

**Disability Discrimination Act: taking the work forward
Research and development projects 2003/5**

Organisation name : Woehampton College				
Project title: Disclosure, passing on information, confidentiality				
Project No: 1				
Overall objectives			Success Criteria	
<ol style="list-style-type: none"> 1. To have overall policies and procedures in place for disclosure and confidentiality so that no disabled student or potential student is treated less favourably, and all adjustments are put in place so that disabled students are not disadvantaged in any way 2. To ensure everyone in the organisation knows about disclosure, passing on information and confidentiality – cleaners, cooks, teachers, senior managers, security guards etc 3. To include learners in the process 4. To let other organisations know what we did in achieving objective 1 and 2 5. 			<ol style="list-style-type: none"> 1. Policy and procedure in place 2. Consent form in place 	
Action required	Person responsible	By when	Resources required	Evidence and evaluation
Briefing meeting	All	ASAP		
Identify the issues around disclosure, passing on information and confidentiality	Team	Ongoing		

Understand what the legislation says about these issues	Team	November 2003		
Invite the project leader to come to the college to train key staff	Project leader	Feb 2004	PowerPoint presentation so data projector and flip chart stands	Attendance list and completed evaluations.
Use the training as a pivot for producing policies and procedures			Specialist resources to be investigated and list to be produced for action	
Produce interim report	Sue	March 2004		Interim report
Greater liaison between team leader and college staff	SMT	March 2004		
Make sure any policies are submitted to SMT for approval	Sue	When applicable		
Improve consultation process and make sure all staff are consulted	Team	Ongoing	One hour staff meeting	
Refine policies and procedures and produce final report		July 2003		Final report