



## Accessibility Plan

### 1.0 Introduction

- 1.1 This policy shows how Open Box Education Centre intends to increase the accessibility of the school for students, staff, parents/carers and visitors with disabilities.
- 1.2 A person has a disability if he/she has a physical or mental impairment that has a substantial and long-term adverse effect on his/her ability to carry out normal day-to-day activities.
- 1.3 This plan includes:
  - 1.3.1 Increasing access for students with a disability to the school curriculum
  - 1.3.2 Improving access to the physical environment of the school
  - 1.3.3 Improving the delivery of information to students and/or their parents/carers with disabilities.

### 2.0 Contextual information

- 2.1 Open Box Education Centre is situated in a refurbished former church hall which was built around 1890. The building was extensively refurbished in 2014 to include a wheelchair accessible entrance and a ground floor disabled toilet. Parts of the building, however, remain only accessible via stairs.

### 3.0 Increasing access for students with a disability to the school curriculum

Target	Strategies	Timescale	Responsibility
Increase confidence of all staff in differentiating the curriculum	Be aware of staff training needs on curriculum access  Assign CPD for appropriate staff	On-going and as required	SENCo
Ensure all staff are aware of disabled students' curriculum access	Set up a system of individual access plans for disabled students when required	As required	SENCo

Target	Strategies	Timescale	Responsibility
	Information sharing with all agencies involved with the young person.		
Use specialised ICT software to support learning	Make sure appropriate software is installed when necessary	As required	Premises Manager
All educational visits to be accessible to all	Develop guidance for staff on making trips accessible  Ensure trip venues are vetted for accessibility	As required	Education Manager
Ensure PE curriculum is accessible to all	Gather information on accessible PE and disability sports	As required	PE teacher
Provide information in other audio options/ languages for students who may have difficulty with hearing or who use another language	Access to translators, audio options, sign language interpreters to be considered and offered if possible	As required	SENCo
Provide all information in the most accessible format for parents/carers	Ensure website is fully compliant with the requirement for access by a person with visual impairment.	Sep 2017	Education Manager

#### 4.0 Improving access to the physical environment of the school

Target	Strategies	Timescale	Responsibility
The school is aware of the access needs of disabled students, staff, governors, parents/carers and visitors	To provide access plans for individual disabled students.	As required	SENCo
	To be aware of staff, governor and parents' access needs and meet where appropriate.	Ongoing	Education Manager
	Find out about the	Annually	Education Manager

Target	Strategies	Timescale	Responsibility
	<p>access needs of parents/carers at induction meetings.</p> <p>Consider access needs during the recruitment process.</p>	During recruitment	Education Manager
Layout of learning areas to allow access for all students to as many areas as possible given the constraints of the building	Consider needs of disabled students, parents/carers or visitors when considering rooms assigned	As required	Education Manager Premises Manager
Improve disabled access path to the side of the building	Prioritise the repair and improvement of the pathway to the side of the building	By Dec 2017	Premises Manager
Create level access to the "stage" room and rear store area	Creation of exterior pathway to rear door, replacement of exterior door and levelling of interior corridor	Action plan developed by Dec 17	Premises Manager
Ensure disabled students can be safely evacuated	<p>Put in place a Personal Emergency Evacuation Plan for those students with difficulties</p> <p>Develop a system to ensure all staff are aware of their responsibilities for those students</p>	<p>As required</p> <p>Each September</p>	SENCo
Ensure accessibility of ICT equipment	Put in place a plan for meeting the needs of disabled students with ICT.	As required	Premises Manager
All fire escape routes are suitable for all	Make sure all assigned learning areas have wheelchair access and an accessible escape route.	On-going and as required	Premises Manager Education Manager

5.0 Improve the delivery of information to students and/or their parents/carers with disabilities.

Target	Strategies	Timescale	Responsibility
Review information to parents/carers to ensure it is accessible.	Provide information and letters in clear print in "simple" English.  Ensure website and all documents accessible via the website can be accessed by the visually impaired.	During induction meeting  On-going	Education Manager  School Office  Premises Manager
Improve the delivery of the information in writing in an appropriate format.	Provide suitably enlarged, clear print for pupils with a visual impairment.	As required	Education Manager
Ensure all staff are aware of guidance on accessible formats.	Guidance to staff on dyslexia and accessible information.	On-going	SENCO
Annual review information to be as accessible as possible.	Develop student/parent friendly review formats.	On-going	Education Manager

**Approved by:** ..... (Principal) ..... (date)

**Authorised by:** ..... (Chair of Governors) ..... (date)

**To be reviewed every:** 3 Years

**Next review date:** July 2020