

## Inclusivity at Anglia Ruskin Students' Union

Here at Anglia Ruskin Students' Union being Inclusive is one of our core values and we pride ourselves on working towards an inclusive environment. This is why we have created the *Inclusivity Fund*. The fund's aim is to remove barriers to participation and engagement with Students' Union activity for any students who may incur extra costs in order to take part.

This may include, for example, students with caring responsibilities who need to employ a registered carer to cover their responsibilities or students who require a facilitator or support worker to enable them to attend our events and activities.

We believe that all students have a different experience, and we want to ensure you get the best experience you possibly can in your unique position as a student at Anglia Ruskin.

*'An inclusive environment is one that can be used by everyone, regardless of age, gender, ethnicity or disability. It has many elements such as societal and individual attitudes, the design of products and communications and the design of the building itself. It recognises and allows for differences in the way that people use the built environment and gives all of us the chance to join in mainstream activities equally and independently, with choice and dignity.'* Disability Rights Commission, 2005

## The Inclusivity Fund

### 2 for 1 tickets

These are available for Union wide events such as SU Awards, end of year Summer Ball, Chelmsford Winter Ball, and Varsity; Clubs and Societies ticketed events and activities; Give it A Go Trips and Activities; and any other on campus ticketed evening or event at the discretion of the Funding committee, subject to availability.

You will only be eligible for 2 for 1 tickets if you sign up to our Access Scheme, for more information see here. An exception to this is on Give it a Go trips where you can apply for a 2 for 1 ticket if you wish to bring a child under the age of 12.

### Transport

To help with any extra travel costs you may have to pay due to your disability (for example, if you need to take a taxi because your disability prevents you from taking public transport).

This is subject to you being unable to take SU provided or public transport. This does not include everyday travel costs which any student would expect to pay and you may have to provide receipts.

### Childcare

To help with cost of Childcare needed for you to be able to attend and participate in meetings and events that are compulsory to your role as a representative or committee member. You will need to

provide receipts for this and you would need to use a registered childminder to comply with legislation.

Committee members – covered for duration of monthly Clubs and Societies Forums; SU Awards and Student Council or similar type meetings.

Education Reps – covered for duration of Education forums; Student Staff Liaison Committees; Faculty Boards; and Student Council or similar type of meetings.

Executive committee members – covers the duration of the monthly three hour meeting of the Executive Committee; Student Council or similar type meetings; a booked monthly catch up with coach and/or mentor; Other 'official' duties as reasonably expected as a member of the Executive Committee (e.g conference, training etc).

N.B.: The Funding Committee will also consider help with childcare or caring expenses during the course of an election campaign, to enable a candidate with dependants at home to run a fair campaign against their opponents.

Our aim is to make clear the process for getting the support and adjustments available and outlining how the support and adjustments can help reduce any barriers to your participation. We also want to stress that all information will be treated confidentially.

We believe that students with disabilities must be actively involved in decisions regarding their support and adjustments to ensure that these are effective. Our mission is to ensure that your experience is the best it possibly can be, so if you have any comments or suggestions please send your thoughts to [inclusion@angliastudent.com](mailto:inclusion@angliastudent.com)

### **Join the Inclusion Scheme**

The Inclusion Scheme is for students with a disability or with caring responsibilities<sup>1</sup>. If you are in receipt of disability-related state benefits or have caring responsibilities, as a member of our inclusion scheme you may be entitled to a 2 for 1 ticket. You will only need to register and submit relevant documents once in any academic year.

All 2 for 1 tickets are subject to availability of tickets and funds available.

When joining you will be asked to let us know about any access requirements, which makes it easier for us to provide you with a better experience.

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<sup>1</sup> We define a student carer in line with the 2014 Care Act, and the Children and Families Act 2014 as a student: "who provides or intends to provide care for an adult or child."

## Supporting Material

*Please tick to indicate which supporting materials you are providing.*

- Enhanced rate of Personal Independence Payment
- Standard rate of Personal Independence Payment
- Disability Living Allowance (any rate)
- Disabled Students Allowance
- Certificate of Visual Impairment
- Attendance Allowance
- I am Deaf, deaf or deafened
- Child Tax Credit

Please include a photocopy of an up to date letter from the Department of Works & Pensions confirming your PIP, DLA, Attendance Allowance, or Certificate of Visual Impairment. You may cross out any monetary amounts on this copy.

We treat all applications on an individual basis. If you identify as disabled or learning disabled, are in receipt of any other benefit or are registered with the University as a carer or Disabled student; or have any doubt about your eligibility to join this scheme please contact us at [inclusion@angliastudent.com](mailto:inclusion@angliastudent.com)

## Adjustments and requirements

*Please tick your preferences below*

- Wheelchair space
- Wheelchair ramp
- Provision for guide/enabling dog
- Induction loop/enhancer
- BSL signed performances
- Captioned performances
- Audio described performances
- Other: \_\_\_\_\_

## *Terms and Conditions*

Membership is open to anyone who is restricted in their ability to access the services provided by Anglia Ruskin Students' Union.

Anglia Ruskin Students' Union reserves the right to require proof of eligibility for the scheme. Anglia Ruskin Students' Union retains the right to review, amend or withdraw the scheme at any time and, if appropriate, to require students to re-apply for registration after review.

If you have further enquiries or questions please email [inclusion@angliastudent.com](mailto:inclusion@angliastudent.com) or call one of our Offices.

Cambridge & Peterborough: 01223460008

Chelmsford: 01245 258178

### *Booking Tickets*

To book tickets you can either call or pop into the Office and state that you are making an access booking and give your Student Identification Number or present your Anglia Ruskin Student Card. Without this card/number we are unable to process the discount you may be entitled to.

Alternatively you can purchase tickets and get reimbursed later on, however please bear in mind that this can take up to 2 weeks to enter your account.

## **Guidelines for payment from the Inclusivity Fund**

### **Funding committee**

Payments from the Inclusivity Fund will be decided through the Funding committee which currently consists of the 2 Campus Experience Officers; and the Head of Advice and Academic Quality and the staff of the Students Union Equality and Diversity Committee when necessary.

The right to appeal a decision made by the committee will be dealt with by the Students Union President with the support of the Chief Executive Officer.

The committees' role is to ensure that the fund is solely used to encourage engagement of students that identify with the following protected characteristics as stated in the Equality Act 2010: disability (not excluding mental health) and pregnancy and maternity; and also including students with caring responsibilities. Their role is to make a decision in cases where discretion is needed.

### **Reimbursements**

- Payments will be made on submission of original receipts only.
- All reimbursement claims will need to be authorized
- Please use the standard Reimbursement Forms (Petty cash for under £30 and a BACS form for over £30) these can be downloaded from here:
- Please submit reimbursement forms to the Students' Union office together with your receipts.

### **Invoices**

- Please ensure the Students' Union is invoiced directly by the supplier. Invoices should include the delivery address and are addressed to: Anglia Ruskin Students' Union, East Road, Cambridge, CB1 1PT
- All invoices should be sent directly to [inclusion@angliastudent.com](mailto:inclusion@angliastudent.com)

