

Princes Primary School

Access Policy



1. Introduction

This Access Policy statement is based on a belief in equality and inclusiveness for all and confirms that everyone should have equal access to facilities and services regardless of disability, age, gender or race. With this in mind Princes Primary School puts accessibility for all at the heart of the planning and design process.

The school is committed to providing a fully accessible environment which values and includes all pupils, staff, parents and visitors regardless of their educational, physical, sensory, social, spiritual, emotional and cultural needs. We are committed to challenging negative attitudes about disability and accessibility and to developing a culture of awareness, tolerance and inclusion.

2. Definition of Disability

Disability is defined by the Disability Discrimination Act 1995 (DDA) and the Equality Act 2010:

The Act defines disability as when a person has a 'physical or mental impairment which has a substantial and long term adverse effect on that person's ability to carry out normal day to day activities. Some specified medical conditions, HIV, multiple sclerosis and cancer are all considered as disabilities, regardless of their effect.

The Act sets out details of matters that may be relevant when determining whether a person meets the definition of disability. Long term is defined as lasting, or likely to last, for at least 12 months.

Princes Primary School also considers other legislation in all decision making processes e.g. the SEND Act 2001, the Education Act 2011 (with particular reference to the Education Act 2011 Equalities Impact Assessment) and this Policy will be updated when new legislation is passed to account for any further duties / requirements of the School.

3. Key Objectives

The school recognises that many of its students, visitors and staff, whether disabled or otherwise, have individual needs when using school facilities. We recognise that for all pupils, the nature of their disabilities may mean that they experience specific difficulties related to accessing education, and the physical environment. As part of the ongoing commitment to the delivery of an inclusive educational service, we will endeavour to ensure that all our pupils receive as high a standard of education as their counterparts in mainstream schools.

In order to ensure that the educational services it provides effectively meet the needs of disabled students the school will:

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- Inform all staff of this access policy so that the provision of educational services ensures the inclusion of all of our pupils. Such communications will address the legal obligation of staff, and the school.
- Make all prospective employees aware of the disabilities of the pupils in the school. Any applicant for a new position will be made aware of their role in delivering the curriculum, personal care, therapy programmes and maintaining the health and safety of the pupils at all times.
- Provide appropriate training for staff which will explain the school access policy and ensure the effective implementation and monitoring of it.
- Encourage all visitors to school including suppliers and contractors, to adopt similar policies towards disabled students.
- Consult with disabled pupils, parents, staff and disability organisations.
- Regularly review whether its education (and other) services are both accessible and effective, and take appropriate action.
- Monitor the implementation and effectiveness of this plan on a regular basis.
- Operate an accessible complaints procedure whereby disabled people can make improvement suggestions and request assistance.
- Ensure that the School Prospectus makes reference to this Accessibility Policy.
- Ensure that the School's complaints procedure covers the Accessibility Policy.
- Ensure that information about the Accessibility Plan is published on the School's website.
- Ensure that the terms of reference for all governors' committees will contain an item on "having regard to matters relating to Access".

- Address acts of disability discrimination via existing policies, the school development plan and the asset management plan. As curriculum policies are reviewed, a section relating to access will be added to that on Equality and Diversity. .

4. Access to Non-Educational Services within Educational Buildings

Princes Primary School also hires the facilities to non-educational and community bodies. This is an important income stream and provides a strong link with the local community

Since October 2004, schools, in the provision of non-educational services to the public, have had to take reasonable steps to remove, alter or provide reasonable means of avoiding physical features that make it impossible or unreasonably difficult for disabled people to access the service.

The provision of non-educational services may include activities such as:

- Governors meetings;
- Services offered to parents, such as meetings to present the annual report, admission and exclusion hearings where an appeal is by the parents;
- Fund raising events organised by parent teacher association.
- Leisure time activities for children or adults without any element of educational development;
- The use of school sports facilities by the local community or the hiring of school accommodation to members of the public.

5. Improving the Physical Environment of Schools

Princes Primary School as an SEN establishment has been designed to be accessible for all users having space in which people can easily move, interact and use the physical features. Employees are part of the school, both in terms of their own interaction with pupils and parents, and also the ease with which they work within their physical environment.

The school has an entrance and exit point for vehicles and pedestrian access. Children arrive on LA provided transport and are met at the front door by the Head Teacher or one of the Deputies who monitor the smooth entrance and exit of children on and off the premises.

All areas around the school are on one level and accessible to all. Ramps and handrails are provided for use by wheelchair and ambulant users. Access around the school can be restrictive as the school has to take into account the children and security issues around the site. Consequently there are areas where there are high door handles and extra security is installed to prevent a child running away.

Princes Primary School has extensive grounds which become outdoor classrooms to reinforce the curriculum and offer experiences at break and lunchtimes. Staff ensure that the ethos of the school is carried into the grounds in all key stages.

Princes Primary School links with other schemes who provide specialist facilities and training for children with disabilities e.g. Greenbank Sports Academy. Extra activities that support the PE curriculum are:

- Judo
- Kwik Cricket
- Football
- Rugby
- Penathlon training
- Swimming
- Hydrotherapy

The school recently procured a new accessible entrance foyer with automatic doors into a reception area with a BS8300 standard reception hatch. There is access to seating in the reception foyer, a phone, information screen and the availability of the reception team for additional support.

The building is on one level and the dining area is accessible to all.

Accessible toilet facilities are located throughout the building for pupils, staff and visitors and in the Sports building where there are also additional specialist shower facilities. Specialist hygiene and laundry facilities are available in all areas of the school and all water outlets have thermostatic controls.

The hydrotherapy pool is part of the sports complex and is used for swimming activities for all pupils, therapy for ASD children and hydrotherapy for PMLD children. Facilities include a hoist, steps, handrails, specialist changing/shower beds. Users have access to a variety of rooms depending on the activity.

The school has a medical room that is used by the school nurse during the week and the doctor attending for medicals. The room has a sink and is close to toilets.

All fittings in the school are at heights to allow access by the children e.g. adjustable height tables/computer tables.

Signage around the school adheres to current Health and Safety regulations and there is also signage using the school communication system of symbols/pictures.

Lighting is suitable for purpose in all rooms with blinds in most rooms to allow for adjustable lighting.

Rooms have contrast colours / paint identifying doors from walls to allow for children/people with a visual impairment to distinguish doorways easily.

The school is aware of the affect that noises e.g. lights buzzing, can affect the ability of the children to work and concentrate. This is kept to a minimum and the caretaker undertakes repairs as soon as possible.

The evacuation procedures are displayed around the school and there is a fire drill every term. There is a high staff to pupil ratio to meet the needs of students with disabilities under an emergency evacuation. The School also produce personal evacuation plans (PEP) for students with severe mobility issues to ensure effective & efficient emergency evacuations

Accessible toilets have emergency call alarms activated by cords in case of any problem. The sports complex alarms for toilets, classroom and pool also sound in reception. The accessible toilets have both lights and alarm sound warning (assistance call) over the doors.

All outside areas are maintained regularly by the caretaker and the gardener and monitored by the School Business Manager and the Clerk of Works.

The caretaker monitors the general internal condition of the school on a daily basis, also monitoring Health and Safety issues and completing statutory building checks. The school staff note any maintenance items on job request sheets for the Caretaker to attend to. Contractors are brought in for issues not within the remit of the Caretaker.

6. Access to the Curriculum.

Princes School offers a broad and balanced curriculum for all pupils and, as an SEN School provides additional specialist provision to enable all pupils with learning difficulties to access the curriculum and aid their educational development. The teaching environment / facilities include:

- Teachers and teaching assistants have the necessary training to teach and support disabled pupils through regular INSET days, individual courses and joint training days with other SLD schools on Merseyside.
- Staff work closely with colleagues from the sensory services and the CAAT Team to ensure that pupils are enabled to access all curriculum opportunities, have appropriate means of communication and to devise and review targets for inclusion on pupil's IEP's.
- VI and HI staff are invited to pupil's annual reviews as appropriate and to termly Team around the School meetings.
- The classrooms are organised for pupils with adaptive equipment, adjustable height seating and worktops, and the variety of equipment required to meet the needs of the children. Workstations are available in all rooms.
- Individual targets are set to allow all pupils to achieve to the best of their ability in all lessons.
- All pupils take part in music, drama and physical activities as part of the access to the curriculum.
- Communication systems are used by all staff, including Makaton Pecs, photographs, and objects of reference.
- Staff recognise and allow for the additional time required by our pupils to use equipment in practical sessions.
- Princes School provides all pupils with access to computer technology with appropriate adaptations for our pupils.
- School visits are accessible to all pupils irrespective of attainment or impairment.
- There are high expectations of all pupils.
- Staff constantly seek to remove all barriers to learning and participation.

7. Flexibility of Teaching

- Princes School teachers and support staff are flexible enough to adapt their teaching approaches to enable our pupils to learn effectively in their classrooms.
- Princes School has high expectations, school staff present work in many different ways using a variety of equipment. Work can be carried out individually, in small groups or the whole class group.
- Prince's staff enable the pupils to show their interest, knowledge and skills despite their difficulties with communication.
- Visual timetables and clues to 'next' activities are given to ensure the pupil is aware of the routines required throughout the day.
- Prince's children need to be taught many things that other children pick up without specific adult help, e.g. how to put things away; get dressed; pack their bag; tie a tie and fasten shoelaces. Consequently PSHE has

- a high priority in the curriculum.
- Reward systems are in place to support the children with positive strategies.
- Pupils have behaviour plans to tackle any behavioural issues. The plan is drawn up in conjunction with the parents, social workers and behaviour support team members.

8. Arranging the Classroom

Each classroom is set out to provide the most positive environment to work in, to ensure the child learns effectively.

- Classrooms have sufficient space for all the children.
- Toilet and laundry facilities are available close to each classroom. Signage is in place to signpost users of all abilities to the facilities
- A distraction-free area for pupils who find it difficult to concentrate for any length of time is provided, with each classroom having a work station.
- A variety of resources are used to ensure that the pupil learns effectively. There is input from teachers of the visually impaired, the deaf and the non verbal pupils when required.
- IT support is invaluable in providing access to the curriculum and assistive technology is used extensively throughout school to support the learning of disabled pupils

9. Access to Education

Princes School recognises that all disabled children should have access to education in accordance with the Equality Act and adheres to the code of practice which advises on the statutory responsibilities of education bodies in the preparation of accessibility strategies and seeks to:

- Improve 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 as identified in the Asset Management Plan and the School Development Plan.
- Increase access to the **curriculum** for pupils with a disability, expanding the curriculum as necessary to ensure that pupils are as equally prepared for life as are able-bodied pupils in mainstream schools; this covers teaching and learning and the wider curriculum of the school such as participation in school clubs, leisure and cultural activities or school visits. It also covers the provision of specialist **aids and assistive technology**, which may assist these pupils in accessing the curriculum.
- Improve the delivery of **written information** to pupils, staff, parents and visitors with disabilities. Examples might include handouts, timetables, textbooks and information about the school and school events. The information should be made available in various preferred formats within a reasonable time frame.

10. Making adjustments

The Equality Act states that Schools are not expected to change their premises. They are however expected to make long-term proactive plans for improving access to their buildings through their planning duties and this document should be read in conjunction with the School Development Plan and the Asset Management Plan.

Princes Primary School will continue to make 'reasonable adjustments' to ensure that disabled students, parents or visitors attending the school are not discriminated against. Making reasonable adjustments could include:

- changes to practices or procedures
- changes to physical features
- changes to how learners are assessed
- providing extra support and aids (such as specialist teachers or equipment)

11. The Action Plan

The Action Plan for physical accessibility relates to the initial Access Audit undertaken by the Local Authority in 2002. Many of the suggested / required actions from this original audit have been completed. The school will continue to review accessibility and ensure equality considerations are included in all decision making processes.

The school will work in partnership with the local authority and the Clerk of Works in the development and implementation of the accessibility action plan which will be monitored through the Health and Safety and Premises Committee and the Curriculum and Standards Committee of the Governing Body.

Princes Primary School Accessibility plan is detailed on the following pages:

APPENDIX 1

USEFUL WEBSITES

BECT A: British Educational Communications and Technology Agency www.becta.org.uk

Inclusion website: <http://inclusion.ngfl.gov.uk/>

This website provides a free catalogue of resources for teaching professionals, learners, parents and carers; Resources include publications, software, hardware, guidance and links to other organisations to aid independent living and learning. www.drc-gb.org

APPENDIX 2

SPECIALIST ORGANISATIONS

- Barnardo's: Tanners Lane, Barkingside, Ilford, Essex IG6 IQG: Tel: 020 8550 8822; website: www.barnardos.org.uk
- British Deaf Association: 1-3 Worship Street, London EC2A 2AB: Tel: 020 7588 3520; website www.britishdeafassociation.org.uk
- British Diabetic Association UK: 10 Parkway, Camden, NEW 7AA:
Tel:020 74241000: Fax: 02074241001; e-mail: info@diabities.org.uk website:
www.diabities.org.uk
- British Dyslexia Society: 98 London Road, Reading, RG1 5AU: Tel: 01189668271: Fax:
0118 9351927: website: www.bda/dyslexia.org.uk/
- Epilepsy Action: New Anstey House, Gate Way Drive, Yeadon, Leeds LS19 7XY: Tel: 01132
108800: helpline: 0808 8005050: website: www.epilepsy.org.uk
- Brittle Bone Society: 30 Guthrie Street, Dundee, DDI 5BS: Tel 01328 204446: e-mail:
bbs@brittlebone.org.uk website: www.brittlebone.org.uk
- Council for Disabled Children: National Children's Bureau, 8 Wakley Street, London ECI V
7QE: Tel: 020 7843 6000: Fax: 020 7278 9512: website: www.ncb.org.uk
- Cystic Fibrosis Trust: 11 London Road, Bromley, Kent BR11BY: Tel: 02084647211: website.
www.cftrust.org.uk
- Down's Syndrome Association: 155 Mitcham Road, London SW17 9PG:
Tel: 02086824001: e-mail: info@downs-syndrome.org.uk website: www.downs-syndrome.org.uk
- Dyslexia Institute: 133 Gresham Road, Staines, Middlesex TW18 2AJ: Tel: 01784463851
website: www.dyslexia-inst.org.uk
- Dyspraxia Foundation: 8 West Alley, Hitchin, Hertfordshire SG5 IEG:
Tel: 01462454986 website: www.dyspraxiafoundation.org.uk
- Haemophilia Society: Chesterfield House, 385 Euston Road, London NW1 3AU: Tel: 020
7380 0600: Fax: 020 7387 8220: e-mail: info@haemophilia.org.uk website:
www.haemophilia.org.uk
- Headway National Head Injuries Association: 4 King Edward Court, King Edward Street,
Nottingham NG11EW: Tel: 01159 240 800: Fax: 0115 958 446: e-mail:
enquiries@headway.org.uk website: www.headway.org.uk

- ICAN: 4 Dyer's Buildings, Holborn, London EC1N 2JP: Tel: 0870010 4066: Fax: 08700104067 e-mail: ican@ican.org.uk website: www.ican.org.uk
- MENCAP: 117 - 123 Golden Lane, London EC1Y 0RT: Tel 0207454: Fax: 02076965540 e-mail: information@mencap.org.uk website: www.mencap.org.uk
- National Association for Special Educational Needs (NASEN) 4/5 Amber Business Village, Amber Close, Amington, Tamworth, Staffs Bn 4RP: Tel: 01827 311500: Fax: 01827 313 005 e-mail: welcome@nasen.org.uk website: www.nasen.org.uk
- National Asthma Campaign: Providence House, Providence Place, London NI ONT: Tel: 020 7226 2260 Helpline 08457 010203 website: www.asthma.org.uk
- National Autistic Society: 393 City Road, London EC1V 1NG: Tel: 02078332299: Fax: 02078339666 e-mail: nas@nas.org.uk website: www.nas.org.uk
- National Society for Epilepsy: Chesham Lane, Chalfont St Peter, Buckinghamshire SL9 0RJ Tel: 01494601300 Fax: 01494 871 927 helpline: 01494601400 website: www.epilepsynse.org.uk
- Royal National Institute for Deaf People (RNID): 19-23 Featherstone Street, London EC1Y 8SL: Tel: 020 7296 8000: Fax: 02072968199 e-mail: informationline@mid.org.uk website: www.mib.org.uk
- Royal National Institute of the Blind (RNIB): 105 Judd Street, London WC1H 9NE: Tel: 020 7388 1266: Fax: 020 7388 2034 website: www.mib.org.uk
- SCOPE: 6 Market Road, London N7 9PW: Tel: 02076197100: Fax: 02076197399: helpline 08088003333 (9am to 9pm weekdays) 2pm to 6pm weekends) website: www.scope.org.co.uk/

APPENDIX 3

National Organisations

British Standards Institution (BSI)

389 Chiswick High Road

London W4 4AL

Tel: 020 8996 9000

Fax: 020 8996 7001

Email: cservices@bsi-global.com

Website: www.bsi.org.uk

Publishes British Standards including BS 8300:2001 *Design of buildings and their approaches to meet the needs of disabled people – Code of practice.*

Centre for Accessible Environments

Nutmeg House

60 Gainsford Street

London SE1 2NY

Tel/textphone: 020 7357 8182

Fax: 020 7357 8183

Email: info@cae.org.uk

Website: www.cae.org.uk

Provides technical information, training and consultancy on making buildings accessible to all users, including disabled and older people and carers of young children.

Department for Work and Pensions

Disability Unit

Level 6

Adelphi

1-11 John Adam Street

London WC2N 6HT

Tel: 020 7712 2171

Fax: 020 7712 2386

Website: www.dwp.gov.uk and

www.disability.gov.uk

Responsible for the Government's welfare reform agenda, supports disabled people and their carers, disability benefits and disability civil rights issues.

Disability Rights Commission

DRC Helpline

Freepost MID 02164

Stratford-upon-Avon CV37 9BR

Tel: 08457 622 633

Textphone: 08457 622 644

Fax: 08457 778 878

Email: enquiry@drc-gb.org

Website: www.drc.org.uk

Publishes codes of practice and other guidance related to the DDA.

Employers' Forum on Disability

Nutmeg House

60 Gainsford Street

London SE1 2NY

Tel: 020 7403 3020

Textphone: 020 7403 0040

Fax: 020 7403 0404

Email: enquiries@employers-forum.co.uk

Website: www.employers-forum.co.uk

Represents and advises member companies on disability issues, plus information on good practice available

The Mobility and Inclusion Unit

Department for Transport

Zone 1/18, Great Minster House

76 Marsham Street

London SW1P 4DR

Tel: 020 7944 8300

Fax: 020 7944 6589

Email: miu@dft.gsi.gov.uk

Website: www.mobility-unit.dft.gov.uk

Research, information and policy advice.

National Register of Access Consultants

Nutmeg House

60 Gainsford Street

London SE1 2NY

Tel: 020 7234 0434

Textphone: 020 7357 8182

Fax: 020 7357 8182

Email: info@nrac.org.uk

Website: www.nrac.org.uk

Enables clients quickly and easily to locate suitable auditors or consultants, and provides a quality standard for those advising on the accessibility of the built environment for disabled people.

**Royal Institute of British Architects
(RIBA)**

66 Portland Place

London W1B 1AD

Public information line: 0906 302 0400

Tel: 020 7580 5533

Fax: 020 7255 1541

Email: info@inst.riba.org

Website: www.architecture.com

The RIBA advances architecture by demonstrating benefit to society and excellence in the profession.

**Royal National Institute of the Blind
(RNIB)**

105 Judd Street

London W1H 9NE

Tel: 020 7388 1266

Fax: 020 7388 2034

Email: helpline@rnib.org.uk

Website: www.rnib.org.uk

Help, advice and support for people with serious visual impairments.

**Royal National Institute for Deaf People
(RNID)**

19-23 Featherstone Street, London EC1Y 8SL

National information line: 0808 808 0123, Tel: 020 7296 8000, Textphone: 020 7296 8199

Email: informationline@rnid.org.uk , Website: www.rnid.org.uk

Provides consultancy on the environmental needs of people with hearing impairments.

The Stationery Office Ltd

PO Box 29

Duke Street

Norwich NR3 1GN

Tel: 0870 600 5522

Fax: 0870 600 5533

Email: services@tso.co.uk

Online ordering:

www.tso.co.uk/bookshop

Sells printed versions of any item of legislation or any other official publication published by HMSO.

APPENDIX 4

LOCAL SERVICES Many local authorities have access officers who are able to offer advice on access issues.

- LA curriculum support and advisory services can be a resource for advice on specific subject-related teaching techniques and strategies and curriculum materials.
- LA SEN support services include specialist teachers of pupils with hearing, visual, and speech and language impairments, teachers providing more general learning and behaviour support services, counsellors, educational psychologists, and advisers or teachers with knowledge of information technology for children with special educational needs.
- Access Auditors/Consultants on the National Register of Access Consultants (www.nrac.org.uk) and the Access Association.