

# St. Joseph's Catholic Primary School



## Accessibility Policy

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“Inspired by St Joseph, together with Christ, we learn, we grow, we love.”

We believe that this Accessibility Plan is compliant with current legislation and requirements as specified in Schedule 10, relating to Disability, of the Equality Act 2010. School Governors are accountable for ensuring the implementation, review and reporting on progress of the Accessibility Plan over a prescribed period.

### **Definition of Disability**

‘A person has a disability if he or she has a physical or mental impairment and the impairment has a substantial and long-term adverse effect on his or her ability to carry out normal day-to-day activities.

### **Purpose of the Plan**

1. St. Joseph’s Catholic Primary School’s Accessibility Plan Policy has been drawn up based upon information supplied by the Local Authority, and in conjunction with pupils, parents, staff and governors of the school and will advise other school planning documents. The Accessibility Plan will be reported upon annually in respect of progress and outcomes, and provide a projected plan for the 3 year period ahead of the next review date. This plan was updated in May 2017 to reflect new statutory requirements for the setting of Equality Objectives.
2. We are committed to providing an environment that enables full curriculum access that values and includes 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 regards to disability and to developing a culture of inclusion, support and awareness within the school.
3. St. Joseph’s Catholic Primary School Accessibility Plan shows how access is to be improved for disabled pupils, staff and visitors to the school in each timeframe and anticipating the need to make reasonable adjustments to accommodate their needs where practicable. The Accessibility Plan will contain relevant and timely actions to:
  - Increase access to the **curriculum** for pupils with a disability, expanding the curriculum as necessary to ensure that pupils with a disability are as, equally, prepared for life as are the able-bodied pupils; 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 the provision of specialist or auxiliary aids and equipment, which may assist these pupils in accessing the curriculum within a reasonable  
  
timeframe;

- 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 within a reasonable timeframe;
  - Improve the delivery of **written information** to pupils, staff, parents and visitors with disabilities; examples might include hand-outs, timetables, textbooks and information about the school and school events; the information should be made available in various preferred formats within a reasonable timeframe.
4. The Accessibility Plan relates to the key aspects of physical environment, curriculum and written information.
  5. Whole school training will recognise the need to continue raising awareness for staff and governors on equality issues with reference to the Equality Act 2010.
  6. The Accessibility Plan should be read in conjunction with the following school policies, strategies and documents:
    - Equality Policy
    - Curriculum Policy
    - Staff Development Policy
    - Health & Safety Policy (including off-site safety)
    - Special Educational Needs Policy
    - Behaviour Management Policy
    - School Development Plan
  7. The Accessibility Plan for physical accessibility relates to the Access Audit of the School, updated by the school and remains the responsibility of the governing body. It may not be feasible to undertake all the works during the life of this Accessibility Plan and therefore some items will roll forward into subsequent plans. An accessibility audit will be completed by the school prior to the end of each period covering this plan in order to inform the development of a new Accessibility Plan for the on-going period.
  8. Equality Impact Assessments will be undertaken as and when school policies are reviewed. The terms of reference for all governors' committees will include the need to consider Equality and Diversity issues as required by the Equality Act 2010.
  9. The school will work in partnership with the Local Authority and the Diocese of Westminster in developing and implementing this Accessibility Plan.

#### **Role of the Governing Body**

The Governing Body has:

delegated powers and responsibilities to the Premises Committee;

- delegated powers and responsibilities to the Headteacher to ensure all school personnel and stakeholders are aware of and comply with this policy;
- a duty to comply with the Equality Act 2010
- a duty under the Disability Discrimination Act to publish an Accessibility Plan but not to:
  - discriminate against disabled pupils in our admissions and exclusions, and provision of education and associated services
  - treat disabled pupils less favourably
  - take reasonable steps to avoid putting disabled pupils at a substantial disadvantage
- the responsibility to work with parents to ensure the full needs of each individual child are met as we value parents' knowledge of their child's disability and its effect on their ability to carry out normal activities;
- a duty to respect the child's and parents right to confidentiality;
- the responsibility of providing all pupils with a broad and balanced curriculum which is differentiated and adjusted to meet the needs of individual pupils and their preferred learning styles;
- the responsibility to endorse the key principles in the National Curriculum 2000 framework which underpins the development of a more inclusive curriculum by:
  - setting suitable learning challenges
  - responding to pupil's diverse learning needs
  - overcoming potential barriers to learning and assessment for individual and groups of pupils
- responsibility for ensuring that the school complies with all equalities legislation;
- nominating a designated Equalities governor to ensure that appropriate action will be taken to deal with all prejudice related incidents or incidents which are a breach of this policy;
- responsibility for ensuring funding is in place to support this policy;
- responsibility for ensuring this policy and all policies are maintained and updated regularly;
- responsibility for ensuring all policies are made available to parents;
- the responsibility of involving the School Council in the development, approval, implementation and review of this policy;
- nominated a link governor to visit the school regularly, to liaise with the Headteacher and the coordinator and to report back to the Governing Body;
- responsibility for the effective implementation, monitoring and evaluation of this policy

## **Role of the Headteacher**

The Headteacher will

- work closely with both committees as appropriate;
- work closely with the link governor and coordinator;
- provide leadership and vision in respect of equality;
- provide guidance, support and training to all staff;
- in conjunction with the Governing Body devise a new plan every three years;
- oversee the implementation of the policy, Scheme and Plan;
- annually review and adjust the Accessibility Action Plan;
- organise ongoing awareness raising and training for school personnel and governors in the matter of disability discrimination;
- ensure all school personnel, pupils and parents are aware of and comply with this policy;
- report to the Governing Body on the procedures in place for school personnel with disabilities;
- inform the Governing Body on the training programme for school personnel;
- monitor the effectiveness of this policy;
- monitor the effectiveness of the Disability Accessibility Plan for Pupils;
- annually report to the Governing Body on the success and development of this policy
- appoint/take on the Role of the Coordinator

## **The coordinator will:**

- lead the development of this policy throughout the school;
- work closely with the Headteacher and the nominated governor;
- provide guidance and support to all staff;
- provide training for all staff on induction and when the need arises;
- keep up to date with new developments and resources;
- undertake risk assessments when required;
- review and monitor;
- annually report to the Governing Body on the success and development of this policy

## **Role of the Health and Safety Governor**

The Health and Safety Governor will:

- work closely with the Headteacher and the coordinator;
- ensure this policy and other linked policies are up to date;
- ensure that everyone connected with the school is aware of this policy;
- report to the Governing Body every term;
- annually report to the Governing Body on the success and development of this policy

### **Role of the Committees**

The Committees will fully integrate disabled people into this school by:

- undertaking a needs analysis that will identify what improvements to the school building plus other issues that need to be taken into account;
- identifying what needs to be done to increase the extent to which disabled pupils can fully participate in the curriculum that the school provides;
- identifying what needs to be done to improve the physical environment of the school that will increase the extent to which disabled people can have access to the education and other services that this school offers;
- identifying what needs to be done to improve communicating written information to disabled people;
- helping pupils to recognise, understand and learn how to treat people with disabilities by:
  - identifying different kinds of disabilities
  - visualizing what it might feel like to be disabled
  - supporting and interacting with disabled people
  - empathising
- ensuring good lines of communication are in place with parents namely:
  - newsletters
  - weekly information letters
  - school website
  - annual pupil reports
  - termly parent-teacher consultations
  - curriculum evenings
  - PTA events
- identifying what needs to be done to improve our programme of extra-curricular activities that will be to the benefit of our disabled pupils;
- identifying what needs to be done to improve our provision of courses for adults and families who have particular needs in the community;
- identifying the training needs of school personnel;
- annually review this policy.

### **Role of the Senior Leadership Team**

The Senior Leadership Team will:

- provide resources to support this policy;
- monitor the progress and development of this policy;
- assess the impact of this policy

### **Role of the School personnel**

School personnel will:

- comply with all aspects of this policy;
- implement the school's equalities policy and schemes;
- report and deal with all incidents of discrimination;

- attend appropriate training sessions on equality;
- report any concerns they have on any aspect of the school community

### **Role of Pupils**

Pupils will:

- be aware of and comply with this policy;
- listen carefully to all instructions given by the teacher;
- ask for further help if they do not understand;
- treat others, their work and equipment with respect;
- support the school Code of Conduct and guidance necessary to ensure the smooth running of the school;
- liaise with the school council;
- take part in questionnaires and surveys

### **Role of the School Council**

The School Council will be involved in:

- determining this policy with the Governing Body;
- discussing improvements to this policy during the school year;
- organise surveys to gauge the thoughts of all pupils;
- reviewing the effectiveness of this policy with the Governing Body

### **Role of Parents/Carers**

Parents/Carers will:

- be aware of and comply with this policy;
- be asked to take part periodic surveys conducted by the school;
- support the school Code of Conduct and guidance necessary to ensure smooth running of the school

### **Raising Awareness of this Policy**

We will raise awareness of this policy via:

- the school website
- the Staff Handbook
- meetings with parents such as introductory, transition, parent-teacher consultations and periodic curriculum workshops
- school events
- meetings with school personnel
- communications with home such as weekly newsletters and of end of half term newsletters
- reports such annual report to parents and Headteacher reports to the Governing Body

- information displays in the main school entrance

### **Training**

- We ensure all school personnel have equal chances of training, career development and promotion.
- Periodic training will be organised for all school personnel so that they are kept up to date with new information and guide lines concerning equal opportunities.
- Equality Impact Assessment
- Under the Equality Act 2010 we have a duty not to discriminate against people on the basis of their age, disability, gender, gender identity, pregnancy or maternity, race, religion or belief and sexual orientation.
- This policy has been equality impact assessed and we believe that it is in line with the Equality Act 2010 as it is fair, it does not prioritise or disadvantage any pupil and it helps to promote equality at this school.

### **Monitoring the Effectiveness of the Policy**

- The practical application of this policy will be reviewed annually or when the need arises by the coordinator, the Headteacher and the nominated governor.
- A statement of the policy's effectiveness and the necessary recommendations for improvement will be presented to the Governing Body for further discussion and endorsement. This policy was written by the Premises committee and has been ratified by the Governing Body of St Joseph's Catholic Primary School

**St. Joseph's Catholic Primary School Accessibility Plan – 2016 to 2019: Improving the Curriculum Access**

<b>TARGET</b>	<b>STRATEGY</b>	<b>OUTCOME</b>	<b>TIMEFRAME</b>	<b>ACHIEVEMENT</b>
To further develop the use of ICT within the curriculum	ICT use in class supporting learning	Provide computer technology appropriate to pupil needs	Ongoing	Effective learning for all pupils
All extra-curricular activities are planned to ensure they are accessible to all children.	Review all out-of-school provision to ensure compliance with legislation.	All out-of-school activities will be conducted in an inclusive environment with providers that comply with all current and future legislative requirements.	On-going	Increase in access to all school activities for all pupils.
Classrooms are optimally organised to promote the participation and independence of all pupils.	Review and implement a preferred layout of furniture and equipment to support the learning process in individual class bases.  Use of visual timetables across the school.	Lessons start on time without the need to make adjustments to accommodate the needs of individual pupils. Children have ready access to a range of resources to support their learning.	On-going	Increase in access to the National Curriculum.
Training for Awareness Raising of Disability Issues.	Provide training for governors, staff, pupils and parents.  Discuss perception of issues with staff to determine the current status of school.	Whole school community aware of issues relating to Access.	On-going	Community will benefit by a more inclusive school and social environment.

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<b>TARGET</b>	<b>STRATEGY</b>	<b>OUTCOME</b>	<b>TIMEFRAME</b>	<b>ACHIEVEMENT</b>
Ensure all children on Additional Needs list have Learning Goals in place.	Learning Goals in place for children on Additional Needs Register.	Learning Goals are up to date and forms a key part of the planning process for all pupils.	On-going	Learning Goals Provision maps in place and highlighted to support the
To continue to train staff to enable them to meet the needs of children with a range of SEN	SENCO to review the needs of children and suggest training as needed	Staff are able to enable all children to access the curriculum	On-going	Staff are competent and effective in providing for a range of children with
Review TA deployment	In review meetings with teaching assistants establish when they are available to support children each day that may be different to their	Adult support is available during key times that individual children may need support i.e. lunchtimes, PE lessons, extra-curricular	Reviewed annually	Children who need individual adult support to participate in some activities have access to this
To review all statutory policies to ensure that they reflect inclusive practice and procedure	Headteacher to programme into annual review schedule Review policies and all other relevant policies pertaining to this on a regular basis	To comply with the Equality Act 2010	Ongoing	All policies clearly reflect inclusive practice and procedure
To establish close liaison with parents	Involve parents in provision and meetings to provide and plan for their child's learning	Collaboration and sharing between school and families.	Ongoing	Clear collaborative working approach

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<b>TARGET</b>	<b>STRATEGY</b>	<b>OUTCOME</b>	<b>TIMEFRAME</b>	<b>ACHIEVEMENT</b>
To establish close liaison with outside agencies for pupils with ongoing health needs. E.g. Children with severe asthma, epilepsy or mobility issues.	SENCO to establish contacts and invite respective agencies to meetings	Collaboration between all key personnel	Ongoing	Clear collaborative working approach
To ensure full access to the curriculum for all	Outside Play visits; Employment of specialist advisory teachers; CPD for	Children with needs have equal access to the curriculum and school provision	Ongoing	Advice taken and strategies evident in
To finely review attainment of all SEN pupils.	SENCO/Class teacher meetings/Pupil progress Scrutiny of assessment system Regular liaison with parents	Attainment and progress is monitored to sure that we close the gaps where they may exist	Termly	Progress made towards IEP targets Provision mapping shows clear steps and progress made
To monitor attainment of Able, G & T pupils	Policy and Able G&T list to be updated Able G&T booster groups/activities Monitor Able G&T list	Pupils make more than expected progress	Ongoing Annually	Able G&T children making proportionate progress. Achieving above

**St. Joseph's Catholic Primary School Accessibility Plan – 2016 to 2019: Improving the Physical Environment**

<b>TARGET</b>	<b>STRATEGY</b>	<b>OUTCOME</b>	<b>TIMEFRAME</b>	<b>ACHIEVEME</b>
Improve physical environment of school environment	The school will take account the needs of pupils, staff 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, and colour schemes, and more accessible facilities and fittings.		Ongoing	Enabling needs to be met where possible.
Ensure visually stimulating environment for all children	Colourful, lively displays in classrooms and inviting role play areas.		Ongoing	Lively and inviting environment maintained.
Ensuring all with a disability are able to be involved.	<ul style="list-style-type: none"> <li>• Create access plans for individual disabled children as part of IEP process</li> </ul>	All views are considered and fed into practice and policy	Ongoing and to be constantly reviewed	Enabling needs to be met where possible.

**St. Joseph's Catholic Primary School Accessibility Plan – 2016 to 2019: Improving the Curriculum Access**

<b>TARGET</b>	<b>STRATEGY</b>	<b>OUTCOME</b>	<b>TIMEFRAME</b>	<b>ACHIEVEME</b>
Ensuring all with a disability are able to be involved.	<ul style="list-style-type: none"><li>• Undertake confidential survey of staff and governors to ascertain access needs and make sure they are met in the school and meetings etc.</li><li>• Include questions in the confidential pupil information questionnaire about parents/carers' access needs and ensure they are met in all events</li></ul>	All views are considered and fed into practice and policy	Ongoing and to be constantly reviewed	Enabling needs to be met where possible.

**St. Joseph's Catholic Primary School Accessibility Plan – 2016 to 2019: Improving the Delivery of Written Information**

<b>TARGETS</b>	<b>STRATEGY</b>	<b>OUTCOME</b>	<b>TIMEFRAME</b>	<b>ACHIEVEME</b>
Availability of written material in alternative formats.	The school will make itself aware of the services available through the LA for converting written information into alternative formats.	The school will be able to provide written information in different formats when required for individual purposes.	On-going	Delivery of information to pupils and parents/carers improved.
Make available school prospectus, school newsletters and other information for parents in alternative formats.	Review all current school publications and promote the availability in different formats for those that require it.	All school information available for all.  School information published on school website and updated regularly.	On-going	Delivery of school information to parents and the local community improved.

**This policy was written by the Premises Committee and ratified by the Governing Body of St Joseph's Catholic Primary School**

**On: 23 May 2017**

**Next review date: June 2018**