

REASONABLE

ADJUSTMENT

PASSPORT

**Accessibility Statement**

Any request for the document in another format or language will be considered.

Please contact disabilitysupport@eani.org.uk

| Contents | Page |
| --- | --- |
| 1. What is a Reasonable Adjustment Passport
 | 3 |
| 1. Control of Passport
 | 3 - 4 |
| 1. The Role of the Line Manager
 | 4 |
| 1. Adjustment Details
 | 5 - 6 |
| 1. My Condition at Work
 | 7 |
|  6. Emergency Contacts | 8 |

1. **What is a reasonable adjustment passport?**

This is a live record of adjustments agreed between an employee and their manager to support them at work, because of a health condition, impairment or disability. The passport supports staff and their line managers to ensure that up-to-date, appropriate, practical and correct reasonable adjustments are in place.

The passporting system means that employees with disabilities who change roles, or their line manager changes, do not have to re-explore or renegotiate their reasonable adjustments.

The passport purpose: -

* To make sure that everyone is clear about what adjustments have been agreed and has a record of these;
* Reduces the time needed to reassess and renegotiate adjustments every time an employee changes jobs, is relocated or is assigned a new manager.
* Provide an employee and their manager with the basis for future conversations about adjustments
1. **Control of the passport**

The passport will be shared with an incoming line manager by the employee. The previous line manager nor the Disability Employment Support Team will share the passport. Although the staff member has control of the information and who it is shared with, it is usual practice for the manager to have a copy as well and the Education Authority’s DESS (Disability Employment Support Service). E-mail: disabilitysupport@eani.org.uk

It is recommended that the passport and the agreed reasonable adjustments should be reviewed ***six months*** after the adjustments have been put in place. This is mainly for two reasons:

* to ensure they remain effective in removing any identified workplace barriers, and
* Where they are found no longer to meet the requirements or are no longer necessary due to a change in circumstances, to allow a timely conversation to take place to identify any changes to adjustments made.

Further reviews will be at the member of staff’s request, and/or when there is any change to their role that might create additional barriers. A check in these circumstances can ensure the adjustments are still appropriate and effective.

Changes to the type of reasonable adjustments that need to be considered are not uncommon. They can change for a number of reasons, including technological advances that may mean there are better ways to overcome workplace barriers, changes to their role or changes to their condition/disability.

However, it is further recommended Line managers should apply flexibility on a case to case basis ensuring they keep any reasonable adjustments under regular review, i.e. review after, one week, then a fortnight, then one month, then three months, then six months.

Other examples of when a review ought to occur:

* during a return to work meeting following long term sickness
* when new ways of working are being discussed.

**3. The Role of the Line Manager**

As a manager you should be looking out for signs that someone might have a disability

Warning signs could be that:

* Their attendance is poor or deteriorates.
* Their performance at work deteriorates.
* Their behaviour at work changes and they are tearful, aggressive or irritable or withdrawn and forgetful
* They are persistently late or miss deadlines
* They appear to be experiencing pain or discomfort

New line managers of individuals with a passport must accept the adjustments outlined in the agreement and ensure that they continue to be implemented.

| Name of employee: |  |
| --- | --- |
| Employee Number: |  |
| Signature: | Date: |
| Name of Line Manager: |  |
| Managers Signature:  | Date:  |
| Department: |  |
| Directorate/School:  |  |

**4. Adjustment Details**

|  |
| --- |
| **I believe that my disability/health condition has the following impact on me at work:** |
|  |
| **The following adjustments have been agreed between me and my manager:** |
|  |
| **Has any additional advice been given or requested?** **For example:** **General Practitioner,** **Occupational Health,** **Access to Work,** **IT Specialists****If so from whom and what date was it requested/given: (Please attach any such information to the back of this document).** |
| **Date of implementation:** |

**5. My condition at work**

Please complete if you have a fluctuating condition.

|  |
| --- |
| **On a good day I believe that my disability/health condition has the following impact on me at work:** |
|  |
| **When things are not so good, I believe my disability or condition interacts with barriers within or outside the workplace to have the following impact on me at work:** |
|  |
| **I might need the following reasonable adjustments:** |
|  |

# **6. Emergency Contacts**

Below is a section for optional emergency contact details.

You are under no obligation to provide these details but can choose to fill out contact details for one, none or all or provide contact details for groups not suggested here.

|  |  |
| --- | --- |
| **Relative, partner or family member** **(Preference no. )** | **Specialist / Care Co-Coordinator / Support Workers****/ GP (preference no. )** |
| Name: Relationship: Telephone: Mobile: |  Name:Relationship to you: (e.g. support worker) Telephone:Mobile: |
| **Friend (preference no.** **)** | **Other (please specify) (preference no. )** |
| Name: Telephone: Mobile: | Name: Telephone:Relationship to you (e.g. GP): |

| **I believe there have been changes in my condition and require the following changes to be made to the adjustments currently agreed:** |
| --- |
|  |

| **Review Date** | **Line Managers Signature** | **Employee Signature** |
| --- | --- | --- |
|  |  |  |
|  |  |  |

**The Disability Employment Support Service**

Education Authority

Equality & Diversity Unit

40 Academy Street

Belfast BT 1 2NQ

Tel: 02890 564214

Text: 07918695322

Relay app: 18001 07918695322

Please contact disabilitysupport@eani.org.uk