Accessibility Support Needs Guidance

This guidance is to relate to any support needs: disability, language, family circumstance, learning style, etc.

*A* = Person with support needs (whatever those may be)

*B* = Supervisor/Line Manager/Team Leader/Committee Chair of the role that A is offering to fill

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| **Step** | **Action** | **Notes** | **Exit route** |
| **1** | *B* routinely asks all members of their team/committee, as they offer, what their support needs might be – recognising that some of this will become apparent in the role. | This should become routine so that people who live with disabilities are not singled out; we all have needs of some kind. There needs to be flexibility offered for the entirety of the role. | If *A* is not willing to engage in a conversation to explain their needs, then they may not be able to fulfil the role. |
| **2** | *A* expresses the support need/s required in order for them to be able to participate fully in the work. | This should be a description of the challenge/s faced and can include any relevant diagnoses. | Diagnostic methods can be offered if there is not one currently. |
| **3** | *B* arranges a meeting with *A* to hear from *A* about their support needs and how they might be met. | If this becomes more routine and less unusual, it will be a more positive experience. | If *A* cannot make the meeting and cannot attend a re-arranged meeting, communication should be given in writing to outline what has happened. |
| **4** | *B* investigates what ‘reasonable adjustments’ can be made (considering *A*’s suggestions), using the connexionally-provided examples and resource list.  Financial implications will be considered by *B*. | Case studies of other examples across the Connexion should help with knowing what is or is not possible. | If *B* comes to the conclusion that adjustments required by *A* are not possible, this needs to be clearly communicated and appropriate vocational support offered. |
| **5** | *A* and *B* meet again for *B* to present *A* with the possible options, in terms of reasonable adjustments.  Time is given for consideration of these. Step 6 may happen on the same occasion, or a separate time might need to be given. | This meeting will discern whether *A* is able to fulfil the role in the way the church requires, and how *A*’s role will add to the richness of the team/committee. | If *A* feels that the options offered are not appropriate, then *A* can offer different suggestions.  *A* or *B* could also invite support from outside parties.  EDI Officers may be able to help with this. Contact: [equality&diversity@methodistchurch.org.uk](mailto:equality&diversity@methodistchurch.org.uk) |
| **6** | An agreement is signed regarding: a) support provision  b) a review date | Where this is a voluntary role, this will be part of the Volunteer Agreement. | If agreement cannot be reached, then *A* cannot fulfil the role. |
| **7** | *A* and *B* review together whether the agreement is working and decide on next steps. | This step is the responsibility of *B.* | If the current agreement is not working, then repeat steps 2-6. |
| **8** | Where there is a change is personnel in *B*’s role, the agreement should be passed on. If clarification is needed, and for good pastoral relationships, a conversation between *A* and the new *B* would be helpful. | When any change occurs in *B*’s role, *B* is responsible for the successful explanation of this process to whoever follows them in the appointment. | There should be no need for change at this point unless it is in order to help *A* further. |
| **9** | Anonymised feedback is sent to the Connexional EDI Officer so that others can learn from the process. | This learning will be added to this guidance and/or made available to EDI Officers. | Feedback to be sent to [Equality&diversity@methodistchurch.org.uk](mailto:Equality&diversity@methodistchurch.org.uk) |
| **10** | If *A* considers discrimination has occurred at any point in steps 1-9 above, then support will be invited from the Discrimination and Abuse Response Service. | Discrimination will not be ‘assumed’ but the DARS team will help with a response to this situation. | To make contact with the Discrimination and Abuse Response Service, contact [dars@methodistchurch.org.uk](mailto:dars@methodistchurch.org.uk) |