



# ACCESSIBILITY PLAN

## The Elland Academy



<b>Approved by:</b>	J Pittard	<b>Date:</b> April 2023
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## Accessibility Plan Regulatory Requirements

Schools and academies 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.** This covers teaching and learning and the wider curriculum including participation in after-school clubs, leisure and cultural activities and academy visits.
- **Improve the physical environment of the school** to enable disabled pupils to take better advantage of education, benefits, facilities and services provided
- **Improve the delivery of written information to disabled pupils.** This will include planning to make the written information normally provided to pupils by the academy available to disabled pupils.

## Definitions

Disability is defined in the Equality Act 2010 as: “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 their ability to carry out 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 dyslexia, autism, speech and language impairments, ADHD, sensory impairments such as those affecting sight or hearing, and long-term health conditions such as asthma, diabetes, epilepsy and cancer.

Schools and academies 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.

This policy complies with our funding agreement and articles of association.

## Aims

We aim to ensure that all pupils, regardless of disabilities or learning needs, have equal access to the academy. We strive to ensure that every pupil can take part in the whole school curriculum. We are committed to an inclusive curriculum and increasing access to the academy’s facilities for all. To achieve this the following will be put in place:

- Periodic completion of accessibility audits using the template in Appendix 2
- An accessibility plan will be written in response to the audit using the template in Appendix 1
- Sufficient time and resources will be assigned to implement the plan
- The accessibility plan will be subject to ongoing monitoring and review and will be fully reviewed every three years

## Publication

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

## Links with other policies

This accessibility plan is linked to the following policies and documents:

- Health and safety policy



- Equality, Diversity and Inclusion policy
- SEND policy
- Special educational needs (SEN) information report
- Supporting pupils with medical conditions policy
- Complaints policy



## Appendix 1 – Accessibility Action Plan

This action plan sets out the aims of our accessibility plan in accordance with the Equality Act 2010.

AIM	CURRENT GOOD PRACTICE	ACTIONS TO BE TAKEN	PERSON RESPONSIBLE	DEADLINE	OUTCOME
<p>Increase the extent to which pupils with disabilities can participate in the curriculum</p>	<ul style="list-style-type: none"> <li>• Our school offers a differentiated curriculum for all pupils</li> <li>• We use resources tailored to the needs of pupils who require support to access the curriculum</li> <li>• Curriculum progress is tracked for all pupils, including those with a disability</li> <li>• Targets are set effectively and are appropriate for pupils with additional needs</li> <li>• The curriculum is reviewed to ensure it meets the needs of all pupils</li> </ul>	<p>Continue: additional interventions for underachieving pupils Spotlight meetings Annual departmental subject reviews SLT RAG</p>	<p>SLT Subject leaders</p>	<p>Ongoing</p>	<p>Pupils understand the protected characteristics and the reasons why adaptations should be made to prevent discrimination</p>

Improve access to the physical environment to increase the extent to which pupils	The environment is adapted to the needs of pupils as required. This includes: <ul style="list-style-type: none"> <li>• Corridor width</li> </ul>	Write a PEEP for each relevant pupil (if required )  Arrange termly evacuation rehearsal	SLT SENCO Site staff	Ongoing	Staff and pupils can evacuate the building safely and promptly in event of fire
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AIM	CURRENT GOOD PRACTICE	ACTIONS TO BE TAKEN	PERSON RESPONSIBLE	DEADLINE	OUTCOME
with disabilities can take advantage of education and the wider curriculum offer	<ul style="list-style-type: none"> <li>• Disabled parking bays</li> <li>• Disabled toilets</li> </ul>	and record this on Every	Health and Safety coordinator		

Improve the availability of information to pupils with disabilities	<p>Our school uses a range of communication methods to ensure information is accessible. This includes:</p> <ul style="list-style-type: none"> <li>• Internal signage</li> <li>• Large print resources</li> <li>• Pictorial or symbolic representations</li> </ul> <p>Link to the local offer is on academy website</p>	<p>Review website and ensure key information for pupils is easily found</p> <p>Ensure that curriculum and SEND sections of website are jargon-free and that any technical language is clearly explained</p>	SLT	Easter	All pupils can access information about the curriculum and support for learners with SEND
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## Appendix 2: Accessibility Audit Template

<b>School</b>	<b>The Elland Academy</b>
<b>Date</b>	<b>April 2023</b>
<b>Audit Team</b>	<b>SK/ES</b>

Question	Provision Made?		Comments/Site Notes	Recommendations	Priority A,B,C,D	Responsibility
	Y/N	Partial (%)				
<b>Schedule 1: Approach to Building</b>						

Is the route to the school entrance from the nearest point of public transport, well signed, well lit, free of broken slabs, etc.?	<b>yes</b>		<b>SLT to monitor</b>			
Are there separate entrances for cars and pedestrians?	<b>No</b>		<b>Site does not allow.</b>			
Is the route wide enough, and free of kerbs?	<b>Yes</b>					
<b>Schedule 2: Car Parking</b>						
Are accessible car parking bays signposted from the car park entrance?	<b>No</b>		<b>One space</b>	<b>Repaint floor markings</b>		<b>ES</b>
Are these bays wide enough and long enough to allow transfer onto a wheelchair?	<b>Yes</b>					



Question	Provision Made?		Comments/Site Notes	Recommendations	Priority A,B,C,D	Responsibility
	Y/N	Partial (%)				
Are the bays smooth, (free from loose stones), well lit, and signposted as being identified for disabled people only?	No			Wider investment in resurfacing carpark needed		ES
<b>Schedule 3: External Ramps &amp; Steps</b>						
Is the ramp properly graded, wide enough, slip resistant, with suitable handrails both sides?	N/A					
If no permanent ramp is provided, can a portable ramp be made available?	N/A					
Are there suitable steps (as an alternative to the ramp), with easily identifiable step nosings, handrails both sides, and are well lit?	N/A					
<b>Schedule 4: Main Entrance, Lobby &amp; Reception Areas</b>						
Is the main entrance clearly signposted, well lit, and distinguishable from facade?	Yes					

Can people on each side of the door, either seated or standing, see each other?	Yes					
If fitted, are door control systems fitted at heights suitable for all users?	Yes					

Question	Provision Made?		Comments/Site Notes	Recommendations	Priority A,B,C,D	Responsibility
	Y/N	Partial (%)				
Is the door handle easy to use, of the correct type, at the right height, and tonally contrasted from the door?	No		Same colour as door			
Does the door pressure allow ease of access for all users?	No					
Are thresholds flush and level, and mat wells firmly fixed?	Yes					
Is the door wide enough for all users (800mm clear), with adequate space for wheelchair user to open door?	Yes					
If fitted , does the lobby allow wheelchair users to move clear of the outer door before opening the inner door?	Yes					



Is appropriate information signage provided at the Reception, for people with visual impairments or others with lower sight levels (wheelchair users)?	Yes					
Have front line staff (reception) had access awareness/ equality training?	Yes					

**Schedule 5: Corridors, horizontal movement and activity spaces**

Question	Provision Made?		Comments/Site Notes	Recommendations	Priority A,B,C,D	Responsibility
	Y/N	Partial (%)				
Are corridors a minimum width of 1200mm? (Better to be 1800mm for wheelchairs to pass each other)	Yes					
Do any windows (natural light), or artificial light provide glare or silhouettes?	No					
Do "communication/activity spaces" have good acoustics, and the provision of an induction loop?	Yes No induction loop		Explore induction loop facilities.			ES



Are suitable signs provided, from both standing and seated positions, where necessary?	Yes					
Are fire extinguishers (or hose reels) positioned to ensure they do not create hazards for visually impaired people?	Yes					
<b>Schedule 6: Doors</b>						
Is the door/s necessary, can it/they be removed?	<b>n/a</b>	<b>n/a</b>				
Can fire doors be held open on magnetic devices (corridors)?	No					
Are doors well contrasted from their surroundings?	Yes					

Question	Provision Made?		Comments/Site Notes	Recommendations	Priority A,B,C,D	Responsibility
	Y/N	Partial (%)				
Is the door handle easy to use, of the correct type, at the right height, and tonally contrasted from the door?	Yes					
Can people on each side of the door, either seated or standing, see each other?	Yes		Vision panels			



Is the door wide enough for all users (800mm clear), with adequate space for wheelchair user to open door?	Yes					
If double doors, does one leaf allow 800mm clear opening width?	Yes					
<b>Schedule 7 - Vertical movement, internal level change (ramps, steps)</b>						
If provided, Is the ramp properly graded, wide enough, with suitable handrails both sides?	N/A					
Are surfaces slip resistant, with kerbs at the edges?	N/A					
If no permanent ramp is provided, can a portable ramp be made available?	No					
Are there steps as an alternative to the ramp, with suitable treads and rises, with easily identifiable step nosing?	Yes					

Question	Provision Made?		Comments/Site Notes	Recommendations	Priority A,B,C,D	Responsibility
	Y/N	Partial (%)				



Are the steps maintained, well lit, with suitable handrails both sides, and tactile warnings at the top and bottom?	N/A					
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**Schedule 8 - Vertical movement, stairs**

Are the stair risers and steps the same height and length (open risers not recommended) and are the step nosings easily identifiable?	Yes					
Are there suitable continuous handrails to both sides, with tonal contrast from background?	No			Explore possibility of additional handrails		ES
Are there suitable landings provided at intermediate levels on stairs?	Yes					
Is suitable visual and tactile information fitted at each floor level?	No			To be fitted as necessary		
Is there suitable lighting?	Yes					

**Schedule 79- Vertical movement, lifts and stairlifts**



Is a passenger lift provided within the school?	N/A		If necessary education would be provided on the ground floor.			
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Question	Provision Made?		Comments/Site Notes	Recommendations	Priority A,B,C,D	Responsibility
	Y/N	Partial (%)				
Is there unobstructed space (1500mm x 1500mm) in front of the doors, and do the doors have a clear opening width of 800mm?	N/A					
Are the internal dimensions of the lift cabin 1100 x 1400mm (preferred 1100 x 2000mm)min, and is the lift fitted with suitable support rails on three sides??	N/A					
Are the controls on the landing and in the lift cabin, including emergency phone, within easy reach and clearly visible for all users (within zone of 900mm and 1200mm from floor)?	N/A					
Are these controls clearly visible in contrasting colours and with raise (tactile) characters/numbers?	N/A					



Does the lift have audible announcements and visual displays?	N/A					
Is a platform lift or platform stairlift provided within the school? Note - platform stairlifts are not advisable.	N/A					

Question	Provision Made?		Comments/Site Notes	Recommendations	Priority A,B,C,D	Responsibility
	Y/N	Partial (%)				
Are controls clearly identifiable and within reach of all users?	N/A					
Does the stairlift platform when not in use automatically revert to folded position?	N/A					
<b>Schedule 10 - WC Provision Generally</b>						
Is there WC provision for ambulant people with disabilities? (eg. Grab rail fitted to one WC cubicle) and is travel distance no greater than for an able bodied person?	Yes					
Is the lobby large enough to allow easy access, and is the WC door easy to operate?	Yes					





Are the floors slip resistant?	Yes					
Are fittings easily distinguished from their background?	Yes					
Are compartment doors controls easily gripped and operated?	N/A					
Can ambulant disabled people manoeuvre and rise and lower themselves in a standard cubicle?	No					

Question	Provision Made?		Comments/Site Notes	Recommendations	Priority A,B,C,D	Responsibility
	Y/N	Partial (%)				
<b>Schedule 11 - Accessible WC Provision</b>						
Is there an accessible WC, with its location clearly signed, and is the travel distance no greater than for an able bodied person?	Yes					
Are there suitable fittings, which are easily distinguished from their background, and are they fitted in suitable positions?	Yes					



Does the door have a clear opening of 900mm, and are doors controls, light switch and locks easily reached and operated?	Yes					
Are floor finishes slip resistant?	Yes					
Are management procedures in position to maintain viability of facility?	Yes					
Does the door have the capacity to open outward to ensure that entry can be gained in the event of someone falling and blocking the doorway?	Yes					

**Schedule 12: Changing & Shower Facilities**

Question	Provision Made?		Comments/Site Notes	Recommendations	Priority A,B,C,D	Responsibility
	Y/N	Partial (%)				
Are there changing facilities?	No					
Is a shower compartment provided which is suitable for use by people with disabilities?	No					

Is the height of the shower head variable?	No					
Have a tip-up seat and suitable handrails been provided?	No					
Is there a dressing cubicle and does it comply with required size and layout?	No					
Are lockers easily reached and operated?	No					
Are all fittings readily distinguishable from their background?	No					
Does the floor have a slip resistant finish?	No					

**Schedule 13 - Bathrooms**

Is there a bathroom?	No					
Is the bathroom provided with fittings suitable for use by people with disabilities inc assisted use?	N/A					

Question	Provision Made?		Comments/Site Notes	Recommendations	Priority A,B,C,D	Responsibility
	Y/N	Partial (%)				

Are all fittings easily reached and operated?	N/A					
Are all fittings readily distinguishable from their background?	N/A					
Does the floor have a slip resistant finish?	N/A					
Is a hoist provided?	N/A					
Are there reception counters, services desks or serveries?	N/A					
Is provision made for wheelchair users (both sides) and are induction loops fitted?	N/A					
Is glare or silhouetting avoided at these counters (design and positioning)?	N/A					
Is seating provided, that are stable, with arm rests, and is there sufficient space for a wheelchair user?	N/A					
Do tables allow for wheelchair access?	N/A					



If provided, are telephones fixed at a height that allows easy access by wheelchair users?	Yes					
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Question	Provision Made?		Comments/Site Notes	Recommendations	Priority A,B,C,D	Responsibility
	Y/N	Partial (%)				
Are telephones equipped with induction couplers for hearing aid users?	No					
Is a text phone available?	No					
Is the lighting in the school controllable and adjustable to meet the needs of individual pupils and the task they are working on?	No					
If the school is fitted with fluorescent lighting only is it likely to cause inconvenience to people with hearing impairments (background noise and electronic signals)?	No					
Is the environment free of unnecessary noise e.g. heating units?	Yes					



Are induction loops fitted wherever information is given or meetings are being held?	No					
Are tea/coffee facilities and vending machines accessible by all?	For staff only		Refreshments provided by staff.			

**Schedule15: Kitchens**

Question	Provision Made?		Comments/Site Notes	Recommendations	Priority A,B,C,D	Responsibility
	Y/N	Partial (%)				
If provided, does the kitchen have fittings suitable for use by disabled people?	No					
Is the kitchen of adequate size and layout for disabled people ?	No					
Are all fittings readily distinguishable from the background?	Yes					
Is lighting adequate?	Yes					
Does the floor have a slip resistant finish?	Yes					

**Schedule 17: Means of Escape**

Is there an audible alarm system?	Yes		Fire alarm			
Is the audible fire alarm supplemented by a flashing light system?	No					
Are ground floor exit routes as accessible as the main entrance routes?	Yes					
Are Means of Escape strategies in position to ensure disabled people are evacuated safely?	Yes		Incorporated into fire evacuation policy, staff briefing under health and safety			

Question	Provision Made?		Comments/Site Notes	Recommendations	Priority A,B,C,D	Responsibility
	Y/N	Partial (%)				
If people with disabilities cannot completely evacuate the building can they reach places of safety or refuge, which are clearly signed and of the right size?	No					
Are there Personal Emergency Egress Plans in place members of staff who may require assistance?	No		PEEPs completed when necessary			



Schedule18: Building Management						
Are the external routes (including steps and ramps) kept clear, unobstructed and free from surface water, ice and snow?	Yes					
Are accessible car parking spaces only used by disabled drivers and are kept clear of obstructions?	Yes					
Is door ironmongery regularly maintained?	Yes					
Are lifts, platforms and stairlifts regularly serviced ?	N/A					
Are accessible WC's kept clear and not used for storage?	Yes					

Question	Provision Made?		Comments/Site Notes	Recommendations	Priority A,B,C,D	Responsibility
	Y/N	Partial (%)				
Are appropriate cleaning materials used to ensure that the cleaning and polishing of slip resistant floors does not make them shiny / slippery?	Yes					





Do you consider tonal and colour contrast before a redecoration scheme?	Yes					
Do new signs integrate effectively with current signage?	Yes					
Are windows, blinds and lamps checked to ensure they are kept clean and in working order?	Yes					
Are induction loops and infra red systems clearly signed and checked regularly?	N/A					
Are fire alarm systems regularly maintained, and are fire exit routes regularly checked for obstacles?	Yes					
Is there a fire escape strategy for visitors who may require assistance?	Yes					
Is there a personal egress plan prepared for any member of staff who may require assistance?	No		Complete as and when required			

Question	Provision Made?		Comments/Site Notes	Recommendations	Priority A,B,C,D	Responsibility
	Y/N	Partial (%)				



When temporary facilities/displays are installed are disabled pupils/ visitors considered?	Yes					
<b>Schedule 19: Curriculum</b>						
Do you ensure that teachers and teaching assistants have the necessary training to teach and support disabled pupils?	Yes				N/A	
Are your classrooms optimally organised for disabled pupils?	No		Can be reorganised if required		N/A	
Do lessons provide opportunities for all pupils to achieve?	Yes				N/A	
Are lessons responsive to pupil diversity?	Yes				N/A	
Do lessons involve work to be done by individuals, pairs, groups and the whole class?	Yes				N/A	
Are all pupils encouraged to take part in music, drama and physical activities?	Yes				N/A	



Do staff recognise and allow for the mental effort expended by some disabled pupils, for example using lip reading?	Yes				N/A	
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Question	Provision Made?		Comments/Site Notes	Recommendations	Priority A,B,C,D	Responsibility
	Y/N	Partial (%)				
Do staff recognise and allow for the additional time required by some disabled pupils to use equipment in practical work?	Yes				N/A	
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?	Yes				N/A	
Do you provide access to computer technology appropriate for students with disabilities?	Yes				N/A	
Are school visits, including overseas visits, made accessible to all pupils irrespective of attainment or impairment?	Yes				N/A	



Are there high expectations of all pupils?	Yes				N/A	
Do staff seek to remove all barriers to learning and participation?	Yes				N/A	

**Schedule 20: Materials in other Formats**

Question	Provision Made?		Comments/Site Notes	Recommendations	Priority A,B,C,D	Responsibility
	Y/N	Partial (%)				
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 printed information?	As required					
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?	Yes					
Do you have the facilities such as ICT to produce written information in different formats?	Yes					



