



Reasonable Adjustments Policy and Procedure

Date: August 2025

Review Date: August 2026

Scope

For the avoidance of doubt and unless expressly stated to the contrary any reference to Little Gate Supported Employment (LITTLE GATE) should be treated as including Little Gate College and Little Gate Farm and any reference to client/participant should be treated as including a Student of Little Gate College. This policy applies to all employees.

Introduction

We are an equal opportunities employer. We are committed to equality of opportunity and to providing a workplace culture and practices which are free from unfair and unlawful discrimination.

The aim of this policy is to ensure that no applicant or employee is subjected to workplace disadvantages due to their disability, in comparison to a non-disabled individual, where an available reasonable adjustment can be put in place.

This policy applies to all areas of employment including recruitment, selection, training, deployment, career development, and promotion.

Our duty as an employer

The Equality Act 2010 places a positive obligation on the Organisation to make all adjustments that are deemed reasonable where these have the purpose of removing or reducing substantial disadvantages faced by disabled individuals, when compared to non-disabled individuals.

The duty arises in relation to any:

- workplace provision, criterion or practice
- physical feature within the workplace
- provision of auxiliary aids or service.

Our commitment as an employer

The Organisation is committed to taking positive and proactive steps throughout the recruitment process and the ongoing employment of our workforce to ensure appropriate and effective adjustments are put in place.

This commitment covers the following areas of our organisation; this is a non-exhaustive list and adjustments to other areas may be appropriate depending on the circumstances:

- application process
- recruitment assessments
- interview process
- induction sessions
- workloads
- working hours
- workspaces
- training sessions
- car parking
- access to facilities such as canteen facilities
- absence management.

As an employer, we would encourage all employees to submit any requests or raise adjustment matters with their line manager as soon as possible. Any requests or matters raised will be treated positively and sensitively in line with our commitment, and no detriment, harassment or unfavourable treatment will result as a consequence of an employee bringing any adjustment matters to the attention of their line manager.

Internal process

To aid the introduction of appropriate and effective workplace adjustments, the Organisation will follow a standard process of consideration, unless adjustments are necessary to remove any disadvantages faced by the employee as a result of this process.

Once the Organisation is aware, or can reasonably be expected to be aware, that an employee is disabled, a discussion on reasonable adjustments will be held between the employee and their line manager, a member of the HR department may also be present. This meeting will provide the opportunity for an open and honest discussion about the disadvantages faced by the employee at work and the identification of potential adjustments that could reduce or remove these. At the meeting, the reasonable adjustment action plan will also be filled in to contain a record of these discussions.

Full consideration will be given to each adjustment to determine whether it:

- reduces or removes the disadvantage faced by the disabled individual and
- it is reasonable for the Organisation to make.

A confirmation of the adjustments that will be put in place after this meeting will be sent to the employee in writing. A copy of this confirmation and the completed reasonable adjustment action plan will be placed on the employee's personnel file to ensure this is accessible by the employee's current and future line managers.

Using trial periods

To ensure the Organisation is meeting their commitment of putting in place appropriate and effective adjustments, the use of a trial period for adjustments may be introduced where appropriate.

A trial period allows the Organisation and the employee to evaluate the practical impact of any agreed adjustments, ensuring that these go as far as possible at reducing or removing the disadvantages faced by the individual.

A trial period will only be used where this is agreed by the employee and will be for a short period. A review at the end of the trial period will be used to assess the practical suitability of the adjustment and may, if this is not suitable, lead to amendments or alternative adjustments being introduced.

Reviewing adjustments

As part of our ongoing commitment, the Organisation will undertake periodic reviews of agreed adjustments to ensure these remain suitable and have the continued required effect.

A review will be undertaken once an adjustment has been in place for at least 6 months, and will be repeated at least every 12 months. The employee is encouraged to fully participate in these reviews to allow full consideration of the effectiveness of the adjustment.

The outcome of this review may be that the adjustment in place continues, is altered or alternative adjustments are introduced.

Medical advice

To aid the consideration of suitable adjustments, the Organisation will encourage employees to provide any medical advice or guidance they have received from medical experts. Any advice or guidance provided will be fully reviewed and used to consider the effectiveness of introducing, and continuing, the workplace adjustments.

It may be the case that an Occupational Health (OH) referral is suitable to receive expert advice on workplace adjustments or application to your medical health practitioner. In these circumstances, the employee's consent will be sought in advance of any referral.

Concerns

If an employee has any concerns regarding the making or consideration of workplace adjustments, they are encouraged to raise this to the attention of their line manager as soon as possible. Once made aware, the line manager will undertake an investigation and feedback to the employee concerned.

Alternatively, where this is not appropriate, an employee may raise any concerns through the internal grievance policy. The policy is available to view on Sharepoint.

Signed by trustee	Maxine Leigh	<i>Maxine Leigh</i>	08/01/2024
Signed by CEO	Andrea Randall-Smith	<i>Andrea Randall-Smith</i>	08/01/2024

Reviewed by	Date	Changes made	Next review date