

# Saint James Church of England Primary School

## Accessibility Policy



<b>Issue Date:</b>	November 2023
<b>Review Date:</b>	Autumn Term 2026
<b>Reviewing Committee:</b>	Curriculum and Standards

### Values:

The specific Christian Values of **Love, Respect** and **Courage** underpin, and are intrinsic to the ethos and belief of Saint James Church of England Primary School.

### Our Vision:

At Saint James we accept challenges, take risks and work to make to make positive change in ourselves and our community. Focusing on building resilience and compassionate relationships allows everyone to flourish. Using our Christian values to guide us, we develop skills to navigate rough seas and transform our world. **'Be strong and courageous and do it'** - *1 Chronicles 28:20*

### 1. Aims

Schools are required under the Equality Act 2010 to have an accessibility plan. The purpose of the plan is to:

- Increase the extent to which disabled pupils can participate in the curriculum
- Improve the physical environment of the school to enable disabled pupils, staff and visitors to take better advantage of education, benefits, facilities and services provided
- Improve the availability of accessible information to disabled pupils

Our school aims to treat all its pupils fairly and with respect. This involves providing access and opportunities for all pupils without discrimination of any kind.

### **School aims to:**

#### **Key Objectives**

- To reduce and eliminate barriers to access to the curriculum and to full participation in the school community for pupils, staff, visitors and prospective pupils, with a disability.
- Treat all stakeholders, including pupils, prospective pupils, staff, governors and other members of the school community favorably and, wherever possible, takes reasonable steps to avoid placing anyone at a substantial disadvantage.
- Work closely with disabled pupils, their families and any relevant outside agencies in order to remove or minimise any potential barriers to learning, which puts them at a disadvantage, but allows them to learn, achieve and participate fully in school life.
- Be active in promoting positive attitudes to disabled people in the school and in planning to increase access to education for all disabled pupils.
- Continually reflect on our strategies and look at ways to improve accessibility through data collection, questionnaires and parental discussions.

The plan will be made available online on the school website, and paper copies are available upon request.

Our school is also committed to ensuring staff are trained in equality issues with reference to the Equality Act 2010, including understanding disability issues.

The school supports any available partnerships to develop and implement the plan.

Our school's complaints procedure covers the accessibility plan. If you have any concerns relating to accessibility in school, the complaints procedure sets out the process for raising these concerns.

## **2. Legislation and guidance**

This document meets the requirements of [schedule 10 of the Equality Act 2010](#) and the Department for Education (DfE) [guidance for schools on the Equality Act 2010](#).

The Equality Act 2010 defines an individual as disabled if they have a physical or mental impairment that has a 'substantial' and 'long-term' adverse effect on their ability to undertake normal day to day activities.

Under the [Special Educational Needs and Disability \(SEND\) Code of Practice](#), 'long-term' is defined as 'a year or more' and 'substantial' is defined as 'more than minor or trivial'. The definition includes sensory impairments such as those affecting sight or hearing, and long-term health conditions such as asthma, diabetes, epilepsy and cancer.

Schools are required to make 'reasonable adjustments' for pupils with disabilities under the Equality

Act 2010, to alleviate any substantial disadvantage that a disabled pupil faces in comparison with non-disabled pupils. This can include, for example, the provision of an auxiliary aid or adjustments to premises.

## **General information**

The Accessibility Plan is listed as a statutory document of the Department for Education's guidance on statutory policies for schools.

The plan will be reviewed every three years and approved by the Governing Body, it will be monitored annually by the Resources Committee.

This plan sets out the proposals of the Governing Body of the school to increase access to education for disabled pupils in three areas:

- Increasing the extent to which disabled pupils can participate in the school curriculum (this includes teaching and learning and the wider curriculum of the school such as participation in after school clubs, leisure and cultural activities or school visits).
- Improving the environment of the school to increase the extent to which disabled pupils can take advantage of education and associated services (this includes improvements to the physical environment of the school and physical aids to access education).
- Improving the delivery to disabled pupils of information which is provided in writing for pupils who are not disabled. (This will include planning to make written information that is normally provided by schools to its pupils available to disabled pupils). Examples might include hand-outs, timetables, textbooks and information about school events. The information should take account of the pupils disabilities and the preferred format of pupils and parents and be made available within a reasonable timeframe.

## **Contextual Information**

School is a single story building. It has a disabled toilet with shower washing facilities. Wheelchair access: Wheelchair access is available into the building but there is no wheelchair access to the modular building. There is disabled parking on site. Most areas of the school grounds are accessible to wheelchair users, although the modular building does not have wheelchair access to the doors. At the time of writing this policy, we have no wheelchair dependent pupils, though we do have one pupil with mobility impairments (see below)

### **The Current range of Disabilities within School**

The school has children with a range of disabilities which include moderate and specific learning difficulties as well as physical impairments. When children enter school with specific disabilities, the school contacts the LA professional for assessments, support and guidance for the school and parents.

We have a number of children who have asthma and all staff are aware of these children. Inhalers are kept in the classroom with emergency inhalers located in the school office.

We have staff with physical and mobility disabilities. Organisation of staffing locations takes into

account these needs and staff will be located in accessible classrooms.

We have competent and trained First Aiders who hold current First Aid certificates. All medication is kept in a central safe and secure place which has easy access for First Aiders and staff members. Inhalers and EpiPens are stored in the individual classrooms. Administration of Medicines consent forms are completed by parents, outlining the amount and time of the medication. All medication administered is recorded and all medication held on site is recorded.

### **Activities that take place within the school**

#### **a) Education and related activities**

The school will continue to seek and follow the advice of LA services, such as specialist teacher advisers and SEN inspectors/advisers, and of appropriate health professionals from the local NHS Trusts.

#### **b) Physical environment**

The school will take account of the needs of pupils and visitors with physical difficulties and sensory impairments when planning and undertaking future improvements and refurbishments of the site and premises, such as improved access, lighting, acoustic treatment and colour schemes, and more accessible facilities and fittings. The school will also implement reasonable adjustments as identified in an Advisory Service audit.

#### **c) Provision of information**

The school will make itself aware of local services, including those provided through the LA, for providing information in alternative formats when required or requested.

### **Linked Policies**

This plan will contribute to the review and revision of related school policies e.g. School Improvement Plan, Continuing Professional Development for all staff, Building and site development plan, SEN policy, Equal Opportunities policy and Curriculum policies.

#### **Right of Complaint:**

If a parent thinks their child has been discriminated against, they have a right of redress by making a claim within the schools formal complaints procedure and /or of contacting the SEN and Disability Tribunal (SENDIST).

**School Accessibility Plan 2023 – 2027**

<b>Targets</b>	<b>Strategies</b>	<b>Outcome</b>	<b>Timeframe</b>	<b>Achieved</b>
<b>Equality and Inclusion</b>				
To ensure that the Accessibility Plan becomes an annual agenda item at Resources Committee Meetings	Clerk to Governors at add to list for Resource Committee Meetings	Adherence to legislation	Annually	On Resources meeting schedule
To improve staff awareness of disability issues	Review staff training needs. Provide training for members of the school community as appropriate.	Whole-school community aware of issues	On-going	Ongoing Diabetes training carried out Linkd to managing medical conditions in schools made
To ensure all policies consider the implications of disability access	Consider during review of policies	Policies reflect current legislation.	On-going	Ongoing
To ensure future development of the school grounds takes account of the needs of both current and future pupils	Ensure accessibility is considered in future grounds development	New developments take into account access arrangements	On-going	Key part of grounds development work
<b>Physical Environment</b>				
To ensure that all areas of the school buildings and grounds are accessible for all children and adults and continue to improve access to the school's physical environment for all.	Audit of accessibility of school building and grounds by SLT and Resource Committee in conjunction with Hampshire architects. Suggest actions and implement as budget allows	Modifications will be made to the school building to improve access as necessary.	Ongoing	Modular Building-consideration given to accessibility *New playground developments - consideration to accessibility
<b>Curriculum</b>				

To continue to train support staff to enable them to meet the needs of children with a range of SEN	SENCo to review the needs of children and provide training for LSA's as needed.	LSA's enable all children to access the curriculum	On-going	
To ensure that all children are able to access all Out of School activities e.g. clubs, trips, residential etc.	Review Out of School provision to ensure compliance with legislation.	All providers of Out of School education will comply with legislation to ensure that the needs of the children are met.	On-going	Trip risk assessment show alterations made to trips as needed
To provide specialist equipment to promote participation in learning by all pupils	Assess the needs of the children in each class and provide equipment as needed e.g. headphones, writing slopes etc.	Children will develop independent learning skills.	Reviewed termly by SENCo.	
To meet the needs of individuals during end of KS2 tests	Children will be assessed, in accordance with regular classroom practice, and additional time, use of scribe etc. will be applied for as needed.	Barriers to learning will be reduced or removed enabling children to achieve their full potential.	Annually	pupil and staff needs taken into consideration for classroom allocation
<b>Written/Other Information</b>				
To ensure that all parents and other members of the school community can access information.	Written information will be provided in alternative formats as necessary	Written information will be provided in alternative formats as necessary.	As needed	
To ensure that parents who are unable to attend school, because of a disability, to access parent's evenings.	Staff to hold parents evenings by phone or send home written information.	Parents are informed of children's progress	termly	

## Appendix 1

### Identifying Barriers To Access: A Checklist

This list help us identify barriers to access that exist in schools. The list is not exhaustive. It is designed to encourage a flexible approach to the further questioning of the accessibility of our school.

<b>Section 1: How does your school deliver the curriculum?</b>	YES	NO
Do you ensure that teachers and teaching assistants have the necessary training to teach and support disabled pupils?		
Are your classrooms optimally organised for disabled pupils? <b>As necessary</b>		
Do lessons provide opportunities for all pupils to achieve?		
Are lessons responsive to pupil diversity?		
Do lessons involve learning to be done by individuals, pairs, groups and the whole class?		
Are all pupils encouraged to take part in music, drama and physical activities?		
Do staff recognise and allow for the mental effort expended by some disabled pupils, for example using lip reading?		
Do staff recognise and allow for the additional time required by some disabled pupils to use equipment in practical work? <b>Where appropriate – HCC advice followed</b>		
Do staff provide alternate 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? HCC advice followed		
Do you provide access to computer technology appropriate for students with disabilities? HCC advice followed		
Are school visits made accessible to all pupils irrespective of attainment or impairment?		
Are there high expectations for all pupils?		
Do staff seek to remove all barriers to learning and participation?		

<b>Section 2: Is your school designed to meet the needs of all pupils?</b>	YES	NO
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?		
Can pupils 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? <b>DDA advice followed</b>		
Are pathways of travel around the school site and parking arrangements safe, routes logical and well signed?		
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?		
Are non-visual guides used, to assist people to use buildings including lifts with tactile buttons?		
Could any of the décor or signage be considered to be confusing or disorientating for disabled pupils with visual impairment, autism or epilepsy?		
Are areas to which pupils should have access well lit?		

Are steps made to reduce background noise for hearing impaired pupils such as considering a room's acoustics, noisy equipment? <b>LA advice followed</b>		
Is furniture and equipment selected, adjusted and located appropriately?		

<b>Section 3B How does your school deliver materials in other formats?</b>	YES	NO
Do you provide information in simple language, symbols, large print, on audiotape or in Braille for pupils and prospective pupils who may have difficulty with standard forms of printed information? <b>When requested reasonable adjustments are made</b>		
Do you ensure that information is presented to groups in a way which is user friendly for people with disabilities e.g. by reading aloud, overhead projections and describing diagrams? <b>When necessary</b>		
Do you have the facilities such as ICT to produce written information in different formats?		
Do you ensure that staff are familiar with technology and practices developed to assist people with disabilities?		



## **Appendix 2**

### **Reasonable Adjustments**

Reasonable adjustments meet the statutory requirements when they:

- Act to prevent disabled pupils being placed at a substantial disadvantage
- Are aimed at all disabled pupils
- Are anticipatory
- Enable pupils to participate in education and associated services

When deciding if a reasonable adjustment is necessary to avoid placing disabled pupils at a substantial disadvantage, our school will consider the potential impact on disabled pupils in terms of:

- Time and effort
- Inconvenience
- Indignity or discomfort
- Loss of opportunity
- Diminished progress

We will endeavour to make reasonable adjustments for disabled pupils at different levels of school life:

- For the individual disabled pupil
- In their practices and procedures
- In their policies

Consequently we will need to:

- Plan ahead
  - Identify potential barriers
  - Work collaboratively with disabled pupils, their parents and others
  - Identify practical solutions through a problem solving approach
  - Ensure that staff have the necessary skills
  - Monitor the effect of adjustments on a pupil's progress

We will fully involve the commitment of:

- Governors
- Headteacher
- SENCo
- Teachers and all other staff

We will know we are succeeding in making reasonable adjustments when disabled pupils are participating fully in school life. This includes:

- In the classroom
- In the "school curriculum"
- At break times, lunchtime and outside of the school day

And when:

- Disabled pupils feel part of the life of the school
- Disabled pupils are included by their peers in all parts of school life
- Parents feel their disabled child is part of the life of the school
- Staff feel confident in working with disabled pupils

### **Appendix 3**

#### **Reasonable Adjustment Definition**

Though this list is not definitive, 'Reasonable Adjustments' might include:

- Speaking to children (generally) and specifically (actual child) to seek reasonable adjustments they request.
- Speaking to parents/guardians and respond where possible to their requests of specific adjustments.
- Contacting and receive support from relevant County Officers to support provision of adjusted and differentiated parallel activities.
- Locating/placing children closer to the front of class and nearer to children for additional support.
- Involving peers of disabled children to additionally promote understanding and respect.
- Have regular and trained staff which are accessible to all staff teaching and non-teaching and therefore can support children in every location of the school community.
- Creating adjusted/flexible individual timetable and providing reduced formal learning and if/when appropriate learning from home e.g. flexi-learning.
- LSA giving access/ support to pupil.
- Making addition support available from funding accessed through the EHCP process
- Ensuring a smooth transition as we receive children from other providers, e.g. pre-school, other schools.
- Having greater extra-sensitivity and awareness of bullying and name-calling if disability is particularly physical.
- Giving detailed pre-planning for trips so child can access non-school based experiences.
- Notify parents in advance of non-school based trips as they may need to support their child by accompanying them on the trip.
- Using contrasting materials for children with skin sensitivities e.g. not sand tray but pasta tray.
- Liaison between SENCO and external agencies and disseminate training to all staff.
- Creation of physical class timetables which is usable to all children.
- Supporting children with emotional/behavioural issues with 1-1 support from ELSA to therefore access the curriculum.
- Having home/school communication diaries to support home/school links, particularly if parents work full-time and are unable to visit school staff on a regular basis.
- Ensuring staff are available through class release time to meet and/or telephone parents particularly if they work full-time and are unable to see staff at start/end of school day.
- Making use of visual stimulus and prompts e.g. Makaton to support access to learning.
- Providing learning mentors if child has e.g. behaviour issues to support child and parents.
- Regular staff review of practice and reasonable adjustments to ensure evaluations hone good practice through reflections.
- Creation of an open culture, where staff are comfortable to share any anxieties they may have. This is a continually developing process.

'Reasonable adjustment' will be successful if staff have a positive attitude towards inclusion, for example:

- Having a "can do" attitude from all staff.
- Taking a proactive approach to identifying barriers and finding practical solutions.
- Building strong collaborative relationships with pupils and parents.
- Being a meaningful voice for pupils.
- Taking a positive approach to managing behaviour.

- Giving strong leadership by senior management and governors.
- Having a proactive approach to staff training and development.
- Using expertise from outside the school.
- Building disability into resourcing arrangements.
- Having a sensitive approach to meeting the impairment specific needs of pupils.
- Regularly reviewing and evaluating attitudes, policy and procedures.
- Be a role model and promote positive images of disability.