

## "What should I do when I discover a student has a disability?"

There are two answers to this question.

1. **If the student is happy for you to share the information** with others, then you should contact the Disability and Dyslexia Service (DDS) giving the name of the student and their contact details. DDS can be contacted on 01905 855531 or at [disability@worc.ac.uk](mailto:disability@worc.ac.uk). You also need to think about how you will let the rest of your department know what the particular learning needs of the student are. Remember that staff do not necessarily need to know the details of the disability, just the additional needs resulting from the condition.

If you are not certain about what the additional needs might be, ask the student as they are usually quite expert in their own condition\*. However, it would also be advisable to have a chat with a Disability Advisor as well once they have contacted the student. Further information on supporting disabled students can also be found at:

- [www.worc.ac.uk/student/disability](http://www.worc.ac.uk/student/disability)
- <https://uk.scips.eu/>

2. If the student has confided in you in the strictest confidence and refuses to let you share this information, then you should seek some evidence of this by asking the student to sign a form to this effect. This should then be placed in a sealed envelope marked "confidential" and placed in the student's folder in Registry. A form of words is provided below for staff to use for this purpose.

**HOWEVER**, please note that **if you have a genuine concern that the student may be a danger to themselves or others**, in order to exercise your duty of care appropriately, you should tell the student that you are unable to comply with their request for confidentiality and pass the information on to your line manager, DDS, a Mental Health Advisor or the Head of Student Services. Depending on the circumstances, you may want to initially discuss your concerns, without identifying the student, to establish whether the perceived risk of harm is sufficiently significant to warrant breaking confidentiality.

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### NON DISCLOSURE OF DISABILITY

I ..... (NAME, please print) do not wish any information about my disability to be divulged to anyone else. I understand that this instruction may affect the level and/or range of disability related support I may receive.

Student's signature: \_\_\_\_\_  
 Date: \_\_\_\_\_  
 Staff's signature: \_\_\_\_\_  
 Date: \_\_\_\_\_

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***\*Please note that disabled students are not at liberty to determine their own special assessment / examination arrangements. These are only arrived at after full discussion with the Disability and Dyslexia Service (DDS) who will also review the medical evidence and any Needs Assessment reports or other evidence. Therefore, non-disclosure is likely to mean that a student will remain without certain disability related entitlements.***

Disability and Dyslexia Service staff will be pleased to help in offering additional guidance and/or support in matters such as these, so if you have any queries, please do get in touch.