

	Accessibility Plan	
	Last reviewed: November 2020	Next review: November 2021
	Linked Governor: Rebecca St.John	SLT Member: Andrea West

Introduction

We have an Accessibility Plan to ensure our arrangements provide a safe environment for all and to fulfil the requirements of the Equality Act 2010. The Equality Act 2010 replaced all existing legislation including the Disability Discrimination Act. The effect of the law is the same as in the past, meaning that “schools cannot unlawfully discriminate against students because of gender, race, disability, religion or belief, or sexual orientation”.

According to the Equality Act a person has a disability if:

- a) he or she has a physical or mental impairment, and
- b) the impairment has a substantial and long term adverse effect on his or her ability to carry out normal day to day activities

1 Aims of the Plan

Ashlyns’ Accessibility Plan has the following key aims:

- to increase access to the curriculum for students with a disability
- to ensure that staff, governors and parents are aware of the ways in which we make the school and the curriculum accessible for all students, whatever their circumstances
- to maintain access to the physical environment

The Accessibility Plan should be read in conjunction with the following school policies, strategies and documents:

- Behaviour Policy
- School Improvement Plan
- Equality Objectives
- Health & Safety Policy
- Admissions & Attendance Policy
- Medical Policy
- SEND Report
- Curriculum Policy
- DfE documentation

2 Physical Assessment of Premises

The school was originally completed in 1935 as a foundling hospital. The building is on several levels with access from the outside either flat or via steps. There are three lifts fitted. However, access to some areas for disabled staff, visitors and students is limited.

External doorways are mainly double doors. The majority of internal doorways are a standard width.

The sports hall is the most modern building with good access and disabled toilets inside the main building and in the changing rooms.

Fire exits and procedures are clearly marked in each classroom or public area to ensure the safe evacuation of students and staff in the event of a fire or emergency.

There are three on-site car parking areas for staff and visitors. Disabled parking is provided in front of the school and in front of the sports hall.

An annual review between Finance, Premises and the Inclusion departments will include an assessment of the availability of the school's premises to students and staff with disabilities.

Specialist advice from services such as the Occupational Therapy Team is sought, where appropriate, to support the school to make adaptations to meet the needs of individual students.

3 Action Plan

The School will produce and maintain an action plan with the specific objective of improving access to all aspects of the school's facilities for disabled students and staff. The plan will take into account the nature and layout of the school, and the school population. In particular, considerations of those students at the school who are disabled and/or have SEND. **Please see Appendix 1.**

Parents of children starting school are asked to provide any information about their child's individual health, social or educational needs that the school will need in order to make provision prior to the child starting school.

Appendix 1

Action Plan

Aim 1: To increase the extent to which students with disabilities can participate in the school curriculum				
Target	Actions	Time scale	Responsibility	Success Criteria
Liaise with Primary schools to review potential intake each year and ensure starters are supported effectively	<ul style="list-style-type: none"> ● Information gathering sheets sent to appropriate Primary schools ● Sheets reviewed ● SENDcos contacted ● Identify students who may require additional support ● Electronic pupil passports obtained for students and shared with staff 	Spring/summer each year	Admissions admin, Inclusion Coordinator	<p>Procedures, resources and staff in place for September</p> <p>Additional needs are identified and relevant support in place</p>
The curriculum is adapted to support children's individual needs	<ul style="list-style-type: none"> ● Ensure all staff are aware of their responsibility to provide high 'quality first' teaching, including appropriate differentiation and planning for a variety of learning styles ● Teaching and Learning is a regular part of staff training. ● Hints and tips for students shared and reviewed regularly ● Inclusion tip of the week to support staff with strategies 	Ongoing	Headteacher, Senior Leadership Team (SLT), Teaching and Learning team, Inclusion team, Teachers, TAs	<p>All students access the broad and balanced curriculum and make good progress relative to their starting points</p> <p>Students with additional needs are supported to access the whole curriculum and make expected progress</p>
External agencies are engaged effectively to ensure appropriate support and provision	<ul style="list-style-type: none"> ● Referral to Inclusion department and external agencies for additional support i.e. Speech and Language, Educational Psychologist, Hearing Impairment Team, ASD advisory teacher and adoption of their suggestions 	Ongoing	Subject teachers, Inclusion team, Head of Year	Students' needs are met and all students are able to access the curriculum through the provision of specialist support services

Target	Actions	Time scale	Responsibility	Success Criteria
Data is monitored and used effectively to support progress of SEND students	<ul style="list-style-type: none"> Review data at each collection cycle as part of ongoing QA cycle Regular reviews of Hints and tips in consultation with parents and students 	Ongoing	Teachers, SLT, Head of Faculty/Department, Head of Year	Progress is made towards targets
Ensure staff training on medical needs	<ul style="list-style-type: none"> Liaise with medical professionals to ensure that all staff are trained to administer emergency medication if required Incorporate into annual school calendar 	Ongoing	SLT, First Aid Administrator, Inclusion Coordinator	Students' medical needs are met
Ensure all out-of-school activities allow for the participation of all students	<ul style="list-style-type: none"> All out-of-school activities, including off-site trips will be conducted in an inclusive environment with providers that comply with all current and future legislative requirements Teachers identify any potential barriers to inclusion and any adaptations needed to overcome them New school minibus has wheelchair access 	Ongoing	Class teachers, Inclusion Coordinator,	All students are included in extra-curricular activities which help to develop confidence, social skills and resilience.
Ensure students (and staff) with hearing impairments have access to the curriculum	<ul style="list-style-type: none"> Staff trained in the use of hearing loops where required Staff remind students to provide, and charge equipment Speech reinforced with visual back-up print, pictures, concrete materials 	Ongoing	Class teachers, Inclusion Coordinator	Students can clearly hear what is being said in the classrooms and the hall and are able to access the full curriculum with appropriate adjustments
Ensure students (and staff) with visual impairments have access to the curriculum	<ul style="list-style-type: none"> Access advice from the Mobility Team at HCC for each individual student via their own internal audit Conduct familiarity visits before student transitions Work enlarged and specialist equipment used to aid access to printed and written resources 	Pre transition and ongoing	Class teachers, Inclusion Coordinator	Students feel safe and secure in the environment and are able to access the curriculum with suitable support in place

Aim 2: To improve the physical environment of the school to increase the extent to which disabled students can take advantage of education and associated services				
Target	Actions	Time scale	Responsibility	Success Criteria
Continue to review and improve access to building	<ul style="list-style-type: none"> ● Signage at front to highlight colonnades access to be reviewed ● Reinforce walking on the left rule in corridors ● Rooms are clearly labelled and enlarged maps are provided and displayed 	Spring 2021 Ongoing Ongoing	Finance, Premises and Inclusion Coordinators	Disabled staff, students and visitors have appropriate access to the building

Appendix 2

Pro-forma for Annual review between Finance, Premises and Inclusion departments

Description	Points to review and consider	Notes
Approach to school car park	<ul style="list-style-type: none"> ● Pavements outside school ● Wheelchair access ● Obstructions ● Tactile paving in school grounds ● Lighting 	
Car park	<ul style="list-style-type: none"> ● Disabled parking space - markings on the ground and in front of the space ● Safe route to main entrance ● Lighting ● Condition ● Clear pedestrian access to all entrances 	
Route from Car park to Main Entrance	<ul style="list-style-type: none"> ● Clear signage to the school 	
External Ramps	<ul style="list-style-type: none"> ● Slip resistant & hazard free surface, regularly checked and maintained ● Level route free from steps, bollards and steep slopes 	
External & Internal Steps	<ul style="list-style-type: none"> ● Handrails regularly checked and maintained ● Nosing – clear and free from damage 	
Internal Ramps	<ul style="list-style-type: none"> ● Clear from clutter and no steep slopes 	
Entrance Door	<ul style="list-style-type: none"> ● Entrance easily and clearly identifiable ● Clear signage, lighting maintained ● Main door handle needs to be turned to open door ● Reception is close enough to hear a knock on the door ● Staff and students are aware of the need to offer assistance ● Double doors are wide enough for a wheelchair 	
Lobby and Entrance Area	<ul style="list-style-type: none"> ● Circulation space so that it is congestion free ● Seating ● Good lighting 	

Reception Desk/Counter top	<ul style="list-style-type: none"> ● Accessible to wheelchair users so they can access and sign documents ● Hearing induction loop 	
Corridors	<ul style="list-style-type: none"> ● Corridors should be clear and have no obstructions ● Good lighting ● Fire exits – clear ● Floor surface clean and maintained 	
Classrooms, including LRC and IT suites	<ul style="list-style-type: none"> ● Can students circulate freely ● Easy access to storage areas, cloakrooms, equipment and sinks ● Safe space ● Reduces distractions and sensory stimulus ● Consider acoustics ● Good lighting levels that are consistent in the classroom ● Blinds at windows to avoid glare 	
Internal Doors	<ul style="list-style-type: none"> ● Width for wheelchair ● Ease of opening 	
WC General Provision	<ul style="list-style-type: none"> ● 1 in 20 for over 5's ● Separate male and female ● Handles, latches, taps and flushing mechanisms should be operable with a closed fist ● Condition 	
WC Disabled Provision	<ul style="list-style-type: none"> ● Access ● Emergency call system ● Space ● Sink and dryer/towel dispenser level ● Obstructions ● Grab rails ● Coat hook ● Controls- Handles, latches, taps and flushing mechanisms should be operable with a closed fist ● Clearly signed and located 	
Kitchen, Dining Hall, Staff Room	<ul style="list-style-type: none"> ● Dining Hall access clear ● Staffroom- Pleasant area to eat and drink during breaks (Due to Covid-19 the staffroom can be accessed via one way system) 	
Means of Escape	<ul style="list-style-type: none"> ● Visual and audible alarm systems 	
Building Management	<ul style="list-style-type: none"> ● Accessibility should be a key consideration when routine maintenance is being carried out, as it often presents an opportunity to improve the accessibility of a building. For example, when handrails are being painted, the colour selected should ensure good visual contrast between the handrail and the wall. ● Good practice in maintenance routines include ● regularly cleaning paths to remove debris, such as leaves, ice and snow, and ensuring that they are clear of obstructions such as bicycles and motorcycles ● ensuring circulation routes are kept clear of obstructions 	

	<ul style="list-style-type: none"> ● maintaining door closers to keep opening forces to a minimum ● ensuring accessible toilets are not used for storing cleaning equipment or other materials ● using clear and legible signage ● updating signage when the way the building is used changes ● The external routes (including steps and ramps) are kept clear, unobstructed and free from surface water, ice and snow ● Windows, blinds and lamps were clean and in working order 	
Lifts	<ul style="list-style-type: none"> ● Operational and maintained 	
Outdoor Space	<ul style="list-style-type: none"> ● Quiet seating areas 	