

Employers name	PolyMAT	
Disability Confident Reference number (DSC000...)	DCS040903	
Date	23/11/2023	
Completed by and contact details	Alexa Rendell arendell@polymat.co.uk	
Theme 1 – Getting the right people for your business The employer must have agreed to all of the following actions.		
Criteria	Evidence	Comments or further action required
As a Disability Confident employer, our business is:		
1. Actively attracting and recruiting disabled people to help fill your opportunities (including jobs, apprenticeships, internships, work experience, etc.	<p>We are committed to recruit and retain people from all walks of life. All job adverts have the following statement:</p> <p>The school is committed to promoting equality, challenging discrimination and developing community cohesion. We welcome applications from all sections of the community.</p>	<p>The following statement will now be added to job adverts:</p> <p>PolyMAT is committed to promoting equality of opportunity for people with disabilities. We are an inclusive Trust who strives to provide an environment where everyone feels welcome and valued. We aspire to ensure that every member of our community, regardless of circumstances or background, have the opportunity to be the best version of themselves through our vision of ‘Success for Everyone’.</p>

<p>2. Providing a fully inclusive and accessible recruitment process.</p>	<p>Application form is on-line and therefore text can be made larger. This also allows applicants to complete using any electronic aids if necessary. E.g. - assisted reading</p> <p>Equal ops statement is on the application form.</p> <p>Interview arrangements are included in the application form so candidates can request or make us aware of any special or reasonable adjustments required to facilitate the candidate's attendance.</p>	<p>Place adverts on targeted websites.</p> <p>Trust and school website vacancy page to have following Equality, Diversity and Inclusion statement</p> <p><i>PolyMAT is committed to promoting equality, challenging discrimination and providing opportunities for people with disabilities. We are an inclusive Trust who strives to provide an environment where everyone feels welcome and valued. We aspire to ensure that every member of our community, regardless of circumstances or background, have the opportunity to be the best version of themselves through our vision of 'Success for Everyone'.</i></p> <p><i>For any potential applicants, we would like to encourage you to inform us of any additional support or adjustments you may need throughout the recruitment process. We have an open approach to support for candidates with disabilities and recognise that reasonable adjustments may be required based on each individuals needs.</i></p> <p><i>Sharing your needs with us ahead of interview, allows us to fully support and ensure you are not disadvantaged during the process. We welcome candidates contacting us at any point should you</i></p>
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		<p><i>feel uncomfortable declaring a disability, to reassure you that we are here to support. So, please contact hr@polymat.co.uk if this is the case.</i></p>
<p>3. Offering an interview to disabled people who meet the minimum criteria for the job.</p>	<p>The application process is fair for all candidates and based on experience and person specification criteria.</p> <p>At present the equal ops form is separate and not released before short-listing</p>	<p>We will ensure that all disabled applicants who inform us of their disability on their application form, will be short-listed for interview, as long as they meet the person specification</p> <p>Recruitment page clearly indicates for candidates to contact us for clarity on adjustments -</p> <p><i>Sharing your needs with us ahead of interview, allows us to fully support and ensure you are not disadvantaged during the process. We welcome candidates contacting us at any point should you feel uncomfortable declaring a disability, to reassure you that we are here to support. So, please contact hr@polymat.co.uk if this is the case.</i></p>

<p>4. Being flexible when assessing people so disabled job applicants have the best opportunity to demonstrate that they can do the job.</p>	<p>We carry out a fair and transparent recruitment process to ensure that job applicants have the same opportunities to showcase their abilities in relation to the position applied for and that the recruitment process is fair and accessible for everyone.</p>	<p>Issue written guidance to all individuals involved in the recruitment process.</p>
<p>5. Must proactively offer and making reasonable adjustments as required.</p>	<p>We carry out a pre-employment health check and will carry out any reasonable adjustment recommended.</p> <p>All candidates are requested to tell us if they need any adjustments made prior to interview.</p>	<p>Issue written guidance to all individuals involved in the recruitment process.</p> <p>Update website vacancy pages to focus on inclusion</p>
<p>6. Encouraging our suppliers and partner firms to be Disability Confident.</p>	<p>We ensure that the companies we work with provide both mental and physical well-being support to their employees.</p> <p>All suppliers should have an equal opportunities statement as a bare minimum.</p> <p>In recent contracts we have ensured that our partners support disability, through charity work and their recruitment process. Schemes such as 'Purple' that are dedicated to reducing inequality between disabled and non-disabled individuals.</p>	<p>We will include an equality statement when we carry out procurement or re-tender for goods and services.</p>
<p>7. Ensuring employees have sufficient disability equality awareness training.</p>	<p>Staff have completed unconscious bias training and discrimination is included in the annual safeguarding training.</p>	<p>We will access the disability equality e-learning courses that are available as part of our on-line suite and</p>

		ensure this becomes part of our annual training going forward.
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Activity	Evidence (only for the activities you have agreed to in your self-assessment)	Comments or further action required
1. Providing work experience.	We provide work experience for our back-office functions and occasionally student support services. These are currently managed internally on an ad-hoc basis to facilitate getting individuals back into the work-place.	Possible partnering with the local authority to facilitate this process.
2. Providing work trials.		
3. Providing paid employment (permanent or fixed term).	We open our vacancies to candidates from all walks of life and make reasonable adjustments where necessary.	Liaise with the local authority to explore the early matching route into employment.
4. Providing apprenticeships.	<p>The current cohort of staff are encouraged to apply for apprenticeships within the company, this includes disabled colleagues. A number of staff take up this opportunity, including both teaching and non-teaching staff.</p> <p>We have employed apprentices in the past, but do not have any at this time</p>	

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5. Providing a traineeship.		
6. Providing paid internships or support internships (or both).	We take on trainee teachers from the local universities to support and develop their skills. The providers are notified that we are happy to take on disabled people in these roles.	
7. Advertising vacancies and other opportunities through organisations and media aimed particularly at disabled people.	We advertise vacancies through the DfE and local authority platforms. We also use the TES, website and social media.	Target more specific organisations where there is no cost.
8. Engaging with Jobcentre Plus, Work and Health programme providers and local disabled people’s user led organisations (DPULOs) to access support when required.		To be considered going forward
9. Providing an environment that is inclusive and accessible for staff, clients and customer.	Two of the three schools have lift and/or ramp access. Stairs have high visibility stair nosing.	

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You must agree to at least one of the following activities.

Activity	Evidence (only for the activities you have agreed to in your self-assessment)	Comments or further action required
	Hearing loops Sensory rooms for students Accessibility policy is reviewed annually	
10. Offering other innovative and effective approaches to encourage disabled people to apply for opportunities and supporting them when they do.		

Theme 2 – Keeping and developing your people

The employer must have agreed to all of the following actions.

Criteria	Evidence	Comments or further action required
<p>As a Disability Confident employer, my business is:</p>		
<p>1. Promoting a culture of being Disability Confident.</p>	<p>We have a well-being group in each of our schools.</p> <p>Staff have attended mental well-being training courses.</p> <p>We have a lead well-being colleague.</p>	<p>Include questions on equality/disability in the next round of surveys.</p> <p>Registered as Disability Confident Employer</p> <p>Website review on inclusivity and Diversity.</p>
<p>2. Supporting employees to manage their disabilities or health conditions.</p>	<p>We offer flexible working in order to accommodate all employees, but especially those with disability.</p> <p>Paid leave for those staff that have a high number of medical appointments and allowances for additional absence triggers.</p> <p>Policies to support the above.</p> <p>Make reasonable adjustments as they are needed and meet with individuals to review these.</p>	

<p>3. Ensuring there are no barriers to the development and progression of disabled staff.</p>	<p>The annual Performance Management process to encourage staff to be ambitious and seek progression.</p> <p>Ensure that courses are accessible to disabled staff, either on-line or in person.</p>	<p>Continue to review and adapt ways of working</p>
<p>4. Ensuring managers are aware of how they can support staff who are sick or absent from work.</p>	<p>Welfare calls whilst staff are absent</p> <p>Return to work meetings</p> <p>Phased returns</p> <p>Sign post to employee assistance scheme</p> <p>Managing sickness absence training provided for managers</p> <p>Additional allowance before triggers are activated.</p>	<p>Continue to review and update</p>
<p>5. Valuing and listening to feedback from disabled staff.</p>	<p>Encourage staff to feedback to line managers</p>	<p>Staff survey to included disability questions.</p>
<p>6. Reviewing this Disability Confident employer self-assessment regularly. (At least annually)</p>		<p>We will continually strive to improve our practice regarding disability and have visible statements on all our communications.</p> <p>We will take account of new guidance as it is published and act swiftly.</p>

		We will carry out a formal annual review on our self-assessment.
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Theme 2 – Keeping and developing your people.		
The employer must have agreed to take at least one of the following activities.		
Activity	Evidence (only for the activities you have agreed to in your self-assessment)	Comments
1. Providing mentoring, coaching, buddying and or other support networks for staff.	Staff coaching sessions take place for leadership to be qualified coaches for staff Mentors and buddies set up for new staff on induction	Continue to promote and raise level of coaching training outside of leadership to facilitate staff body of trained coaches
2. Including disability awareness equality training in our induction process.		
3. Guiding staff to information and advice on mental health conditions.	Employee assistance scheme which has access to counselling Mental health trained leads for staff Groups such as the Samaritans have been in to deliver sessions	
4. Providing occupational health services if required.	Occupational health referrals are part of our processes for keeping staff in the workplace	Continue to review

<p>5. Identifying and sharing good practice.</p>	<p>Staff collaboration takes place at regular intervals for staff in all three schools.</p>	<p>Provide staff with an expected minimum level of good practice with regards to disability</p>
<p>6. Providing human resource managers with specific Disability Confident training</p>		<p>Relevant staff to attend disability confident training</p>