



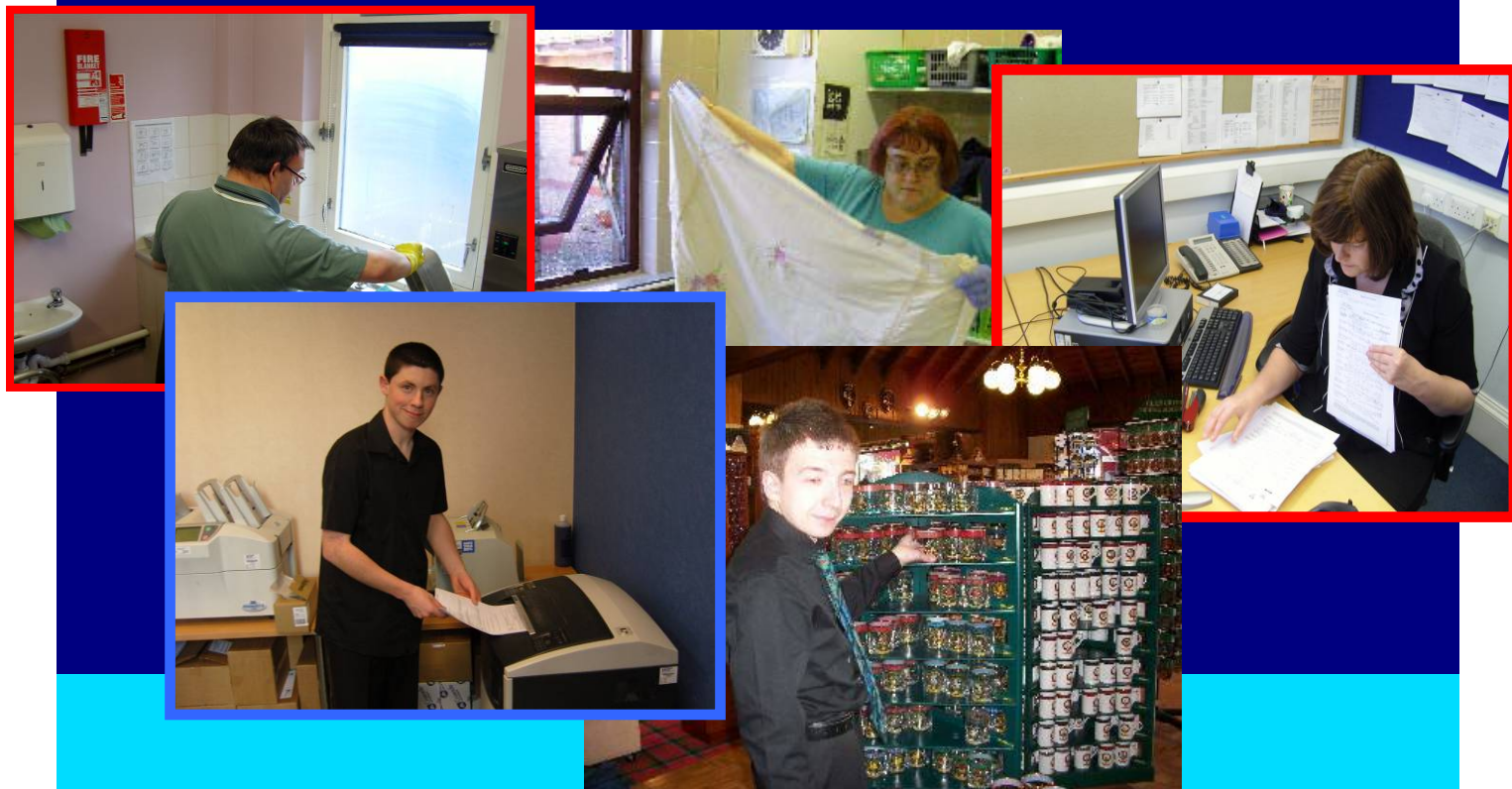
**PERTH &
KINROSS
COUNCIL**

Housing &
Community Care

EMPLOYERS GUIDE

To

Supporting Individuals Who Have Learning Disabilities



PERTH & KINROSS COUNCIL

ADULT SUPPORT & WELLBEING SERVICES

EMPLOYMENT SUPPORT TEAM

**WORKING IN PARTNERSHIP WITH EMPLOYERS WHO EMBRACE
DIVERSITY**

CONTENTS

Introduction

Benefits to employers

Practical support for employees and employers

Risk Assessments

How we can help with free awareness sessions for your workforce

What you need to know as an employer regarding Reasonable Adjustments

F.A.Q's

What is expected of an employer?

Employer testimonials



Introduction

This booklet has been produced to give employers an insight into supporting employees who have learning disabilities. It will also give a clearer picture of the support provided by Perth Council's Employment Support Team.

The fact that you are reading this booklet means that you are already employing or considering giving a work experience opportunity to someone who has a Learning Disability. This shows that you are an employer who embraces diversity. This can only be good for your organisation resulting in a more diverse workforce.

Benefits to Employers

“The experience and life skills of disabled people are valuable assets; they have a wealth of information which can bring significant commercial benefits”

- How many customers do you have who have or who are related to someone who has a Learning Disability? It is estimated that 1 in 3 people are touched in some way by disability.
- By employing or giving work experience to someone who has a learning disability, you and your staff team will develop a deeper understanding of the needs of customers who are also in this group. This has a positive influence on your brand by impacting upon your customers.
- By being more aware of the needs of these individuals, the productivity and diversity as well as the product or service you provide can only be improved.
- Your company's reputation will be one of equality and diversity.
- Our team will provide free Disability Awareness Sessions for your staff group.

You have nothing to lose and much to gain!

Practical Support for Employers

The important thing to remember is that as an employer you have our support! You are not alone!

Our team's remit is to support the employer as well as the employee. We realise that employers don't always have the time or expertise required to give appropriate support. The people we work with have a variety of skills but they sometimes need things explained in a different manner.

In the first instance we will support with the induction process and if necessary attend this with the individual. We will assist with any initial training and provide ongoing support with any mandatory training

We offer practical 'in work' and ongoing support. We will work alongside the person and give systematic instruction until such times as they can do this independently. Only then will we reduce the support but will continue to monitor, appraise and support the placement for its duration. Some people may only need 'in work' support for a few hours, whilst some could require a few days and for others it could be a few weeks.

It's as simple as this! *You show us we show them!*

Risk Assessments

Your own risk assessments will often be sufficient however; we will carry out any specific risk assessments required. These will work in conjunction with any of your company's existing ones. We will carry these out prior to any person starting work.

Free Awareness Sessions for your Workforce

We can provide awareness on the following:

- Disability Discrimination Act
- Equalities Act
- Makaton (basic sign language)
- Basic facts on terminology (what to say & what *not* to say regarding people with disabilities)



What you need to know as an employer regarding Reasonable Adjustments

“Reasonable Adjustments are a key part of the Disability Discrimination Act and can be central to enabling a disabled employee to retain their employment. Unfortunately, employers often under-estimate the extent of their duty to make adjustments and can thus fall foul of the law”

You can find more information on this at <http://www.pcs.org.uk/en/equality>

- Most of the people we work with are physically able. We will give advice & support on 'reasonable adjustment', this could mean a slight change to a task or leaving out a specific one but taking on another task in its place.
- It could also mean that where a person does not have good reading skills, we could provide pictorial information instead.
- Most reasonable adjustments do not incur a cost but a change to a routine or task.

Q

Frequently Asked Questions

A

1. WILL MY INSURANCE COVER PEOPLE WITH DISABILITIES?

Yes. Your existing Employers Liability Insurance covers all employees.

2. HOW MUCH SHOULD I PAY SOMEONE WHO HAS A DISABILITY?

Any employee is subject to National Minimum Wage Guidelines and should be paid the going rate for the job.

3. WHAT SUPPORT CAN I EXPECT FROM YOUR TEAM?

THE EMPLOYER	THE EMPLOYEE
Practical advice on Disability Awareness	Work ready Training
In-Work Support	Induction
Work Place Visits	Health & Safety
6 x Monthly Appraisals	Ongoing Monitoring
Support with Induction	Appropriate work support as required
Risk Assessments	Any specialist support
Support with Health & Safety	

What is expected of an employer?

- As an employer you will have valid employer's liability insurance.
- You will be responsible for providing each employee/person undertaking work experience/voluntary work with the relevant induction training and fire safety procedures.
- This will be supported by a member of our team who will provide support during the induction where necessary.
- You will be expected to sign our Workplace Agreement which will state agreed working hours/duration of placement, dates, tasks & agreed support from our team.

REFERENCE DOCUMENTATION

Papworth Trust -

www.papworth.org.uk

Government Equalities Office Equality Act 2010 -

www.equalities.gov.uk

Disability and the Equality Act 2010

www.direct.gov.uk

Public & Commercial Services Union

www.pcs.org.uk/en/equality

Testimonials

“This is the first time this department has worked with the Employment Support Team and both the work experience person and ourselves have been fully supported in the process of working together”

Gill Harkin – Revenues Dept. Pullar House, Perth & Kinross Council

“The support provided has meant that the individual with learning disabilities is being buddied and therefore allows the managers the time to undertake other duties as and when, during the period they are volunteering.”

Patricia Guthrie – Charity Shop Manager, Crieff

“This is the first time we have worked with people with learning disabilities and have found this to be a productive and positive experience. The Employment Support Team are always on hand to give support, advice and reassurance. They have also been on hand to give practical in-work support to meet the individuals’ needs.”

Mark Sinclair – Manager, Bike Station, Perth

CONTACT DETAILS

Employment Support Team

Perth & Kinross Council

41d St Catherine's Road

Perth,

PH1 5SJ

Tel: 01738 477638 (Perth)

01250 871932 (Blairgowrie)

E-mail HCCEmploymentSupport@pkc.gov.uk



services fitting people