

Accessibility Plan

1.0 Introduction

- 1.1 This policy shows how Open Box Education Centre is committed to providing an environment which values and includes all students, staff, parents and visitors, regardless of their educational, physical, sensory, social, spiritual, emotional and cultural needs and intends to increase the accessibility of the school, and to develop a culture of awareness, tolerance and inclusion.
- 1.2 This Accessibility Plan includes:
- 1.2.1 Increasing access for students with a disability to the school curriculum
 - 1.2.2 Improving access to the physical environment of the school
 - 1.2.3 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, to enable them to increase their knowledge and understanding of the needs of disabled students. Increase staff confidence in providing appropriate	On-going and as required, with flexibility to meet the needs of students.	SEND, Health & Care Manager

Target	Strategies	Timescale	Responsibility
	<p>teaching and support.</p> <p>Utilise the knowledge and expertise of the SEND, Health & Care Manager to share strategies in place for identified students, with colleagues.</p>		
Ensure all staff are aware of disabled students' curriculum access	<p>Set up a system of individual access plans for disabled students when required, to ensure there is a greater staff awareness of the issues and improved methods of practice and teaching.</p> <p>Information sharing with all agencies involved with the young person.</p>	As required	SEND, Health & Care Manager
Use specialised ICT software to support learning	A regular review of the teaching facilities and technology to make sure appropriate software is installed when necessary.	Termly	IT Manager
All educational visits to be accessible to all	<p>Develop guidance for staff on making trips accessible.</p> <p>Ensure trip venues are vetted for accessibility; request all guidance and information from establishments in advance, to be able to plan and</p>	As required	Principal

Target	Strategies	Timescale	Responsibility
	prepare appropriately for all students.		
Ensure PE curriculum is accessible to all	Gather information on accessible PE and disability sports	As required, with ongoing information	Principal
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	SEND, Health & Care Manager
Provide all information in the most accessible format for parents/carers	<p>Ensure website is fully compliant with the requirement for access by a person with visual impairment.</p> <p>Offer hard copy letters and forms in large print as required. Ensure parents know this is an option.</p> <p>Include details on website on our Commitment to providing an environment which values and includes all students, staff, parents and visitors, regardless of their educational, physical, sensory, social, spiritual, emotional and cultural needs and intends to increase the accessibility of the school, and to develop a culture of</p>	<p>Review every term.</p> <p>From Summer Term 2021</p> <p>From Summer Term 2021</p>	Principal/School Business Manager

Target	Strategies	Timescale	Responsibility
	awareness, tolerance and inclusion.		

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	SEND, Health & Care Manager
	To be aware of staff, governor and parents' access needs and meet where appropriate.	Ongoing	SEND, Health & Care Manager
	Find out about the access needs of parents/carers at induction meetings.	Annually	Principal,/ School Business Manager
	Discuss access needs during the recruitment process.	During recruitment	School Business Manager
	Include wording on Vacancies page of the Website, to show commitment to equal opportunity within our recruitment process.	From Summer Term 2021	School Business 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	Principal/School Business Manager
Ensure continued	Prioritise any repairs	As problems arise;	School Business

Target	Strategies	Timescale	Responsibility
access is available along the disabled access path to the side of the building	required of the pathway to the side of the building	repairs to be expedited.	Manager
Ensure accessibility of ICT equipment	Put in place a plan for meeting the needs of disabled students with ICT.	As required	IT 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	School Business Manager/ Principal
Ensure disabled students can be safely evacuated	Ensure a PEEP (Personal Emergency Evacuation Plan) has been carried out for all students who need assistance in the event of a fire. Ensure fire drills are conducted to ensure confidence in the event of an emergency and that evacuation information is understood.	On arrival as a new student and reviewed termly. Documentation and information to be shared with all staff and made readily accessible.	School Business Manager School Business 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, and allow the opportunity for questions and further explanation	During induction meeting and ongoing.	Principal

Target	Strategies	Timescale	Responsibility
	to be available. Ensure website and all documents accessible via the website can be accessed by the visually impaired. Offer large print letters and forms, as per information in Section 3.	On-going	School Administrator
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	Principal
Ensure all staff are aware of guidance on accessible formats.	Guidance to staff on dyslexia and accessible information.	On-going information sharing and training.	SEND, Health & Care Manager
Annual review information to be as accessible as possible.	Develop student/parent friendly review formats.	On-going	Principal / SEND, Health & Care Manager

Approved by: (Principal) (date)

Authorised by: (Chair of Governors) (date)

To be reviewed every: 3 Years

Next review date: March 2024

Date of Review	Reviewed by	Date of next review
May 2018	Tim Dolan	July 2020
March 2021	Marie Black	March 2024