



Holy Cross Catholic Multi Academy Company

Accessibility Policy and Plan

2021 - 2024

Responsible for Policy	Martyn Alcott
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Achieving together in faith



1.0 Introduction

- 1.1 The Holy Cross Catholic Multi Academy Company (the '**MAC**') is accountable for all policies across its schools. All policies whether relating to an individual school or the whole MAC will be written and implemented in line with our ethos and values as articulated on our website. In particular our values include treating all people with dignity and respect and providing our pupils and staff with hope for a positive future. Leaders implementing this policy should be mindful of these values when dealing with staff throughout the procedures within this policy.
- 1.2 MAC is an equal opportunities employer and treats its employees equally.
- 1.3 A Scheme of Delegation for the MAC sets out the responsibilities of the Local Governing Body and Headteacher. The Headteacher of each school is responsible for the implementation of all MAC policies.
- 1.4 All employees of the school are subject to the MAC's policies (both individual school policies and policies applicable to the MAC as a whole).
- 1.5 It is the responsibility of each headteacher to put in place an Accessibility Plan for their own school and for the Local Governing Body to ensure the appropriateness of this plan. The Local Governing Body should monitor progress towards the full implementation its school's Accessibility Plan during each year. Headteachers should ensure that an up-to-date copy of the school's Accessibility Plan can be easily found on their website, and should provide hard copies of the document to anyone requesting this within 10 working days of the request.

2.0 Terms of Reference

- 2.1 For all employees employed by the MAC, either in schools or central staff.
- 2.2 **Meaning of 'Headteacher':**
In this policy "Headteacher" also refers to any other title used to identify the headteacher, where appropriate, or other senior manager delegated to deal with the matter by the headteacher.

3.0 Context

- 3.1 This policy seeks to address the statutory requirements of the Equality Act 2010 and to further the aims of our MAC in particular towards ensuring that:

Our Mission

Our school communities are united as the family of God to provide an outstanding Catholic education for all our pupils. With Christ at the centre of all we do, we will inspire every child to be the best person they can be by developing their God given gifts and talents.

- 3.2 This policy sets out the content to be included in each school's Accessibility Plan and the procedures for establishing and reviewing these plans.
- 3.3 It is a requirement of the MAC that headteachers carry out an Accessibility Audit (See example in **Appendix 1**) and put in place three-yearly Accessibility Plans (See template in **Appendix 2**) and review these at least annually.

4.0 Definition (Equality Act 2010)

"A person has a disability if he or she has a physical or mental impairment that has a substantial and long-term adverse effect on his or her ability to carry out normal day to day activities"

5.0 Disabled pupils

- 5.1 The MAC has three key duties towards disabled pupils, under the Equalities Act 2010:
- not to treat disabled pupils less favourably for a reason related to their disability;
 - to make reasonable adjustments for disabled pupils, so that they are not at a substantial disadvantage; and
 - to plan to increase access to education for disabled pupils.
- 5.2 The MAC's board of directors (**'Board'**) delegates responsibility for adequate management of funding to headteachers to ensure that school premises are fit to teach in, by maintaining and reviewing the upkeep of the fabric of the school. The Board will take reasonable endeavours to apply funding available to it to meet those needs identified by headteachers through this process so far as is reasonably practicable, taking into account the overall needs of the MAC and each school comprised in it and their statutory and other duties.

6.0 The purpose and direction: vision and values

- 6.1 We are a fully inclusive MAC serving the needs of our local communities. We want all our pupils to develop their intellectual, spiritual, and creative talents; through recognising and encouraging the successes and achievements of our pupils we want them to develop positive self-esteem; we want all our pupils to value and respect the

rights and opinions of others. We are proud of being known as a caring MAC with a strong sense of community and we strive to ensure we are fully inclusive. We will continue to regularly review our provision to ensure, so far as is reasonably possible, that all our pupils can access the full curriculum.

7.0 Integration

7.1 It is very important to us as a learning community that all our pupils with Special Educational Needs or Disabilities (**SEND**) are integrated in as much of the whole curricular and extra- curricular learning as is practically possible. All staff who teach SEND pupils should receive regular training and up-dated information about the specific pupils needs – the duty to provide this is delegated to our headteachers and it is the duty of the Local Governing Body to ensure that such training is in place and effective.

7.2 Each school must have in place an Accessibility Plan that aims to increase access to education for disabled pupils in the following areas:

- increasing the extent to which disabled pupils can participate in the curriculum;
- improving the environment to increase the extent to which disabled pupils can take advantage of the facilities; and
- ensuring that disabled pupils are provided with the appropriate sources of information so that they are not disadvantaged.

7.3 Each school must set out what it already does to achieve the above three aims and its plan to improve accessibility. Examples of such actions include:

i. Increasing the extent to which disabled pupils can participate in the curriculum:

Examples: Timetables/class organisation are sympathetically reviewed to ensure that pupils with disabilities are not scheduled in unsuitable rooms; the redevelopment of the building will lead to any pupils who uses a wheelchair being able to access all areas; laptops are currently available for use by some pupils who require support and this includes the potential for the pupil to be provided with a lap-top at home; mentors are provided for pupils who are unable to attend the school through longer-term ill-health.

ii. Improving the physical environment to increase the extent to which disabled pupils can take advantage of education and associated services:

Examples: Width of door frames, contrasting colour of door frames, lighting, signage and disabled toilets.

iii. Improving the delivery to disabled pupils of information that is provided in writing for pupils who are not disabled:

Examples: Pupils and staff can collect/request information in an appropriate format e.g. large print or Braille.

- 7.4 It is a requirement that each school's accessibility plan is resourced, implemented and reviewed and revised as necessary. The Board accepts that, currently, many of the MAC's buildings have not been constructed and/or designed to modern standards, which makes this difficult, given the pressures on school funding. However, the Board will assist headteachers by allocating, so far as is practicable, sufficient funding to enable identified needs to be met. In addition, headteachers are encouraged to work with providers of external funding for such purposes (such as Coventry City Council and grant aiding bodies) to finance adaptations to buildings identified as being necessary improve accessibility. The MAC's executive staff will assist headteachers in doing so.

8.0 Consultation

- 8.1 All sections of the school community should be involved in the development of school Accessibility Plans.
- 8.2 The SEND coordinator should be consulted about very specific details of the provision.
- 8.3 All pupils with an Education, Health and Care Plan (formerly a statement of educational need) must have an annual review where pupils and parents/carers are consulted about the provision offered and are able to contribute evaluative commentary.
- 8.4 Parents/carers visits to schools prior to admission also helps us with our planning and information gathering.

9.0 Management, coordination and implementation

- 9.1 The coordination of our school plans will be led through the Local Governing Bodies who have oversight of our sites and all facilities. The headteacher is responsible for its implementation.

10.0 Getting hold of the plan

- 10.1 Hard copies of each school's Accessibility Plan will be available upon request within ten working days and a copy made available on each school's website.

- 10.2 The MAC's Complaints procedure can be utilised for complaints regarding each school's Accessibility Plan and its implementation.
- 10.3 Each school's Accessibility Plan will be monitored by its Local Governing Body and by the MAC as part of its quality assurance procedures. It may also be reviewed by Ofsted as part of the Ofsted inspection process.
- 10.4 We acknowledge that there is a need for ongoing awareness-raising and training for staff and governors in the matter of disability discrimination and the need to inform attitudes on this matter. Governors or school staff who feel that they have a training need should initially contact their headteacher who will identify appropriate training provision; headteachers should contact the MAC's CSEL for any training needs that they have or when they cannot access training for their staff / governors.

11.0 Impact Assessment

- 11.1 Impact assessment is a systematic approach to the analysis of the effects of a policy. The main mechanism by which schools will assess the impact of this Accessibility Policy will be by bringing together:
- the issues identified through the involvement of disabled pupils, staff and parents; and
 - the information that is held regarding disabled pupils, staff and parents.
- 11.2 During the lifetime of each school's scheme there will be regular assessment of the impact on disabled people of the current policies. Disabled people will be involved in prioritising needs. Impact assessment will be incorporated into the planned review and revision of existing policies and into the process of developing new policies.

Accessibility Audit Checklist - Example

Questions taken from various school/local authority templates posted on 'The Key for School Leaders' website.
 Questions are primarily based on the Social Model of Disability.

School:		Date undertaken:	
Undertaken by:			

Section 1 – Premises & layout

1=Yes, 2=Almost/working towards, 3= No/not yet started

Question	1	2	3	Notes
Does the size and layout of areas: including all academic, sporting, play, social facilities; classrooms, the assembly hall, canteen, library, gymnasium and outdoor sporting facilities, playgrounds and common rooms allow access for all pupils?				Excludes Sunshine Room, 3S, and Yr 5 classrooms
Are emergency and evacuation systems set up to inform ALL pupils, including pupils with SEN and disability; including alarms with both visual and auditory components?				No visual alarms, but PEEPs in place to ensure that pupils with auditory impairment unlikely to be at risk during school day
Are non-visual guides used to assist people to use buildings?				None in place
Are pathways of travel around the school site and parking arrangements safe, routes logical and well designed?				Dropped kerbs etc in place around whole site
Could any of the décor be considered to be confusing or disorientating for disabled pupils with visual impairment, autism or epilepsy?				Plain and consistent décor throughout

Question	1	2	3	Notes
Could any signage be considered confusing or inadequate?				Some fire signage needs reviewing in school foyer
Are areas to which pupils have regular access well lit?				Good lighting throughout
Does the layout or untidiness of storage areas prevent disabled pupils from accessing aids and equipment?				No need for pupils to access these areas. Cloakrooms in yrs. 5 & 6 need to be monitored due to space constraints
Are steps made to prevent the exclusion of people with disabilities that affect their hearing and vision from arranged events? E.g. considering a room's layout and acoustics, noisy equipment and presentation of material.				
Is furniture and equipment selected, adjusted and located appropriately?				
Are quiet/calming rooms available to pupils who need this facility?				Learning mentor office, Thrive room
Does the school have a wheelchair accessible toilet?				1 in main foyer, 1 in wraparound

Section 2 – General Access

1=Yes, 2=Almost/working towards, 3= No/not yet started

Question	1	2	3	Notes
Can pupils, staff and visitors who use wheelchairs move around the school without experiencing barriers to access such as those caused by doorways, steps and stairs, toilet facilities and showers?				Access to yr 3 and yr 5 classrooms limited (700mm doorways). School moves year groups to other rooms to accommodate pupils with

Question	1	2	3	Notes
				mobility issues. Access to/in visitor areas is good
Do all corridors have an unobstructed width of at least 1.2m?				
Is each corridor/passageway/aisle wide enough for a wheelchair user to manoeuvre and for other people to pass?				
Is each corridor, etc., free from obstruction to wheelchair users and from hazards to people with impaired vision?				
Is it possible for a person with mobility impairment or using a wheelchair to get through the main entrance door unaided?				Doors are heavy and open outwards
Are there other alternative entrances suitable for unaided wheelchair/mobility impaired access?				Access possible but only with assistance

Section 3 – Teaching, Learning & Curriculum

1=Yes, 2=Almost/working towards, 3= No/not yet started

Question	1	2	3	Notes
Do you ensure that teachers and teaching assistants have the necessary training to teach and support disabled pupils?				Child/pupil specific training provided
Do staff, governors and pupils receive training and education in disability equality issues?				Policy available for staff & local governors to read
Do staff seek to remove barriers to learning & participation wherever possible?				
Are your classrooms optimally organised for disabled pupils?				Layouts normally altered to facilitate access depending upon individual needs

Question	1	2	3	Notes
Do staff recognise, understand and allow for the additional planning necessary for pupils with disabilities to be fully included in the curriculum?				
Is teaching appropriately differentiated to meet individual needs so that children make good progress?				
Do lessons involve work to be done by individuals, pairs, groups and the whole class?				
Are all pupils encouraged to take part in music, drama and physical activities?				
Are there a variety of activities, including discussion, oral presentation, writing, drawing, problem solving, use of library, audio-visual materials, practical tasks and information technology?				
Do staff recognise and allow for the mental effort expended by some disabled pupils, for example using lip reading?				
Do staff provide alternative ways of giving access to experience or understanding for disabled pupils who cannot engage in particular activities, for example, some forms of exercise in physical education?				
Do staff recognise and allow for the additional time required by some disabled pupils to use equipment in practical work?				
Do you provide access to computer technology appropriate for students with disabilities?				Clicker & i-Pad apps in place
Are school trips, including overseas visits, made accessible to all pupils irrespective of attainment or impairment?				
Are there high expectations of all pupils?				

Section 4 – Information & Communication

1=Yes, 2=Almost/working towards, 3= No/not yet started

Question	1	2	3	Notes
Do you provide information in large print, simple language or symbols, on audiotape or in Braille for pupils and prospective pupils who may have difficulty with standard forms of printed information?				Service available externally when required
Do you ensure that information is presented to groups in a way which is user friendly for people with disabilities which affect their vision, e.g. by reading aloud overhead projections and describing diagrams?				
Do you have the facilities to produce written information in a variety of font sizes?				
Do you make use of RNIB guidelines on producing written information in accessible formats?				
Do you ensure that staff are familiar with technology and practices developed to assist people with disabilities?				Yes, pupils specific technologies in use
Are the leadership teams and local governing bodies aware of their duties and responsibilities under DDA?				
Do school general plans take account of the duty to make reasonable adjustments?				
Does the school have an adequate internal complaints procedure?				

Accessibility Action Plan for xxxx School

Section	Actions	By whom	Start	Finish	Evidence of achievement