



# Equal Opportunities, Access & Equality Policy; Support for disabled students

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## Purpose

**1.1** The purpose of this Equal Opportunities, Access and Equality Policy is to provide a set of principles which underpin the provision of education services by Le Cordon Bleu London and a learning environment which is free from discrimination, harassment and victimisation.

## Policy

**1.2** Le Cordon Bleu London is committed to promoting, encouraging and valuing equality and diversity with regard to its students.

**1.3** Le Cordon Bleu London welcomes students from many different ethnic, racial groups and backgrounds. Individual rights and freedoms are respected but must be balanced with the lawful needs and rules of the Institute Community and the rights and freedoms of others. All candidates for admission will be treated equally, irrespective of their, or their parents' race, colour, religion, political or other opinion, national or social origin, association with a national minority, gender, sexual orientation, property, birth or other status.

**1.4** Le Cordon Bleu London will do all that is reasonable to comply with our legal and moral responsibilities under the Equality Act 2010 and Special Educational Needs and Disability Act 2001, in order to accommodate the needs of applicants who have disabilities for which, with reasonable adjustments, we can cater adequately. We need to be aware of any known disability or special educational need which may affect your ability to participate in the admissions procedure and take full advantage of the education provided at the Institute.

A prospective student who has any disability or special educational needs is required to provide us with full details prior to the admissions procedure, on the application form.

**1.5** To this end, Le Cordon Bleu London:

- Provides an environment of support and care for students.
- Encourages cultural understanding and sensitivity.
- Ensures early identification and intervention to support students.
- Seeks to ensure that practices are non-discriminatory and pay due consideration to the needs of all groups.
- Evaluates all educational processes to ensure that they are inclusive and value students from a diverse background.
- Ensures all policies and procedures are non-discriminatory and inclusive.



- Provides students with information about access and equality issues and the complaint handling process.

**1.6** Le Cordon Bleu London requires that students declare if they are in need of particular assistance so that specific learning support may be provided, where practicable.

**1.7** Le Cordon Bleu London acknowledges its legal obligations in relation to equal opportunity and ensures that:

- All information, processes and procedures are fair, equitable and non-discriminatory.
- All students are provided with a safe and healthy working and learning environment.

**1.8** Where a student has significant needs identified that are not within the scope of Le Cordon Bleu London to resolve, specialist advice may be sought.

**1.9** Le Cordon Bleu London is responsible for implementing this policy and behaving in a courteous, sensitive and non-discriminatory manner when dealing with students.

## **Support for Disabled Students Statement**

### **Learning Support**

**1.10** Le Cordon Bleu London is committed to providing equality of opportunities for disabled students. Support at Le Cordon Bleu London is developed around the student's individual requirements. The student will have a say in what equipment or learning support will be most helpful. To discuss individual requirements please contact us on 020 7400 3900 or email london@cordobleu.edu.

**1.11** The opportunity to disclose a disability at application stage is necessary to implement reasonable adjustments and arrange support where required. Any information provided is regarded as sensitive personal data and kept in accordance with the Data Protection Act. In order to make adjustments and support arrangements we may need to share this information with other Le Cordon Bleu employees, but this is done on a need to know basis.

**1.12** The Academic Director will contact the student to arrange a confidential pre-entry interview. A review of the student's requirements will be undertaken which could include a risk assessment. The Academic Director will then coordinate a support package to ensure, where practicable, our disabled students are not substantially disadvantaged.

**1.13** The Academic Director will identify the student's requirements with respect to teaching materials and inform the Resource Centre. Where practicable, Le Cordon Bleu London's Resource Centre is responsible for producing teaching materials in a format that is accessible to the student. Examples of support include, and are not limited to, larger fonts, changing background colours and providing teaching materials in advance of lectures. Any support package implemented will be reviewed at the request of the Academic Director or the student, and at mid-term tutorials.

### **Physical Access to Le Cordon Bleu London**



## Introduction

**1.14** Situated at 15 Bloomsbury Square, Le Cordon Bleu London provides culinary arts and hospitality education. If you have any queries or require assistance, please phone 020 7400 3900 or email [london@cordobleu.edu](mailto:london@cordobleu.edu).

## Transport

**1.15** Please see our website for our location or use our postcode WC1A 2LS on a map or route planning website <http://www.cordonbleu.edu/london/contact/en>.

**1.16** Holborn is our nearest tube station which is 350 m from our institute. Kings Cross is our nearest step free tube station; then take bus 91; stop R towards Trafalgar square to Theobald's Rd / Southampton Row bus stop - which is 220 m from our institute. Alternative routes can be planned using our postcode WC1A 2LS on the Transport For London <http://www.tfl.gov.uk/> and Google Maps websites <http://maps.google.co.uk/>.

## Parking

**1.17** Parking is provided by a public car park situated exactly opposite at Bloomsbury Square Car Park, Holborn, London WC1A 2RJ.

## Building Design

### Introduction

**1.18** Le Cordon Bleu London was designed to take reasonable steps to minimise the effect of disability and create an accessible environment that recognises and accommodates people of various disabilities. It is understood that the age, design and conservation requirements of the building present a number of constraints to disabled people and where possible facilities have been incorporated to improve issues of access throughout. In the event of an evacuation, refuge points are located at safe points within the building.

### Access into the building

**1.19** The building has a stepped approach incorporating five steps to the front entrance. The existing steps are of limited rise and generous going and can be used easily by persons with ambulant mobility or using sticks etc. The main entrance doors remain open during the buildings open times and a second set of automatic opening doors have been provided. The rear entrance is accessed via the side alleyway which is level to a double width door within the courtyard also with a level access. The rear entrance gains access to Café le Cordon Bleu, which is provided with a level threshold, however there is a step internally from Café Le Cordon Bleu to reach the front entrance and customer services. A ramp is available for wheelchair users to access the school from Café Le Cordon Bleu.

### Access within the building

**1.20 Lower ground floor:** The corridor providing circulation at lower ground level to all areas including lifts is 1300 mm wide. The two lifts have 800 mm wide doors with internal dimensions of 1200 x 1000 mm. The lift landing buttons and car controls are all tactile, the lift also has voice announcements of floors and is fitted with an induction loop.

**1.21 Ground floor:** access to the school is gained through a 1000 mm wide side access panel to the security barrier.

The reception desk has a lowered section for ease of use by persons in a wheelchair.



The meeting room and accessible WC are located on this level.

For persons who can use the main entrance via the five steps, once within the reception area access can be gained to the student lounge and Café Le Cordon Bleu via a single step.

Wheelchair users gain access to Café Le Cordon Bleu via the rear entrance which provides level access.

**1.22 First, second, third and fourth floor:** All facilities and teaching areas can be accessed via the lift. The staircase provides an alternative route and is compliant with Approved Document M in terms of width, rise, going, handrails and contrasting nosings. Outside the lift a sign is provided indicating the floor level and room names on that floor. One section of corridor has a ramp to remove the need for a single step to accommodate a change in floor levels. The gradient of the ramp is acceptable and is provided with handrails to both sides. The demonstration and classrooms do not have specific places for wheelchair users, however all furniture, desks etc are easily moved to create space.