

# Hope SENTAMU LEARNING TRUST

## ACCESSIBILITY POLICY AND PLAN

THIS POLICY APPLIES TO ALL TRUST SCHOOLS/ACADEMIES

(Personalised for Baldersby St James C of E Primary School)

### **Document Management:**

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## Policy updates

Date	Page	Policy updates
July 2021		NEW policy

Signed by:

Chief Executive  
Officer

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Date: \_\_\_\_\_

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Date: \_\_\_\_\_

## 1. Aims

- 1.1. Hope Sentamu Learning Trust (HSLT) is active in promoting an inclusive, positive environment by ensuring that every pupil is given equal opportunity to develop socially, to learn and to enjoy academy/school life. Hope Sentamu Learning Trust continually looks for ways to improve accessibility within the academy/school through data collection, management meetings and discussions.
- 1.2. Hope Sentamu Learning Trust is committed to taking steps to avoid placing anyone at substantial disadvantage and works closely with pupils with disabilities, their families and any relevant outside agencies in order to remove any potential barriers to their learning experience.
- 1.3. Academies/Schools are required under the Equality Act 2010 to have an Accessibility Plan ([Appendix A](#)). The purpose of this policy is to:
  - Ensure that all pupils can participate in the curriculum
  - Ensure all academies/schools provide a positive physical environment to enable disabled pupils to take better advantage of education, benefits, facilities and services provided
  - Ensure the availability of accessible information to disabled pupils
- 1.4. The Accessibility Plan ([Appendix A](#)) is structured to complement and support the academy's/school's plans and equality objectives. We are committed to providing an environment that enables full curriculum access and values 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 with regard to disability and to developing a culture of inclusion, support and awareness within the school/academy.
- 1.5. The Accessibility Plan will contain relevant and timely actions to:
  - Ensure that all pupils have access to the curriculum, expanding the curriculum as necessary to ensure pupils with a disability are as, equally, prepared for life as are their peers; 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 provision of specialist or auxiliary aids and equipment, which may assist these pupils in accessing the curriculum with a reasonable timeframe.
  - Provide suitable 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.
  - Ensure suitable delivery of written information to pupils, staff, parents and visitors with disabilities, examples can include worksheets/handouts, timetables, textbooks

and information about the academy/school and school events; the information should be made available in preferred formats within a reasonable timeframe.

- 1.6. The Accessibility Plan relates to the key aspects of physical environment, curriculum and written information.
- 1.7. Whole academy/school training will recognise the need to continue to raise the awareness of staff and governors on equality issues with reference to the Equality Act 2010.

## 2. Legal Framework

2.1. This policy has due regard to legislation including, but not limited to, the following:

- United Nations Convention on the Rights of the Child
- United Nations Convention on the Rights of Persons with Disabilities
- Human Rights Act 1998
- The Special Educational Needs and Disability Regulations 2014
- Education and Inspections Act 2006
- Equality Act 2010
- The Education Act 1996
- The Children and Families Act 2014
- The Equality Act 2010 (Specific Duties and Public Authorities) Regulations 2017
- DfE (2014) 'The Equality Act 2010 and schools'
- DfE (2015) 'Special educational needs and disability code of practice: 0 to 25 years'

2.2. The Accessibility Policy and Plan should be read in conjunction with the following policies:

- Admissions Policy (*Trust Policy*)
- Curriculum Policy (*School Policy*)
- Health and Safety Policy (*Trust-wide Policy*)
- Safeguarding and Child Protection Policy (*Trust-wide and School Policy*)
- Special Educational Needs and Disabilities (SEND) Policy (*Trust-wide Policy*)
- Positive Discipline (Student Behavior) Policy (*School Policy*)
- Supporting pupils with medical conditions and administering medication Policy (*Trust-wide Policy*)

2.3. The academy/school supports any available partnerships to develop and implement the plan. Each academy's/school's Complaints Procedure covers the Accessibility Plan. If you have any concerns relating to accessibility in any academy/school, the Complaints Procedure sets out the process for raising these concerns.

### 3. Legislation and guidance

- 3.1. 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](#).
- 3.2. 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.
- 3.3. This policy complies with the funding agreement and Articles of Association.
- 3.4. Academies/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.
- 3.5. Academies/Schools have a duty to make 'reasonable adjustments' for pupils with disabilities. The DfE's guidance on the Equality Act summarises the duty as:
  - Where something a school does places a pupil with disabilities at a disadvantage compared to other pupils, the school must take reasonable steps to try to avoid that disadvantage.
  - Schools will be expected to provide an auxiliary aid or service for a disabled pupil when it would be reasonable to do so, and if such an aid would alleviate any substantial disadvantage that the pupil faces in comparison with non-disabled pupils.
- 3.6. Schools are **not** under a reasonable adjustment duty to make alterations to physical features, as this is already considered as part of their pre-existing planning duties.
- 3.7. Factors that schools will need to take into account when deciding what adjustments are reasonable for a school to make. For example, they should consider:
  - Your resources and the availability of financial or other assistance
  - The extent to which taking any particular step would be effective in overcoming the substantial disadvantage experienced by a disabled pupil
  - The effect of the disability on the individual
  - Health and safety requirements
  - The interests of other pupils and prospective pupils
- 3.8. All schools will document all interventions, support and reasonable adjustments, in place for pupils. This information will be recorded on the accessibility plan, as well as individual student records.

### 4. Inclusion and equality statement

- 4.1. The Trust aims to treat all pupils fairly and with respect. This involves providing access and opportunities for all pupils without discrimination of any kind.
- 4.2. All academies/schools are inclusive. We aim to make all children feel included in all activities and lessons. We work to make all our teaching fully inclusive to ensure that all children can successfully access the curriculum. We recognise that all children are entitled to a balanced, broadly based curriculum. We have systems in place for early identification of barriers to their learning and participation so that they can engage in school activities. We acknowledge and recognise the need for high expectations and appropriate targets for all children. We actively encourage equality and equity through all our work.
- 4.3. The Trust is also committed to ensuring staff are trained in equality issues with reference to the Equality Act 2010, including understanding disability issues.
- 4.4. In line with the Equality Act 2010, each academy/school within the Trust do not unlawfully discriminate against pupils because of their age, disability, gender reassignment, race, religion or belief, sex or sexual orientation, pregnancy or maternity, marriage or civil partnership.
- 4.5. The Accessibility Plan will detail any barriers which are hindering the opportunities for pupils with SEND. The aim of the plan is to take appropriate measures in order to overcome these barriers, allowing all pupils equal opportunities.
- 4.6. Staff members will be aware of any pupils who are at a substantial disadvantage and will take the appropriate steps to ensure the pupil is effectively supported. Wherever possible, teaching staff will adapt their lesson plans and the curriculum to allow all pupils to reach their full potential and receive the support they need. The academy/school will ensure that all extracurricular activities are accessible to all pupils and make reasonable adjustments to allow pupils with SEND to participate in all school activities.

## 5. Definitions

- 5.1. 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.

## 6. Roles and responsibilities

- 6.1. The **Local Governing Committee (LGC)** will be responsible for:
  - Approving the Accessibility Plan before it is implemented.
  - Monitoring the Accessibility Plan.
- 6.2. The **Principal/Headteacher** will be responsible for:

- Creating an Accessibility Plan with the intention of improving the academy's/school's accessibility, in conjunction with the LGC.
- Ensuring that staff members are aware of pupil's disabilities and medical conditions where necessary.
- Establishing whether a new pupil has any disabilities or medical conditions which the school/academy should be aware of.
- Consulting with relevant and reputable experts if challenging situations regarding pupils with disabilities arise.
- Working closely with the LGC, Local Authority and external agencies to effectively create and implement the academy's/school's Accessibility Plan.

6.3. The SENCo will be responsible for:

- Working closely with the Principal/Headteacher and LGC to ensure that pupils with SEND are appropriately supported.

6.4. Staff members will be responsible for:

- Acting in accordance with this policy and the Accessibility Plan at all times.
- Ensuring that their actions do not discriminate against any pupil, parent or colleague.

6.4. All staff members and governors will partake in whole-school training on equality issues related to the Equality Act 2010. Designated staff members will be trained to effectively support pupils with medical conditions, for example, understanding how to administer insulin.

## **7. Accessibility Plan**

7.1. Each academy's/school's Accessibility Plan demonstrates how access will be improved for pupils with disabilities, staff, parents and visitors to the school within a given timeframe. It will be presented as either a freestanding document or as part of another document, such as the School Improvement and Development Plan. The Accessibility Plan will be structured to complement and support the Trust's Equality Policy and Objectives, as well as the Special Educational Needs and Disability (SEND) Policy.

7.2. The plan has the following key aims:

- To increase the extent to which pupils with disabilities can participate in the curriculum.
- To improve and maintain the academy's/school's physical environment to enable pupils with disabilities to take advantage of the facilities and education on offer.
- To improve the availability and delivery of written information to pupils, staff, parents and visitors with disabilities.

- 7.3. The intention is to provide a projected plan for a three-year period ahead of the next review date, which will be in **June 2024**. If it is not feasible to undertake all the plans/works during the lifespan of the Accessibility Plan, some items will roll forward into

subsequent plans. The school will provide adequate resources for implementing plans, ensuring pupils are sufficiently supported.

- 7.4. The Accessibility Plan will be used to measure the necessity of making reasonable adjustments in order to accommodate the needs of people with disabilities where practicable. It will be used to advise other academy/school planning documents and will be reported upon annually in respect of progress and outcomes.
- 7.5. The academy/school will collaborate with the Trust and the Local Authority (LA), as necessary, in order to effectively develop and implement the plan. The LA will prepare accessibility strategies based on the same principles as the academy's/school's Accessibility Plan. The LA will also provide auxiliary aids and services where necessary to help the academy/school provide suitable support to pupils with disabilities.
- 7.6. An access audit will be undertaken by the LGC and SENCo on an annual basis. During Ofsted inspections, the inspectorate may include the school's/academy's Accessibility Plan as part of their review. Both this policy and the Accessibility Plan must be made available upon request.

## **8. Admissions**

- 8.1. Each academy/school within the Trust will act in accordance with their Admissions Policy. The same entry criteria will be applied to all pupils and potential pupils.
- 8.2. Each academy/school within the Trust will strive to not put any pupil at a substantial disadvantage by making reasonable adjustments prior to the pupil starting at the academy/school. All pupils, including those with SEND, will have appropriate access to all opportunities available to any member of the academy/school community.
- 8.3. Information will be obtained on future pupils in order to facilitate advanced planning. Prospective parents of pupils with an EHCP, and pupils with SEND, are invited to a transition meeting prior to the pupil starting school in order to discuss the pupil's specific needs.

## **9. Curriculum**

- 9.1. The Trust is committed to providing a healthy environment that enables full curriculum access and values and includes all pupils regardless of their education, physical, sensory, social, spiritual and emotional needs. No pupil is excluded from any aspect of the academy/school curriculum due to their disabilities or impairments. Each academy/school

within the Trust aims to provide a differentiated curriculum to enable all pupils to feel secure and make progress.

- 9.2. The SENCo will work together with the relevant curriculum staff to adapt a pupil's Individual Education Plan (IEP) and/or Risk Assessment/Medical Plan/Personal Emergency Evacuation Plan with advice sought from outside agencies, where appropriate, to allow all pupils to reach their full potential.
- 9.3. Where areas of the curriculum present challenges for a pupil, these are dealt with on an individual basis. The class teacher, in discussion with the pupil and their parents/carers, will ensure that all adjustments possible, in line with common sense and practical application, will be made for any disability or impairment. Physical education lessons will be adapted, wherever possible, to allow pupils with disabilities to participate in lessons.
- 9.4. There are established procedures for the identification and support of pupils with SEND in place at the school. Detailed information on pupils with SEND will be given to relevant staff in order to aid teaching, e.g. 'pupil passports' or 'IEPs'.
- 9.5. Specialist resources are available for pupils with visual impairments, such a large print reading books. Learning support assistants are deployed to implement specific literacy, numeracy and speech programmes.

## **10. Physical Environment**

- 10.1. Each academy/school within the Trust are committed to ensuring that all pupils, staff members, parents and visitors have equal access to areas and facilities within the academy/school premises.
- 10.2. The academy/school has toilet facilities suitable for people with disabilities which are fitted with a handrail and an emergency pull cord.
- 10.3. Where entrances to the academy/school are not flat, a ramp is supplied for access. Wide doors are fitted throughout the academy/school to allow for wheelchair access. The corridor flooring and lighting is designed to support those who are visually impaired.

## **11. Monitoring and Review**

- 11.1. This policy will be reviewed every 3 years, but may be reviewed and updated more frequently if necessary, for example when new legislation or guidance concerning equality and disability is published. The Standards Committee is responsible for reviewing the Policy, but the LGC and Principal/Headteacher are responsible for reviewing the academy's/school's individual Accessibility Plan in collaboration with the SENCo, with advice from the Trust's Operations Manager.

11.2. Equality impact assessments will be undertaken as and when **school plans** are reviewed.

## Accessibility Plan

## APPENDIX A

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

AIM	CURRENT GOOD PRACTICE	OBJECTIVES	ACTIONS TO BE TAKEN	PERSON RESPONSIBLE	DATE TO COMPLETE ACTIONS BY	SUCCESS CRITERIA
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<p>Ensure all pupils have access to the curriculum, expanding the curriculum as necessary to ensure pupils with a disability are as, equally provided for.</p>	<p>Our school offers a differentiated curriculum for all pupils</p> <p>We use resources tailored to the needs of pupils who require support to access the curriculum</p> <p>Curriculum resources include examples of people with disabilities</p> <p>Curriculum progress is tracked for all pupils, including those with a disability</p> <p>Targets are set effectively and are appropriate for pupils with additional needs</p> <p>The curriculum is reviewed to ensure it meets the needs of all pupils</p> <p>The school will ensure that all extracurricular activities are accessible to all pupils and make reasonable adjustments to allow pupils with SEND to participate in all school activities.</p> <p>Children identified as having SEND have personalised plans which are reviewed termly.</p>	<p>All pupils are included in any and all aspects of the school curriculum due to their disabilities or impairments.</p> <p>The school is committed to providing a healthy environment that enables full curriculum access and values and includes all pupils regardless of their education, physical, sensory, social, spiritual and emotional needs.</p> <p>To make all extra-curricular activities accessible.</p> <p>To ensure personalised targets are created and reviewed termly, ensuring</p>	<p>The school aims to provide a differentiated curriculum to enable all pupils to feel secure and make progress.</p> <p>Physical education lessons will be adapted to allow pupils with disabilities to participate in lessons.</p> <p>The class teacher, in discussion with the pupil and their parents, will ensure that all adjustments possible, in line with common sense and practical application, will be made for any disability or impairment.</p> <p>SENDCo will ensure all personalised plans and EHCP s are reviewed and</p>	<p>HSLT, HT, CT and Governors</p> <p>HT, CT with sports provider</p> <p>School staff providing extra-curricular</p> <p>SENDCo</p>	<p>Curriculum plans in place by sept 21</p> <p>Reviewed half termly</p> <p>reviewed half termly</p> <p>Reviewed termly</p>	<p>All children have equitable access to the full curriculum provided by BSJ</p> <p>All children participate successfully in all PE lessons</p> <p>All children who wish to access the range of extra-curricular activities are able to have equitable access</p> <p>All children with SEND have personalized</p>
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AIM	CURRENT GOOD PRACTICE	OBJECTIVES	ACTIONS TO BE TAKEN	PERSON RESPONSIBLE	DATE TO COMPLETE ACTIONS BY	SUCCESS CRITERIA
	<p>Children who have an ECHP have annual reviews and are continually monitored against their personal targets.</p> <p>Relevant referrals are made to outside agencies to ensure the correct provision is provided for all children.</p>	<p>progress is made for all pupils.</p> <p>To ensure the correct provision and expertise is sort and acted upon for every child when necessary.</p>	<p>monitored throughout the year.</p> <p>SENDCo to make any relevant referrals which may have been highlighted from an observation, class teacher or parent.</p>	<p>SENDCo</p>	<p>Reviewed when relevant</p>	<p>targets and make good progress.</p> <p>All children have access to relevant outside agencies when the need arises.</p>

AIM	CURRENT GOOD PRACTICE	OBJECTIVES	ACTIONS TO BE TAKEN	PERSON RESPONSIBLE	DATE TO COMPLETE ACTIONS BY	SUCCESS CRITERIA
<p>Enable suitable access to the physical environment of the school</p>	<p>The school learning environment is adapted to the needs of pupils as required. This includes:</p> <ul style="list-style-type: none"> <li>• Corridor width</li> <li>• Disabled parking bays</li> <li>• Disabled toilets/ shower/hoist and changing facilities</li> <li>• Library shelves at wheelchair-accessible height</li> </ul>	<p>The school is committed to ensuring that all pupils, staff members, parents and visitors have equal access to areas and facilities within the school premises. Due to the nature of the premises being a listed building - there are some areas which are not accessible by wheelchair but these are HT office and staff room.</p>	<p>There is alternate space available to meet the HT if access to office is a challenge.</p>	<p>HT</p>	<p>When needed</p>	<p>All parents/carers have access to a meeting room.</p>

AIM	CURRENT GOOD PRACTICE	OBJECTIVES	ACTIONS TO BE TAKEN	PERSON RESPONSIBLE	DATE TO COMPLETE ACTIONS BY	SUCCESS CRITERIA
Ensure suitable delivery of information to pupils with a disability	<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 in a variety of fonts</li> <li>• Large print resources if required</li> <li>• Pictorial or symbolic representations</li> <li>• All correspondence to parents has information to offer support for printing out information or if they require it in different language/format</li> </ul>	To ensure all literature and communication is accessible to all pupils, staff and parents.	When needed the head teacher will provide information in large print/a different language etc.	HT	When needed	All pupils, staff and parents have full access to all school communication.