

Diversity Attention Service at the Universidad de Cádiz

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1. Introduction

- Diversity Attention Service at the Universidad de Cádiz.
- Declaration of Human Rights , European Constitution, Spanish constitution 1978. Ley 13/1982 de 7 de Abril de Integración Social del Minusválido.
- Law 4/2017, 25th September, Of rights and attention to people with special needs in Andalusia. LOU de 6/2001 de 21st December.
- Law 51/2003 de 2nd December about opportunities equality, no discrimination and universal accesibility.
- LOE de 2/2006 3rd May
- LEA de 17/2007 de 10th December
- Royal Ordinance 1791/2010 30th December, University student statute
- LOMCE de 8/2013 9th December

2. General Objectives

- To make Inclusion possible
- Promote the autonomy of people.
- To make easier the Access and permanency.
- Extend Equity and Equility.

3. Target users

3.1. Reception

3.2. Attention and psychopedagogical counselling

3.3. Accessibility

3.4. Sensibilisation y training

3.5. Normative y curricular development

3.6. Employability

3.7. Research

3.1. Reception

- **Specific Objectives:**
 - Inform, guide, counsel about:
 - * Rights, resources.
 - * Social allowances
 - * Clims.
- **Tasks:**
 - Attention by means of interviews and monitoring.
 - information, orientation, counselling.
 - Coordination with entities, associations...
 - Intervention.
 - ...

3.2. Attention and psychopedagogical counselling.

- **General Objectives:**

- Counselling with curricular adaptations.

Tasks:

- Meetings with lecturers.
- Reports (creation and application)
- Psychopedagogical Counselling.
- AC working groups.
- ...

3.3. Accessibility

- **Specific Objectives:**
 - Sensibilisation with boundaries.
 - To inform about the resources for the personal autonomy.
- **Tasks:**
 - Campaigns.
 - Preparation of Resources files.
 - Coordination with other administrative units.
 - Colaboration with entities.
 - Accessible Website maintainance.

3.4. Sensibilisation and training

- **General Objectives:**
 - Preparation of action programme.
 - Active participation
 - Foster the production of materials.
- **Tasks:**
 - Participation in Activities in the UCA.
 - Volunteering coordination.
 - Promotion of sensibilisation campaigns.
 - Colaboration Agreements
 - Foster helping and resources guides.
 - ...

3.5. Normatives and Curricular Development

- **General Objective:**

- To collect and update the normative documents.

Tasks:

- Provision of a basic bibliography.
- to update the normative documents.

3.6. Employability

- **General Objectives**

- Establish coordination methods. E
- Keep the contact with associations, entities...

Tasks:

- Regular meetings with the General Direction of Employment at the UCA.
- Councillng about the features of the special need and work place.
- Establishment of communication channels with disability entities.
- ...

3.7. Research

- **General Objectives**
 - Evaluation.
- **Tasks:**
 - Design of Protocol of action.
 - Establishment of working groups.
 - ...

3.8. Orientations for visual disability.

Before you start a conversión, if you think your voice is not familiar to the listener, please introduce yourself so he/she knows who speaks. If there is more than two people in the conversión, when addressing to the visual disability person, you have to **call him/her by his/her name.**

Please bear in mind as well you should not use unspecific words which comprehension requires position in the space, such as here, there, this, that... Instead you can use something comprehensible for him/her such as next to you, away from you, before, behind, to your next...

Say good by when you leave.

Even if he/she cannot see you, look at that person when you talk to him/her.

Do not worry about words such as “look” “see” or even talk about realities that he/she could ever experience such as colours. This vocabulary is integrated in his/her regular speeches.

In group conversations, do not talk to him/her by means of a third person, do always speak directly to him/her.

If you think that some information is specially relevant and he/she needs to know it, please read it loud.

If he/she requests you to touch your face to get to know how your physically are, please allow him/her.

If he/she asks for help, offer your arm approaching it to him/her but please allow him/her to take it and not the other way round.

The inclusion of people with visual disability is our responsibility in a world dominated by the social media where the messages are based in images and texts. We cannot request that the effort is only unilateral. We have to take care to make possible the accessibility in this world.

3.9 Orientation to hearing disability

- Do not talk to him/her if he/she is not looking at you.
- If she/he does not look at you, call to her/his attention touching her/his shoulder. If she/he is not next to you, try with a visual sign.
- Locate yourself in front of her/him and try to have your face with light.
- While speaking, there must not be obstacles so she/he can read your lips.
- Do not put your hands in front of your mouth and do not have something in it (a cigarette, Candy, chewing gum...).
- Please pay attention to your vocalization, but do not force the rhythm.
- Do not speak **very fast** nor **very slow**.
- In group conversations it is important to respect the turns among the speakers and indicate previously who is going to speak. Your voice should be normal (do not speak louder than normal and do not shout).
- Please use easy sentences but correct ones. Do not use a telegraphic language as this would make the communication poorer.
- Do not worry about talking about realities she/he would never experience, such as sounds, music. These realities belong to the world we live in.
- If an interpreter is with you, do not address to him/her (interpreter) you have to speak to speak and look at the deaf person.
- If the deaf person uses the sign language, you have to bear in mind, the grammar structure is different and also is the way to interpret and organise the structure.
- People with hearing disability, as any other, needs to feel treated with normality.

3.10 Orientations with mobility disability.

- **When you speak to someone using a Wheelchair you have to be placed in front of him/her and if possible, at his/her level.**
- If you are walking together, try to be by his/her side.
- If you are in a group, do not talk to anyone who is not at his/her visible range to avoid he/she feels outside the conversation.
- People with mobility disability needs to be treated with normality.
- Do not be influences by his/her physical appearance. Try to maintain a natural attitude.
- Do not worry about activites he/she could never perform. These are normal activities in the world and he/she has to know.
- If the disable person has someone taking care of this disability, please address directly to him/her, never through a third person.
- People with mobility disability, can have different ways to move (on foot, with crutches, walking stick, wheelchair...). Whatever the way is, he/she should have as much autonomy as possible, but sometimes the technological resources are not enough and they could ask for help. If you go with him/her, remember you can only be a support, and you should never be a substitute to his/her desires and iniciatives.