommend blanket extensions for all assignments. We recognise that where possible students should adhere to given deadlines, in the interests of their academic progress.

It is the student’s responsibility to negotiate all extensions in advance of the submission deadlines with their Head of Student Services. It is at the discretion of the Head of Education and the Head of Student Services as to whether or not an extension is granted.

Examinations/Assessments

The Student Support team will identify what reasonable adjustments need to be put in place for the individual disabled person in line with recommendations made by an Educational Psychologist, or other medical professional. The purpose of reasonable adjustments to the assessment format is to reduce any disadvantage a disabled student faces due to their disability.

The Student Services team will inform the Academic Administration department of what reasonable adjustments are to be put in place. The Student Services team must inform the Education department four weeks before the exam in order to guarantee that support can be provided.

Physical Accessibility

Student Services work closely with the Estates & Facilities team in order to guarantee that appropriate measures are taken to ensure the best possible learning environment is provided for all students.

An orientation/induction meeting for new disabled students who may have blindness or a visual impairment, or be wheelchair users and/or experience mobility difficulties, would be provided to become familiarised with the College and facilities.

Students, who would like the orientation/induction meeting, must contact Student Services prior to enrolment in order for this to be arranged.

Disclosure and Confidentiality Consent Form *Appendix 1*

Please use BLOCK CAPITALS to complete this form.	
Student ID	
First Name	Last name
Date of Birth	Telephone
Address (including Postcode)	
Email	
Course	Year of study

I agree that my learning support and other disability-related needs can be disclosed to appropriate members of BIMM Berlin staff to enable the provision of reasonable adjustments.

Signed.....