



THE PEGASUS SCHOLARSHIP TRUST

Reasonable Adjustment Policy

The Pegasus Scholarship Trust is committed to making reasonable adjustments to ensure its activities are accessible and provide support and fair opportunity to all.

This policy sets out the approach that the Trust take to identifying where reasonable adjustments are required and how the Trust respond proactively to this. The scope of this policy includes the Council of Management meetings, events, interviews and placements organised by the Trust.

Purpose

The purpose of this policy is to:

- Inform members about how to request a reasonable adjustment and how it will be responded to,
- Support staff at the Inn to comply with relevant equality legislation,
- Outline the necessary steps for the effective implementation of reasonable adjustments,
- Inform applicants how to appeal a decision made in relation to a reasonable adjustment for interviews.

Applying for a reasonable adjustment

Council of Management Meetings

Council members should submit any requests for reasonable adjustments which will enable them to participate fully in Council of Management meetings, ideally at the time of appointment to the Council. Requests should be submitted in writing to the Pegasus Trust Co-ordinator. In the case of new disabilities or changes to your reasonable adjustment requirements, they should inform the Pegasus Trust Co-ordinator of your requirements, at least 2 weeks prior to the meeting. This is to allow time to plan and implement any changes which might be necessary and ensure that they are feasible.

Examples of reasonable adjustments to meetings may include:

- closed captions on zoom meetings
- moving the meeting to a more suitable room if one is available e.g. one with elevator access
- recorded minutes

The Pegasus Trust Co-ordinator will acknowledge your request on receipt and respond to you a minimum of 1 week prior to the meeting to confirm what adjustments will be put in place.

Pegasus Scholarships Trust Events – Summer Reception and Incoming Scholars Dinner

If scholars require a reasonable adjustment for an event, ideally a request should be submitted alongside an RSVP to the invitation, or at least 4 weeks prior to the event. This allows time to plan and implement any changes which may be requires and ensure that they are feasible. Later notification may mean the Trust are unable to accommodate the reasonable adjustments as there is insufficient time to put requirements in place.

Examples of reasonable adjustments to events may include:

- Ensuring the venue is accessible



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Outgoing Placement Interviews

If you wish to request reasonable adjustments during the scholarship selection process you should fill in the Request for Adjustments section on your application form.

You are not required to provide evidence at the point of requesting a reasonable adjustment. However, the Trust reserves the right to request submission of evidence.

If evidence is requested, it must be:

- written by independent and appropriately qualified professionals.
- on headed paper, signed and dated by the author/ practitioner.
- written in English¹
- unaltered by the applicant. Documentation that has been amended for any reason will be deemed inadmissible.

Examples of reasonable adjustments to events may include:

- closed captions for interviews conducted via Zoom
- moving the meeting to a more suitable room if one is available e.g. one with elevator access, for in-person interviews
- providing materials in an alternative format e.g. printed/ in large font size/ in PDF format

The Pegasus Trust Co-ordinator will acknowledge your reasonable adjustments request within 2 weeks of the application submission deadline. Within 2 weeks of receipt of your request we will confirm what adjustments we are able to put in place.

Incoming and Outgoing Placements

If you wish to request reasonable adjustments for the duration of your placement, you should email the Pegasus Team with details of your needs. The Pegasus Team will then liaise with the host(s) you are due to be placed with to discuss your needs and confirm what adjustments they are able to provide.

The Pegasus Trust Co-ordinator will acknowledge your request and you should expect a response with confirmation of the adjustment the Trust and host(s) are able to put in place, within 28 days of your request.

¹ It is the applicant's responsibility to provide supporting documentation and any translation should be undertaken by an accredited translator (e.g. be a member of the Association of Translation Companies – <https://www.atc.org.uk>). The responsibility, and any potential costs, rests entirely with the applicant.