



**GRAY'S
INN**

Reasonable Adjustments Policy

The Inn will provide reasonable adjustments to ensure that members with disabilities are not placed at a disadvantage in the achievement of the prescribed learning outcomes. Reasonable adjustments will also be considered for those with a short-term injury or temporary illness.

Reasonable adjustments are changes to physical surroundings, event format or educational resources that remove a disadvantage that a person with a disability or long-term health condition may otherwise encounter. If it is reasonable, the Inn will make the adjustment or provide an extra assistance to ensure members are not disadvantaged. Examples of reasonable adjustments include:

- additional time to complete assessments
- accepting submissions in different formats
- providing materials in a larger font or other accessible formats
- providing materials on coloured paper or in different colour contrasts
- provision of a car parking spaces
- arranging a visit to the venue ahead of the event to enable a member to familiarise themselves with the surroundings
- ensuring relevant areas of the venue are accessible for wheelchair users
- access for assistance dogs to accompany their owners
- arrangements for a member to bring their own interpreter or palantypist
- discussing arrangements (such as seating layout, speed of discussions and lighting) ahead of time for those who lip-read or have visual impairments
- enabling members to conduct exercises or assessments at a specified time

This is not an exhaustive list. If the reasonable adjustment is not included, contact the Inn's Education Department to discuss requirements.

Where reasonable adjustments cannot be accommodated without compromising the efficacy of the assessment or exercise, this will be discussed with the member to find a mutually agreeable alternative solution. For training and education regulated by the Bar Standards Board, additional guidance may be required.

The Inn's Reasonable Adjustments Process

Reasonable adjustments work most successfully the earlier the member is able to inform the Inn's Education Dept about the adjustments required. This allows the Event Manager and Director of Education time to consider the request, contact the member to discuss their needs and ensure they are content with the proposed adjustments. The Inn cannot guarantee that an adjustment can be put in place if informed at the event or shortly before the event where the adjustment is required. Whilst the Inn will do everything it can to accommodate a request, some adjustments take time and consideration to put into place.

The Education Department's Event Manager considers requests on an individual basis and will contact you to discuss your requirements. They will discuss the details and options with you or, if you have asked us to do so, someone acting on your behalf. The Event Manager will provide information about the venue and the format of the event so you know what reasonable adjustments you may need.