

Reasonable Adjustments and Accommodations for Police Officer Promotion Processes

South Wales Police continue to develop and improve support to candidates who may require reasonable adjustments and/or accommodations during promotion processes.

Reasonable adjustments and/or accommodations are not intended to provide candidates with a disproportionate advantage, but to facilitate an environment which support individuals to perform to the best of their abilities and remove barriers to success.

HR are responsible to ensure that promotion processes are applied in a fair and transparent manner without discrimination, bias or prejudice.

Reasonable Adjustments

- Reasonable adjustments are disability related requests. Candidates will have a disability as defined by the Equality Act 2010.
- SWP will consider each case on its own merit, and we reserve the right to review and respond to an individual's needs without setting a precedent.
- Adjustments should not fundamentally change the nature of the assessment by being disproportionate or removing an element of the assessment/testing.

Accommodations

- Accommodations are non-disability related requests such as candidates with condition(s) that fall outside of the Equality Act 2010 definition of disability e.g. childcare responsibilities and personal circumstances outside of their control, such as recent bereavement of a member of the immediate family.
- In general, no medical documentation is required to request an accommodation.
- Accommodations may not be granted for minor illness or minor disturbances. Each case will be considered on its merits.
- We cannot accommodate holidays – interviews will not be scheduled outside of the pre-published dates.

Promotion practices available to all candidates

All promotion processes include the following 'global' practices:

- Provision of paper and pen/pencils to make notes.
- Printed copy of interview question(s) in large font to refer to during assessment.
- All candidates will be afforded a reasonable period of 'preparation time' to read the panel interview questions in advance. Notes made in this period may be taken into the assessment. The length of preparation time may vary depending on the nature of the assessment.
- Assessors are all required to attend mandatory training, and this is currently being updated.
- Panel will ask supplementary questions to elicit further detail, if required.

Medical Documentation

At the end of this document, you will find a **Request Form for Reasonable Adjustments and Accommodations**. Candidates who identify as disabled, and wish to access either accommodations and/or reasonable adjustment/s as part of police officer promotion processes, should complete this form and return with accompanying medical evidence (such as a diagnostic report) to talent@south-wales.police.uk before the specified deadline.

Our rationale for requesting medical documentation is:

- To engage in supportive conversations with individuals,
- Establish what disadvantage is/will be experienced; and
- Assess whether the requested adjustment we offer in response would be reasonable, alleviate that disadvantage and compliant with current equality legislation.

Medical documents, therefore, support SWP to understand how you may be disadvantaged and how we can best support you.

SWP will consider adjustments for applicants who have evidence such as diagnostic reports, and those who do not. **You do not need to have a formal diagnosis to request a reasonable adjustment and/or accommodation.**

We accept a wide range of medical evidence; however, any documents must be provided by, or refer to, qualified recognised professional(s) and based on an actual assessment. If medical evidence indicates an adjustment beyond what SWP currently provide, this will be considered.

In line with guidance from the College of Policing, examples of acceptable evidence accept include (but are not limited to) diagnostic reports, specialist's reports, exam or assessment reports completed while in education (e.g. Form 8), study aids and strategies developed during education, workplace assessments, occupational health referrals, doctor's notes and details of medication.

Medical Documentation - GDPR

In order to administer the current volume of requests, HR may request sensitive information. Whenever HR process personal data about you in connection with promotion, this will be completed in accordance with current data protection legislation.

The purpose and lawful basis for requesting this information is to ensure that accommodations and/or reasonable adjustments are sufficient to meet candidates' needs. Analysing this information supports HR to implement appropriate safeguards to identify and remove barriers of success for group(s) of individuals.

On the next page, you will find anonymised examples of support we have previously provided to candidates in South Wales Police as part of the promotion process. This list is not exhaustive.

Reasonable Adjustments

Additional time for an aspect of the assessment process. Usually, additional time will not be provided for answering an interview question or presenting as this is not seen as a benefit.	Dyslexia, Dyspraxia, Autism, ADHD.
Clear and factual instructions from facilitators and assessors; and to be assessed only on what is said and not how it is said during the interview.	Autism.
Specific software; as long as adequate notice is provided.	Dyslexia, Dyspraxia.
Coloured paper used for any printed information.	As required.
Accessibility requests (e.g. using the lift to assessment centre).	As required.
Additional short and unscheduled comfort breaks during preparation time and assessments.	Bladder and stomach conditions, as required.

Accommodations

Specific date and time of promotion interview can be requested if reasonable notice is provided to the Talent Team.	Childcare, work or other circumstances.
Assessors can be made aware of any 'brain fog' or any other issues that may affect your interview. Temperature controls and additional fans provided on request.	Menopause, pregnancy, individuals undergoing IVF treatment.

Request Form for Reasonable Adjustments and Accommodations

Police Officer Promotion Processes

Personal Details

Name:	
Force number:	
Rank:	
BCU / Department:	
Preferred contact number:	
Date and description of promotion process applying for:	

1. Do you require a reasonable adjustment and/or accommodation during this promotion process?

Please tick yes or no:

☐ Yes ☐ No

If 'yes', please disclose and describe any disabilities, neurodiversities and/or condition(s) which affect you and are related to this request:

2. How do you anticipate that the above disabilities, symptoms and/or conditions may present a disadvantage and/or negatively impact your performance at the boards? **Please describe what specific support you require to alleviate this disadvantage?**

3. Have you previously requested and been granted reasonable adjustments and/or an accommodation for a promotion process in South Wales Police or current force?

Please tick yes or no:

☐ Yes ☐ No

If 'yes', please state the previous reasonable adjustments or accommodation you received and the date you received them. **This includes examination accommodations or reasonable adjustments agreed externally by the College of Policing:**

4. Do you have medical documentation to support your request?

Please tick yes or no:

☐ Yes ☐ No

If 'yes', please ensure you attach and submit any diagnostic reports, and/or any other relevant evidence to support this request to talent@south-wales.police.uk before **DEADLINE**

5. Do you consent for HR to inform the assessors (panel members) regarding your requested reasonable adjustment(s) and/or accommodation(s) prior to your board?

Please tick yes or no:

☐ Yes ☐ No

Space for any additional comments or queries for the HR Talent Team:

Please continue to Candidate Declaration on the next page.

Candidate Declaration

I declare that all statements I have made on this form, and any supporting information I have provided, are accurate and true to the best of my knowledge. No relevant information has been withheld.

I understand that:

- I must inform the Talent Team (Human Resources) on talent@south-wales.police.uk without delay of any change in my circumstances during the process.
- Any offer of appointment will be subject to satisfactory references, vetting and continued good conduct and maintenance of fitness. External candidates will in addition be subject to a medical examination, drugs testing and biometric vetting.
- I must be deemed as medically fit and well to attend the promotion boards.
- A member of a police force who has deliberately made any false statements or omitted information in connection with his or her appointment may subsequently be liable to misconduct proceedings.
- The information I have provided may be held on manual filing and computer systems in line with GDPR as part of the force promotion process.

Signature:	
Date:	

Please return completed forms to talent@south-wales.police.uk before **DEADLINE**