



## ACCESSIBILITY POLICY – January 2020

# St Mary & St Joseph's Catholic Primary School

*ADVICE: This document provides a framework on which schools and academies can base their arrangements for Accessibility Plans that are compliant with current legislation and requirements as specified in Schedule 10, relating to Disability, of the Equality Act 2010. School Governors are accountable for ensuring the implementation, review and reporting on progress of the Accessibility Plan over a prescribed period. You are recommended to undertake an Equality Impact Assessment of the completed Accessibility Plan to ensure you have considered implications for all those with Protected Characteristics that attend or visit your school.*

1. The St Mary & St Joseph's Catholic Primary School Accessibility Plan has been drawn based upon information supplied by the Local Authority (or site surveyor), and in conjunction with pupils, parents, staff and governors of the school<sup>1</sup> and will advise other school planning documents. The Accessibility Plan will be reported upon annually in respect of progress and outcomes, and provide a projected plan for the [three / four]<sup>2</sup> years period ahead of the next review date.
2. The Accessibility Plan is structured to complement and support the school's Equality Objectives, and will similarly be published on the school website. We understand that the LA will monitor the school's activity under the Equality Act 2010 (and in particular Schedule 10 regarding Accessibility) and will advise upon the compliance with that duty.
3. We are committed to providing an environment that enables full curriculum access that values and includes all pupils, staff, parents and visitors regardless of their education, physical, sensory, social, spiritual, emotional and cultural needs. We are committed to taking positive action in the spirit of the Equality Act 2010 and with due regard to disability and to developing a culture of inclusion, support and awareness within the school.
4. The St Mary & St Joseph's Catholic Primary School Accessibility Plan shows how access is to be improved for disabled pupils, staff and visitors to the school in a given timeframe and anticipating the need to make **reasonable adjustments** to accommodate their needs where practicable. The Accessibility Plan will contain relevant and timely actions to:
  - increase access to the **curriculum** for pupils with a disability, expanding the curriculum as necessary to ensure that pupils with a disability are as, equally, prepared for life as are the able-bodied pupils; (If a school fails to do this they are in breach of duties under the Equalities Act 2010); this covers teaching and learning and the wider curriculum of the school such as participation in after-school clubs, leisure and cultural activities or school visits - it also covers the provision of specialist or **auxiliary aids and equipment**, which may assist these pupils in accessing the curriculum within a reasonable timeframe;

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<sup>1</sup> Include the Diocese in consultation when applicable.

<sup>2</sup> Schools may like to align the Accessibility Plan with the frequency of review of the School Equality Objectives

- improve access to the **physical environment** of the school, adding specialist facilities as necessary - this covers improvements to the physical environment of the school and physical aids to access education within a reasonable timeframe;
  - improve the delivery of **written information** to pupils, staff, parents and visitors with disabilities; examples might include handouts, timetables, textbooks and information about the school and school events; the information should be made available in various preferred formats within a reasonable timeframe.
5. The Accessibility Plan relates to the key aspects of, the curriculum, the physical environment and written information.
  6. Whole school training will recognise the need to continue raising awareness for staff and governors on equality issues with reference to the Equality Act 2010.
  7. The Accessibility Plan should be read in conjunction with the following school policies, strategies and documents:
    - Curriculum Policy
    - School Equality Objectives
    - Pupil Equality Information
    - Single Equality Policy
    - Staff Development Policy
    - Health & Safety Policy (including off-site safety)
    - Special Educational Needs Policy
    - Behaviour Management Policy
    - School Development Plan
    - Asset Management Plan / Suitability Survey ( where available)
  8. The Accessibility Plan for physical accessibility relates to the Access Audit of the School, which was originally undertaken by the Local Authority and subsequently updated by the school and remains the responsibility of the governing body. It may not be feasible to undertake all of the works during the life of the prescribed period of this Accessibility Plan and therefore some items will roll forward into following plans. An accessibility audit will be completed by the school prior to the end of each period covering this plan in order to inform the development of the next prescribed period of the Accessibility Plan.
  9. Equality Impact Assessments will be undertaken as and when school policies are reviewed. The terms of reference for all governors' committees includes the due regard for Equality and Diversity issues as required by the Equality Act 2010 and its duties.
  10. The School's complaints procedure covers the Accessibility Plan.
  11. The Accessibility Plan will be published on the school website.
  12. Progress with the Accessibility Plan should be reported upon annually and made available on the school website.
  13. The Accessibility Plan will be monitored through the Governor Resources Committee.
  14. The school will work in partnership with the Local Authority (*and Diocesan Authority, where appropriate*) in developing and implementing this Accessibility Plan and will adopt in principle the "Dorset Accessibility Strategy."
  15. The Accessibility Plan may be monitored by Ofsted during Inspection processes in relation to Schedule 10 of the Equality Act 2010.

Reviewed by the Full Governing Body in January 2020:

Signed .....  
Chair of Governors

Dated .....

Review date: January 2023

Recommended Review Cycle – 3 years

**ST MARY & ST JOSEPH'S ACCESSIBILITY PLAN - May 2016 to May 2019: Improving the Curriculum Access**

<b>TARGET</b>	<b>STRATEGY</b>	<b>OUTCOME</b>	<b>TIMEFRAME</b>	<b>ACHIEVEMENT</b>
To develop a CPD programme to ensure staff are knowledgeable in terms of the needs of pupils with disabilities and strategies to support them	Staff training requirements identified (Performance Management) Guest speakers, school nurse, link professionals, inset	All teachers fully meet the requirements of disabled children's needs with regards to accessing the curriculum  Give monitoring details	Reviewed every September	Increased access to an appropriate curriculum for all pupils
Ensure governors are knowledgeable and confident school procedures are being adhered to.	Disability awareness training. Medical conditions training.	Governors knowledgeable and confident in the school's procedures.	Updates at Gobs meeting	Confidence in procedures.
All out-of-school activities are planned to ensure the participation of the whole range of pupils	Review all out-of-school provision to ensure compliance with legislation	All out-of-school activities will be conducted in an inclusive environment with providers.  Give monitoring details	Risk assessments annually using 'Evolve' system	Increase in access to all school activities such as trips out, residential visits, extended schools activities and sporting events for all pupils
To ensure classrooms are optimally organised to promote the participation and independence of all pupils	Review and implement a preferred layout of furniture and equipment to support the learning process in individual class bases	Lessons start on time without the need to make adjustments to accommodate the needs of individual pupils	Ongoing termly checks	More time available for pupils to participate in curriculum activities
To deploy Teaching Assistants effectively to support pupils' participation	Review needs of pupils within each class (e.g. through Dorset Matrix) and staff accordingly  Ensure staff skills are matched to pupil needs	Pupils needs are appropriately met through effective deployment of skilled support staff	Monthly TA meetings	All pupils are supported to achieve their full potential

## **ST MARY & ST JOSEPH'S ACCESSIBILITY PLAN - May 2016 to May 2019: Improving the Physical Access**

This plan is structured in conjunction with the school's Asset Management Plan, the school Safeguarding File, the School Travel Plan, Health & Safety Audits, the Capital Build Programme and the Suitability Plan. The plan considers the essential work necessary to ensure reasonable adjustments have been made to the fabric of the main buildings to accommodate accessibility issues. As far as possible, work has been undertaken on temporary buildings to facilitate accessibility arrangements. In some cases Health & Safety issues necessitate more prompt action.

<b>LOCATION</b>	<b>ITEM TO IMPROVE PHYSICAL ACCESS</b>	<b>ACTIVITY</b>	<b>TIMEFRAME</b>	<b>Cost (est.) £</b>
Approach to school	Drop kerbs, traffic calming and pedestrian crossings	Link to Travel Plan for school	By <b>September 2020</b>	Public car park council cost
Outside areas	<ul style="list-style-type: none"> <li>◦ Pedestrian access</li> <li>◦ Car parking</li> <li>◦ Paving</li> <li>◦ External lighting</li> <li>◦ Delivery Vehicles / kitchen area</li> </ul>	<ul style="list-style-type: none"> <li>◦ Review Pedestrian access and provide railing to separate traffic from pedestrians e.g., car park</li> <li>◦ Increase number of Accessible Parking Bays in accordance with Part M standards</li> <li>◦ 1) Review levels, gradients, cambers and gullies in proximity to all pathways 2) Define footpath edges between Blocks 1 &amp; 2 3) Provide tactile paving at key areas</li> <li>◦ Ensure lighting to Car Park and Accessibility Bays is operational, adequate, and considers pollution and local issues</li> <li>◦ Link with H&amp;S work to ensure safe and appropriate pedestrian access to delivery area. This will involve separating vehicle and pedestrian routes.</li> </ul>	Reviewed Jan 2020	Lighting £500
All areas	<ul style="list-style-type: none"> <li>◦ Signage</li> <li>◦ Contrasting colours of door furniture to aid visibility</li> <li>◦ Where possible to widen doors</li> <li>◦ Introduce visibility panels to doors where required</li> <li>◦ Improve classroom furniture layouts to increase access</li> <li>◦ Security access</li> </ul>	<ul style="list-style-type: none"> <li>◦ Consider locating colour and tactile signs</li> <li>◦ Replace and upgrade on rolling programme</li> <li>◦ Widen doors where building structure allows</li> <li>◦ Assess annually depending upon classroom use</li> <li>◦ Staff to be aware of mobility and H&amp;S issues</li> <li>◦ Lower security key pads to enable use by all</li> </ul>	By <b>September 2020</b>	Painting costs

LOCATION	ITEM TO IMPROVE PHYSICAL ACCESS	ACTIVITY	TIMEFRAME	Cost (est.) £
	<ul style="list-style-type: none"> <li>◦ Fixed hoists</li> </ul>	<ul style="list-style-type: none"> <li>◦ Clear areas so that hoists can be used without obstruction</li> </ul>		
Main Entrance	<ul style="list-style-type: none"> <li>◦ Main entrance and foyer</li> <li>◦ Audibility</li> <li>◦ Weather shelter</li> </ul>	<p>Replace internal security doors to allow wheelchair access Consider moving external door toward road to create more space for wheelchair access and enabling simultaneous use of area by others</p> <p>Consider installation of a loop hearing system for the counter</p> <p>Canopy over main entrance</p>	<p>Wheel chairs have accessibility</p> <p>Hearing system – when requested</p> <p>Canopy already exists.</p>	
Corridors to Main Block	<ul style="list-style-type: none"> <li>◦ Remove trip hazards</li> <li>◦ Observe fire exit routes</li> <li>◦ Increase signage and aids for visual and hearing impaired</li> </ul>	<p>Identify appropriate storage for equipment and ensure that items are not left indiscriminately</p> <p>Remove obstacles around signed emergency routes</p>	Termly checks	
Main Block	<ul style="list-style-type: none"> <li>◦ WCs</li> <li>◦ Multi-media area</li> </ul>	<p>Clear areas from obstacles and inappropriate storage</p> <p>Improve acoustics</p>	Termly checks	
	<ul style="list-style-type: none"> <li>◦ Entrance</li> <li>◦ Internal doors</li> <li>◦ WC</li> </ul>	<p>(1) Ensure floor areas &amp; slopes have non-slip services (2) provide lighting at base of ramp</p> <p>Replace doors and introduce vision panels</p> <p>(1) Provide WC for ambulant users (2) provide grab rails</p>	Accessibility reviewed and ramps in place	

**ST MARY & ST JOSEPH'S ACCESSIBILITY PLAN - May 2016 to May 2019: Improving the Delivery of Written Information**

<b>TARGET</b>	<b>STRATEGY</b>	<b>OUTCOME</b>	<b>TIMEFRAME</b>	<b>ACHIEVEMENT</b>
Availability of written material in alternative formats	The school will make itself aware of the services available through the LA for converting written information into alternative formats.	The school will be able to provide written information in different formats when required for individual purposes such as use of symbols, communicate in print, large print or through augmentative communication technology, contrasting colours.	Addressed if needed	Delivery of information to disabled pupils and parents improved
Make available school brochures, school newsletters and other information for parents in alternative formats	Review all current school publications and promote the availability in different formats for those that require it	All school information available for all through website and hard copies provided when requested	In place	Delivery of school information to parents and the local community improved
Review documentation with a view of ensuring accessibility for pupils with visual impairment	Get advice from HVSS on alternative formats and use of IT software to produce customized materials.	All school information available for all	In place	Delivery of school information to pupils & parents with visual difficulties improved.
Raise the awareness of adults working at and for the school on the importance of using a range communications systems according to individual need	Communication audit by SALT  On-going Performance Management arrangements Training on range of issues such as functional use of language, Signalong and managing SALT plans  Other training as required	Awareness of target group raised	Annual reviews Termly SEND staff meeting updates.	School is more effective in meeting the needs of pupils.