



## Accessibility Policy and Action Plan

### Status – Statutory

Approved By	Date Approved	Review Date	Sponsor
Governors	Sept 2015	Sept 2018	Finance Director

# Accessibility Policy

## 1. Purpose of policy and guiding principles

- 1.1. The college recognises that many of its students, visitors and staff, whether disabled or otherwise, have individual needs when using the academy. However, we also recognise that for some students, the nature of their disabilities may mean that they experience specific difficulties related to accessing education, and the physical environment.
- 1.2. As part of our on-going commitment to the delivery of an inclusive educational service we have at the centre of everything we do at the college, we will endeavour to ensure that disabled students receive the same standards of education as those without a disability. We will also ensure that we remove any barriers and make reasonable adjustments as required to ensure all our staff, visitors and students have the same access rights in and around our buildings.

## 2. Links with other policies or legislation

- 2.1. This policy has been drawn up in accordance with the Equality Act 2010 and the Disability Discrimination Act (DDA) 1995.
- 2.2. The Accessibility Policy should be read in conjunction with the:
  - Health and Safety Policy
  - Equality Policy
  - Behaviour for Learning Policy
  - Anti-Bullying Policy
  - SEND Policy

## 3. Procedure

- 3.1 In the light of this the college will:
  - Inform all staff that our policy for the provision of educational services ensures the inclusion of disabled students. Such communications will address the legal obligation of staff, and the academy.
  - Provide appropriate disability awareness training for staff, which will explain the school policy towards disabled students and the effective implementation and monitoring of it.
  - Address acts of disability discrimination via existing conduct codes, where appropriate.
  - Encourage suppliers and contractors, to adopt similar policies towards disabled students.
- 3.2 In order to ensure that the educational services it provides effectively meet the needs of disabled students the college will:
  - Consult with disabled students, parents, staff and local disability organisations
  - Plan to make access improvements to enable disabled people to use its services (and learning spaces). Furthermore, the college will effectively communicate their availability to both students and staff.
  - Annually review whether its education (and other) services are both accessible and effective, and take appropriate action if required.
  - Monitor the implementation and effectiveness of this policy on an annual basis.
  - Operate an accessible complaints procedure whereby disabled people can make improvement suggestions and request assistance in line with the current college complaints procedure document.
- 3.3 Examples of areas where specific arrangements are made for disabled students are shown in **Appendix 1**.

**4. Roles and Responsibilities**

- 4.1 The policy will be overseen by the Finance Director; day to day checks and the appropriate reporting of issues will be completed by the Site Manager.
- 4.2 The Finance Director has overall responsibility for devising and monitoring an accessibility plan, with the operational elements of the plan delegated to the Site Manager.

**5. Monitoring and Evaluation**

- 5.1 The policy will be checked annually and updated based on new legislation as and when appropriate.

## **Appendix 1**

Examples of areas within the Accessibility Plan:

### **Admissions & Enrolment Procedures**

The college welcomes students with disabilities, where appropriate facilities and provision are available, and invites such students to discuss their needs with the college. Any specific needs can be discussed through the admission interview process.

### **Teaching & Learning Provision**

Teaching and learning take place in dedicated rooms with appropriate facilities and staff are subject specialists. There is a great deal of scope for individual help and support and all students have a personal tutor whom they meet during their normal studies. In addition the college employs a full-time Student Welfare Manager who is available to all students. Where required an IEP (Independent Education Plan) is written and implemented via the SENCo.

### **Examination Access**

The college will ensure that all students have appropriate access arrangements for examinations by following the "Regulations and Guidance relating to candidates who are eligible for adjustments in Examinations" issued by the Joint Council for Qualifications. This may encompass special arrangements for candidates with physical disabilities, and extra time and the use of word processors for candidates with specific learning difficulties. These arrangements will be mirrored for internal examinations such as Test Periods.

### **Accommodation and Access**

The college building is a renovated Brewery and has been subject to a complete refurbishment prior to opening in September 2013. Lifts are available to all floors.

Fire evacuation plans and procedures will include the plans for evacuating students, staff and visitors with physical restrictions.

### **Aids and Services**

In all educational services provided to students by the college there is equality for disabled and able-bodied. The main services include:

- Careers advice/information
- Classroom organisation
- College arrangements for working with other agencies
- College policies
- Counselling & welfare
- Curriculum design
- Behaviour policies
- Examinations & assessments
- Independent learning opportunities (e-learning)
- Learning equipment, materials and facilities
- ICT resources