



## The University of Bolton

### Disability Services

#### **INFORMATION FOR STUDENTS ON ARRANGING NON-MEDICAL HELPERS (NMH) WITH THE UNIVERSITY OF BOLTON'S PARTNERSHIP PROVIDERS**

This Information Sheet does not constitute legal advice and you are advised to seek your own independent legal advice in relation to your legal rights and responsibilities.

#### **1. Background**

The non-medical helpers allowance is available through the Disabled Students' Allowance (DSA) to help meet the extra course costs students face because of their disability.

#### **2. Arranging support workers at the University of Bolton**

There is no single prescribed way in which you must engage NMH support workers. You can make the arrangements through the University of Bolton (as described below) or you are entitled to make your own arrangements.

#### **3. The University of Bolton Disability Service Partnership Providers**

If you do not want to take on the responsibility of employing your own NMH support worker, you can arrange this through the University of Bolton's Disability Service (in partnership with its chosen providers). The current holders of the University of Bolton's agreement to provide support workers for the University of Bolton's students are Clear Links, Barry Bennetts, the National Autistic Society (NAS) and Interpreter Booking Services Limited (IBSL).

The University of Bolton Disability Service asks all the above providers to subscribe to the Non-Medical Help Charter and the principles and codes of conduct provided therein. The Charter is supported by the National Association of Disability Practitioners and a copy can be viewed at: <http://www.bolton.ac.uk/Students/AdviceAndSupport/ServicesForDisabledStudents/Worddocs/NMH-Charter-and-Precepts.pdf>

#### **The Partnership Providers undertake the following:**

- recruit NMH support workers, take references, check entitlement to work, obtain copies of qualifications, under take Disclosure and Barring Service (DBS) checks where required. These checks ensure that workers have no relevant criminal records;
- ensure that there is appropriate professional indemnity, public liability and employee liability insurance;

- ensure that risk assessments for the provision of off-campus events, field trips, placements, lone working arrangements, health and safety and complaints policy and procedures are all covered;
- select NMH support workers with the skills and experience appropriate to the specific role that they will undertake;
- provide training, induction and on-going support appropriate to each NMH support workers role;
- publish a description of each NMH support role to ensure the support is appropriate to your needs and does not compromise the academic standards of your programme of study;
- ensure that NMH support workers are paid in accordance with the level of the work involved;
- ensure holiday pay, bank holiday pay, sick pay, maternity pay and pensions are provided for your NMH support workers to make sure legal requirements are met;
- record the hours worked and pay your NMH support workers (each month as a minimum) once you have approved their time sheets, before they have recouped these monies from your funding body, which reduces the risk of you needing short-term overdraft to pay your support worker in the first instance whilst you are waiting for these to be repaid. The Partnership Provider will then recover these funds from your funding body to cover your NMH support workers time and the administration of the service;
- ensure that your NMH support worker makes payments for National Insurance and Inland Revenue as appropriate to meet legal requirements;
- ‘match’ NMH support workers with you, normally in line with your individual Needs Assessment Report recommendations (or equivalent);
- inform all NMH support workers of the venue, times and dates if you use support workers in class-room activities;
- if the Disability Service or the Partnership Provider is notified that classes are cancelled by your Academic Group, the Partnership Provider will pass this information on to your timetabled NMH support worker(s). This can save you paying for cancelled sessions if this is outside the cancellation period and therefore preserves your NMH DSA allowance;
- in the event of your NMH support worker(s) being ill the Partnership Provider will make every effort to find a replacement, even at short notice;

- in the event of your NMH support worker(s) being on maternity leave the Partnership Provider will make alternative arrangements;
- if there are personal problems between you and your NMH support worker(s) the Partnership Provider will do their best to find an alternative NMH support worker(s);
- monitor all the support you receive and keep records of these expenses from your DSA, thus helping you make the best use of this allowance through each year.

**The Disability Service may undertake the following:**

- if you feel you need additional hours your Disability Adviser can work, if necessary with your Needs Assessor and/or your funding body to determine whether this can be approved by your funding body;
- provide ‘interim support’ when you have provided appropriate disability related evidence of your disability but are waiting for your Needs Assessment and funding body approval.

#### **4. Examinations**

The University of Bolton’s Disability Service can:

- arrange for academic support in examinations (e.g. Interpreters) which is of an acceptable standard to the University and does not compromise academic standards;
- provide modified papers for deaf students for examinations at a standard acceptable to the University which does not compromise academic standards. Examination papers cannot be made available to external people for modification.

#### **A change of mind?**

If you are using the University of Bolton’s arrangements you may terminate the arrangement by giving 5 working days’ notice to [disabilityinfo@bolton.ac.uk](mailto:disabilityinfo@bolton.ac.uk)

You cannot combine the University of Bolton’s partnership arrangements with your own support worker recruitment.

If you have any queries regarding this Information Sheet please contact [disabilityinfo@bolton.ac.uk](mailto:disabilityinfo@bolton.ac.uk).