

# **DARRICK WOOD INFANT & NURSERY SCHOOL**

## **ACCESSIBILITY PLAN**

**MARCH 2022**

Next Review Date: March 2025

*Staff should make themselves aware of all policies and amendments or updates to policies and adhere to the same, which will be made available on relevant websites and internal data and computer systems.*

# **CHANCERY EDUCATION TRUST**

## **DARRICK WOOD INFANT & NURSERY SCHOOL**

### **ACCESSIBILITY PLAN**

#### **Purpose of this Accessibility Plan**

The core purpose of this plan is to show how the Academy Schools within the Chancery Education Trust intends, over time, to increase accessibility to the physical environment, the curriculum and written information for all pupils with a disability. This is linked with the Academy School's duty to make reasonable adjustments, which includes taking positive steps to ensure that those pupils with a disability can fully participate in the education provided by the Academy School and to avoid any substantial disadvantage.

#### **Definition of disability**

Disability is defined by the *Equality Act 2010* as 'a physical or mental impairment that has a long-term and substantial adverse effect on his or her ability to carry out normal day-to-day activities'.

#### **Key Aims**

For pupils and other members of the Academy School community with a disability to have:

- complete access to the Academy School's environment, curriculum, provision and information; and
- full participation in the Academy School community

#### **Principles**

- Compliance with the *Equality Act 2010* is consistent with our Academy School's aims and equal opportunities policy and SEN/D Information Report.
- Our staff recognise their duty under the Equality Act:
  - not to discriminate against disabled pupils in their admissions and exclusions, and provision of education and associated services;
  - not to treat disabled pupils less favourably;
  - to take reasonable steps to avoid putting disabled pupils at a substantial disadvantage; and
  - to publish an Accessibility Plan
- In performing their duties governors have regard to the Equality Act 2010, our Academy School:
  - recognises and values the young person's knowledge/parents' knowledge of their child's disability;
  - recognises the effect their disability has on his/her ability to carry out activities; and
  - respects the parents' and child's right to confidentiality
- The Academy School provides all pupils with a broad and balanced curriculum that is differentiated, personalised and age appropriate.

Darrick Wood Infant & Nursery School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

## ACCESSIBILITY PLAN

EQUALITY, INCLUSION & ACCESS TO THE CURRICULUM					
Target	Strategies	Timeframe	Responsibility	Success Criteria	Monitoring Progress
To ensure that the Accessibility Plan becomes an annual item at the LGB meetings	Clerk to Governors to add to list for LGB meetings	Annually	Trust Administrator/ Clerk to LGB	Adherence to legislation	Headteacher
Ensure teaching staff have specific training on disability issues	Review staff training needs - Audit of staff's current skills/training and experience. Staff in school with specialised expertise and qualifications.	On-going	Headteacher/Inclusion Manager	Whole school community aware of issues. Raised confidence of staff who are secure in their ability to enable pupils with learning difficulties and disabilities to access more of the curriculum.	CEO/Headteacher
	Staff induction procedures include reference to disability	As required	Headteacher/HR Manager	Induction procedures/ handbook etc. to be updated and issued by the school	Headteacher
	Staff have access to appropriate CPD	As required	Headteacher/ Inclusion Manager	All teachers are able to more fully meet the requirements of disabled children's needs with regards to accessing the curriculum	Headteacher

Darrick Wood Infant & Nursery School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

EQUALITY, INCLUSION & ACCESS TO THE CURRICULUM (Cont'd)					
Target	Strategies/Tasks	Timeframe	Responsibility	Success Criteria	Monitoring Progress
Ensure teaching staff have specific training on disability issues (Cont'd)	New staff to receive training in anaphylaxis and use of adrenaline auto-Injectors and asthma inhalers	As required	Headteacher/ School Nurse	Increase in access to the curriculum	Headteacher
	Members of staff to be first aid trained or attend refresher courses as required	As required	HR Manager to notify staff – due for renewal	Increase in access to the curriculum	Headteacher
Increase confidence of all staff in differentiating the curriculum	Inclusion Manager and School Nurse to produce/review and distribute care plans for pupils who need them	As required	Inclusion Manager	Increase in access to the curriculum	Headteacher
	Ensure relevant support staff are engaged in supportive visits from external agencies e.g., occupational therapists, educational psychologist, CAMHS, Autism, Dyslexia, hearing impairment advisors	As required	Class Teachers/ Assistant Headteacher/ Teaching Assistants/ Inclusion Manager	All staff are aware of individual's needs	Headteacher
To ensure that all policies consider the implications of disability access	Consider during review of policies	On-going	Senior Leadership Team/ Trust Administrator	Policies reflect current legislation	CEO/Headteacher
To ensure that all children are able to access all out-of-school activities. E.g., clubs, trips etc.	Review of out of school provision to ensure compliance with legislation	On-going	Inclusion Manager/Class Teachers/Teaching Assistants	All providers of out-of-school education will comply with legislation to ensure that the needs of all children are met	Headteacher

Darrick Wood Infant & Nursery School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

EQUALITY, INCLUSION & ACCESS TO THE CURRICULUM (Cont'd)					
Target	Strategies/Tasks	Timeframe	Responsibility	Success Criteria	Monitoring Progress
Provide specialist equipment to promote participation in learning by all pupils	Assess the needs of the children in each class and provide equipment as needed e.g., headphones, writing slopes, work stations, yellow paper, screen covers etc, and to take into consideration a child's sensory needs	Termly	Headteacher/ Inclusion Manager	Children will develop independent learning skills	Headteacher
To meet the needs of individuals during statutory end of KS1 tests	Children will be assessed in accordance with regular classroom practice, and additional time, use of equipment etc., will be applied for as needed	Annually	Inclusion Manager/Class Teacher/Teaching Assistants	Barriers to learning will be reduced or removed, enabling children to achieve their full potential	CEO/Headteacher
Use ICT software to support learning  Ensure ICT appropriate for pupils with disabilities	Make sure software is installed where needed	As required	ICT Coordinator	Wider user of SEND resources in classrooms	Headteacher
All educational visits to be accessible to all	Develop guidance for staff on making trips accessible  Ensure each new venue is vetted for appropriateness  Educational Visits Policy to be reviewed	As required   As required	Headteacher/EVC   EVC/Trust Administrator	All pupils in school able to access all educational visits and take part in a range of activities	Headteacher
Review PE curriculum to ensure PE accessible to all	Gather information on accessible PR and disability sports  Seek disabled sports athletes to come into school	As required	PE Coordinator/ Inclusion Manager	All to able access to PE and able to excel	Headteacher

Darrick Wood Infant & Nursery School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

EQUALITY, INCLUSION & ACCESS TO THE CURRICULUM (Cont'd)					
Target	Strategies/Tasks	Timeframe	Responsibility	Success Criteria	Monitoring Progress
Review curriculum areas and planning to include disability issues	<p>Include specific reference to disability equality in all curriculum reviews</p> <p>Eg. Books to focus on children with Hearing impairment or visual impairment.</p> <p>Eg. Child in nursery has a peg feed so we have introduced a storybook about a child with a peg feed</p> <p>All resources, including books will include a range of disabilities Images presented to children will include images of people with disabilities and the success of those with disabilities, eg artists, sporting heroes etc.</p> <p>The curriculum will be reviewed as they work through the academic year</p>	On going	Senior Leadership Team	Curriculum reviews to reference specifically disability equality	Headteacher
Main School reception area	<p>Welcome signage in place in various languages.</p> <p>We will place braille signs to the right of all doors if we have a visually impaired member of the school community</p>	<p>2022</p> <p>As required</p>	<p>Facilities Manager</p> <p>Facilities Manager</p>	ALL people feel they are welcome in school	Headteacher

Darrick Wood Infant & Nursery School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

IMPROVING ACCESS TO PHYSICAL ENVIRONMENT					
Targets	Strategies/Tasks	Timeframe	Responsibility	Success Criteria	Monitoring Progress
The School is aware of access needs of disabled pupils, staff, governors, parents/carers and visitors	Be aware of staff, governors, and parents access needs and meet as appropriate	Induction and on-going if required	Assistant Headteacher/ Pupil Learning Support/SENCO	All staff and governors feel confident their needs are met EHCP's are in place or disabled pupils and all staff are aware of pupils' needs.	Headteacher
	Through questions and discussions find out the access needs of parents/carers through newsletters/annual questionnaires	Annually	Headteacher/ Inclusion Manager	Continuously monitored to ensure any new needs arising are met. To ensure parents/Carers have full access to all school activities.	Headteacher
	Consider access needs during recruitment process	Recruitment process	Headteacher/ HR Manager	Access issues do not influence recruitment and retention issues	Headteacher

Darrick Wood Infant & Nursery School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

IMPROVING ACCESS TO PHYSICAL ENVIRONMENT (Cont'd)					
Targets	Strategies	Timeframe	Responsibility	Success Criteria	Monitoring Progress
To ensure that where possible making reasonable adjustments to the school buildings and grounds are accessible for all children and adults. (Continue to improve access to the school's physical environment for all)	Undertake an audit of accessibility of school buildings and grounds.	Annually suggest reasonable actions and implement as budget allows	Headteacher/ Facilities Manager/Site Manager	Adaptations to increase accessibility within budget constraints	CEO/ Headteacher
Layout of school to allow access for all pupils to all areas To take account of the needs of pupils and visitors with physical difficulties and sensory impairment when planning and undertaking future improvements and refurbishments of the site and premises	Consider needs of disabled pupils, parents/carers or visitors when considering any redesign/refurbishment works  Personal care is managed effectively – making reasonable physical adaptations as required.	On-going	Headteacher/ Facilities Manager/ Site Manager/Chair of Finance and Audit Committee	Re-designed buildings are usable by all	CEO/ Headteacher

Darrick Wood Infant & Nursery School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

IMPROVING ACCESS TO PHYSICAL ENVIRONMENT (Cont'd)					
Targets	Strategies	Timeframe	Responsibility	Success Criteria	Monitoring Progress
<p>Pedestrian and Vehicle Access</p> <p><b>Pedestrian –</b> Intercom – button accessible height for all users including wheelchair users</p> <p>Signage – visual, audible, tactile and textured.</p> <p><b>Vehicle -</b> Intercom – button accessible height for all vehicle users</p> <p>Signage – visual, audible, tactile and textured</p>	<p>New signage required to include braille and visual information</p> <p>New signage required to include visual information</p>	December 2022	Facilities Manager Site Manager Headteacher	Adaptations to increase accessibility within budget constraints	Headteacher

Darrick Wood Infant & Nursery School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

IMPROVING ACCESS TO PHYSICAL ENVIRONMENT (Cont'd)					
Targets	Strategies	Timeframe	Responsibility	Success Criteria	Monitoring Progress
Ensure everyone has access to the reception area	<p>Ensure that there is nothing preventing wheelchair access.</p> <p>Seating is provided within the reception waiting area.</p> <p>New signage on exterior doors to include braille and visual information</p> <p>Suitable for use by people with hearing, sight, speech or mobility disabilities and set between 750mm – 1000mm above floor level</p>	<p>Daily checks to ensure area is clear of obstruction</p> <p>Acheived</p>	Facilities Manager	Wheelchair users can enter the building with ease	Headteacher
Security protected door/entry system					

Darrick Wood Infant & Nursery School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

IMPROVING ACCESS TO PHYSICAL ENVIRONMENT (Cont'd)					
Targets	Strategies/Tasks	Timeframe	Responsibility	Success Criteria	Monitoring Progress
Provide hearing loops e.g., Soundfield Systems in classrooms/main hall to support pupils with a hearing impairment	Take advice on appropriate equipment to ensure compatibility with existing equipment within classrooms and main school hall. To seek/apply for additional support funding/grants as required	On-going	Inclusion Manager/CFO Bromley LA Griffins Staff	All children have access to the curriculum	Headteacher/ Inclusion Manager/ Griffins Lead Staff
Improve signage and external access for visually impaired people (For all stakeholders e.g., Parents/carers, visitors, hirers of school premises etc.	Yellow strip/paint on step edges to external step areas and door thresholds  New signage on exterior doors to include braille and visual information  Check exterior lighting is working on a regular basis	On-going  Checks through H&S walk rounds	Facilities Manager	Step edges/ thresholds to be re-done as needed throughout the year	Headteacher

Darrick Wood Infant & Nursery School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

IMPROVING ACCESS TO PHYSICAL ENVIRONMENT (Cont'd)					
Targets	Strategies	Timeframe	Responsibility	Success Criteria	Monitoring Progress
Hall – Ramps and Stairs					
Ramps maintained and approach free from obstruction		On-going	Site Manager	Ramp free from obstruction	Site Manager/ Business Support Manager/ Headteacher
Handrail ends colour contrasted		July 2022	Site Manager		Site Manager/ Business Support Manager/ Inclusion Manager
Ramp gradient – between 1 in 15 and 1 in 12 is the length of each individual flight 5 m or less	The ramp is steep, consideration needs to be given in regards to rebuilding the ramp to comply with current guidelines. Temporary ramp to be provided as necessary	As necessary	Site Manager/ Inclusion Manager	Workable, efficient ramp in place	Headteacher/ Business Support Manager/ Inclusion Manager/Site Manager
Levels clearly identified by tactile and visual information	Need to install tactile flooring	Achieved	Site Manager		Site Manager/ Business Support Manager/ Inclusion Manager
Handrail terminates in a closed end and does not project into a route of travel	Need to provide appropriate handrail termination for the hall stairs	Achieved	Site Manager		Site Manager/ Business Support Manager/ Inclusion Manager

Darrick Wood Infant & Nursery School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

IMPROVING ACCESS TO PHYSICAL ENVIRONMENT (Cont'd)					
Targets	Strategies	Timeframe	Responsibility	Success Criteria	Monitoring Progress
Ensure all disabled pupils can be safely evacuated	Create Personal Emergency Evacuation Plans (PEEP) for all pupils with difficulties	As required	Assistant Headteacher/Pupil Learning Support/SENCO	All disabled pupils and staff working with them are safe in the event of a fire/lockdown.	Headteacher/ Site Manager/ Business Support Manager
	Develop a system to ensure all staff are aware of their responsibilities	July 2022	Facilities Manager/Site Manager	All disabled pupils and staff working with them are safe in the event of a fire/lockdown.	Headteacher/ Site Manager/ Business Support Manager

Darrick Wood Infant & Nursery School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

IMPROVING DELIVERY OF WRITTEN INFORMATION TO DISABLED PUPILS' / PARENTS					
Targets	Strategies/Tasks	Timeframe	Responsibility	Success Criteria	Monitoring Progress
To make documents/ information available in alternative formats	Identify pupils, parents and members of the local community who may need to access information in different formats e.g., interpreters, signers.	As required	School Office	<p>Pupils and/or parents feel supported and included</p> <p>The School provides for pupils, parents and local community who may need access to information in different format</p> <p>To ensure access for all</p> <p>Written information will be provided in alternative formats as necessary</p>	Assistant Headteacher/Pupil Learning Support/ENCO
	Large print formats as required.	As required	School Office	Office Staff to record number / type of alternative formats provided	Headteacher
	Review accessibility of newsletter and letters for parents.	As required	School Office	For ease of access for all stakeholders	Headteacher
	Monitor update of documents in alternative formats	As required	School Office	For ease of access for all stakeholders	Assistant Headteacher
	Ensure the School Prospectus is available via the school website	2019	School Office		Trust Administrator/ Admin/Finance Officer

Darrick Wood Infant & Nursery School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

IMPROVING DELIVERY OF WRITTEN INFORMATION TO DISABLED PUPILS' / PARENTS					
Targets	Strategies/Tasks	Timeframe	Responsibility	Success Criteria	Monitoring Progress
To ensure that parents who are unable to attend the School because of a disability, can access parents' evenings	Staff to hold parents' evenings by phone, Zoom, offer alternative dates/times for easier access or send home written information	Termly	Senior Leadership Team/Class Teachers	Parents are informed of their children's progress	Headteacher/ Inclusion Manager
Ensure all staff are aware of guidance on accessible formats	Guidance to staff on dyslexia and accessible information	On-going	Inclusion Manager	Staff produce their own information	Senior Leadership Team
Annual Review information to be accessible as possible	Develop/review child friendly review formats	On-going	Assistant Headteacher/ Pupil Learning Support/SENCO	Staff more aware of pupils preferred method of communication	Senior Leadership Team
Languages other than English to be visible in the School	Some welcome signs to be multi-lingual	2019	Inclusion Manager/EAL Co-ordinator	Confidence of parents to access their child's education	Senior Leadership Team

Darrick Wood Infant & Nursery School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

## Monitoring and Implementation

The Accessibility plan targets will be reviewed annually and the policy updated and publish on the Academy website every three years

	Name	Date
Policy written by	Headteacher/Principal	March 2022
Review by Committee	Headteacher/Principal	March 2022
Agreed by Committee	Local Governing Board	March 2022
Adopted by Governing Body	Local Governing Board	June 2022
To be reviewed every three years	March 2025	

Darrick Wood Infant & Nursery School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.