

## Accessibility Audit and Plan

**Date: January 2022**

**Review date: January 2025**

This audit and plan covers all three main strands of the planning duty:

**1. Physical access- improving the extent to which disabled pupils are able to take advantage of education and intervention.**

The physical environment includes things such as steps, stairways, kerbs, exterior surfaces and paving, parking areas, building entrances and exits (including emergency escape routes), internal and external doors, gates, toilets and washing facilities, lighting, ventilation, floor coverings, signs and furniture. Aids to physical access include ramps, handrails, widened doorways, electromagnetic doors, adapted toilets and washing facilities, adjustable lighting, blinds, induction loops and way-finding systems.

Physical aids to access education cover things such as ICT equipment, enlarged computer screens and keyboards, concept key boards, switches, specialist desks and chairs and portable aids for children with motor coordination and poor hand/eye skills, such as extra robust scientific glassware and specialist pens and pencils.

Sutton Primary Academy is a new building (built in 2008) and as such the physical environment is modern and well equipped, adhering to safety standards and offering a good level of accessibility.

**2. Learning Access - increase the extent to which disabled students can participate and achieve within the schools' curriculum.**

The curriculum covers a range of elements that includes ensuring that teaching and learning is accessible through school and classroom organisation and support, deployment of staff, timetabling, curriculum options and staff information and training.

Many adjustments to access will be dependent on individual needs.

**3. Information Access to - improving the delivery of information to pupils with disabilities. Any students requiring additional support are clearly identified on entry to the school and throughout their career.**

Those requiring specific support with communication are known by staff so their needs can be met in lessons through differentiation.

VI = Visually Impaired

HI = Hearing impaired

PI = Physically impaired

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### PHYSICAL ACCESS AUDIT AND PLAN

Item	Issue	RAG rating	Comments	Action Plan
1	Is furniture and equipment selected, adjusted and located appropriately?		<i>No current issues. Staff will consider needs of individual children where specific difficulties are identified and appropriate equipment to be purchased where necessary.</i>	
2	Are pathways and routes logical and well signed?		<i>No current issues</i>	
3	Do you have emergency and evacuation procedures to alert all pupils?		<i>Fire drills are held at least termly and all pupils are made aware of the necessary procedures.</i>	
4	Is appropriate furniture & equipment provided to meet the needs of individual pupils?		<i>Where needs are identified, additional equipment is purchased, e.g. writing slopes, specialist cushions, etc. Much of the furniture is height adjustable.</i>	
5	Do furniture layouts allow easy movement for pupils with disabilities?		<i>Classrooms are large enough for pupils of all abilities to move around freely.</i>	
6	Are quiet rooms/calming rooms available to children who need this facility?		<i>The school is fortunate to have a choice of small, quiet spaces for children who need them.</i>	
7	Are car park spaces reserved for disabled people near the main entrance?		<i>There are designated car parking spaces for those holding the relevant permit.</i>	
8	Are there any barriers to easy movement around the site and to the main entrance?		<i>There are no barriers to moving around the site as it is a relatively new site (built in 2008) and is on one level.</i>	
9	Are steps needed for access to the main entrance?		<i>No</i>	
10	Do all those steps have a contrasting colour edging?		<i>Not applicable</i>	
11	If there are steps, is a ramp provided to access the main entrance?		<i>Not applicable</i>	
12	Is there a continuous handrail on each ramp and stair flight and landing to the main entrance?		<i>Not applicable</i>	
13	Is it possible for a wheelchair user to get through the principal		<i>The door is wide enough for</i>	

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	door unaided?		<i>wheelchair access.</i>	
14	If no, is an alternative wheelchair accessible entrance provided?		<i>Not applicable</i>	
15	If there is a lobby at the principal entrance, is it possible for a wheelchair user to negotiate the doors?		<i>There is a small lobby prior to entering the main part of the building but it is spacious enough for wheelchair maneuverability.</i>	
16	Do all internal doors allow a wheelchair user to get through unaided?		<i>All doors around the site have been built to ensure accessibility throughout.</i>	
17	Do all the corridors have a clear unobstructed width of 1.2m?		<i>All corridors around the site have been built to ensure accessibility throughout.</i>	
18	Does each block have a wheelchair accessible toilet?		<i>The main building has a wheelchair accessible toilet however the mobile classrooms do not. Wheelchair users in the mobile classroom would need to make their way to the main building to use the accessible facilities.</i>	<i>Consider whether an accessible toilet could be constructed for use in the mobile classrooms should the need arise.</i>
19	Does the relevant block have accessible changing rooms/shower facilities?		<i>The school has an accessible toilet which could be used for changing however there is currently no shower facility in the building.</i>	<i>Consider where such facilities could be constructed should the need arise.</i>
20	If the block is on more than one level, do the internal steps/stairs have contrast colour edgings?		<i>Not applicable.</i>	
21	Is there a continuous handrail on each internal stair flight and landing?		<i>Not applicable.</i>	
22	Does the block have a lift that can be used by wheelchair users?		<i>Not applicable.</i>	
23	Do you have any other sort of mechanical means provided to move between floors? If yes, please state		<i>Not applicable.</i>	
24	Is it possible for a wheelchair user to use all the fire exits from areas to which they have access?		<i>Yes.</i>	
25	Are non-visual guides used to assist people to use the buildings?		<i>There are no such guides currently available in the setting however there are currently no children or adults who would require this type of assistance.</i>	<i>Consider implementation of non-visual guides if the need arises.</i>
26	Could any of the décor be confusing or disorientating for pupils with disabilities?		<i>Much of the décor is of neutral tone and there is limited high contrast between different areas, however there</i>	

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			<i>are currently no adults or children with VI who would be affected by this issue.</i>	
27	Is a hearing induction loop available (either fixed or portable) in the school?		<i>Some classrooms have a hearing loop installed and the school currently has a portable hearing loop on loan.</i>	
28	Do emergency alarm systems cater for those with hearing impairment? (e.g. flashing light)		<i>Not currently, although there are no pupils or staff with a severe hearing impairment in the school.</i>	<i>Again, this would be considered as the need arose.</i>

### LEARNING ACCESS AND AUDIT

Item	Issue	RAG Rating	Comments	Action Plan
1	Do you provide disability awareness training to enable all staff to understand and recognise disability issues?		<i>Some training has been delivered regarding specific disabilities, e.g. autism and related difficulties.</i>	<i>Provide training on general disability awareness and accessibility issues.</i>
2	Do you have arrangements for teachers and teaching assistants to have the necessary training to teach and support children and young people with disabilities if required?		<i>Staff are able to access training though ActivateCPD, Hoople or Local Authority channels in addition to in-house training from the SENCo or Educational Psychologist.</i>	
3	Do all staff seek to remove all barriers to learning and participation?		<i>Yes, all children of all abilities are able to access all elements of curricular and extra-curricular activities.</i>	
4	Is teaching appropriately differentiated to meet individual needs so that children and young people make good progress?		<i>Yes, children with SEND make excellent progress at this setting.</i>	
5	Are all children and young people encouraged to take part in music, drama and physical activities?		<i>Yes – please see point 3, above.</i>	
6	Do staff provide alternative ways of giving access to experience or understanding for children and young people with disabilities who cannot engage in particular activities, for example some forms of exercise in physical education?		<i>Yes, for example when we had a VI child at the school he was able to participate in all elements of PE using specialist equipment, e.g. large or brightly-coloured balls.</i>	
7	Do all staff recognise, understand and allow for the additional planning and effort necessary for children and young people with disabilities to be fully included in the curriculum?		<i>Work is always differentiated and additional resources/equipment used where necessary.</i>	
8	Are all staff encouraged to recognise and allow for the additional time required by some students with		<i>Additional support is often implemented in these situations to enable the child to</i>	

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	disabilities to use equipment in practical work?		<i>successfully and safely participate in practical activities.</i>	
9	Do you provide access to appropriate technology for those with disabilities?		<i>Where necessary we have used technology as recommended by specialist teachers or other professionals.</i>	
10	Are school visits, including overseas visits, made accessible to all children and young people irrespective of attainment or disability?		<i>All children's needs are catered for and they are all given the opportunity to participate, regardless of any SEND.</i>	
11	Do you ensure that all school staff are familiar with technology and practices developed to assist people with disabilities?		<i>Staff are offered training as and when the need arises.</i>	<i>Consider implementing a more structured cycle of training specifically around SEND.</i>

### INFORMATION ACCESS AND AUDIT

Item	Issue	RAG Rating	Comments	Action Plan
1	Do you have arrangements to provide information in simple language, symbols, large print, on audiotape or in Braille for students and prospective students who may have difficulty with standard forms of printed information?		<i>We have the Communicate in Print software installed on a single computer for a particular child who has difficulty in understanding standard forms of printed information.</i>	<i>Consider using this software on a more extensive basis, e.g. on signage around the school site. Also consider producing documents in other formats, e.g. large print or audio.</i>
2	Do you have the facilities such as ICT to produce written information in different formats?		<i>See point 1, above.</i>	
3	Do you ensure that information is available to staff, students and parents in a way that is user friendly for all people with disabilities?		<i>Although we use the Communicate in Print software for pupils we do not extend this to providing information to adults.</i>	<i>Consider making specific documents available in a range of formats.</i>

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**Aim 1: To increase the extent to which disabled pupils can participate in the school curriculum.**

Our key objective is to reduce and eliminate barriers to access to the curriculum and to ensure full participation in the school community for pupils, and prospective pupils, with a disability.

### SHORT TERM

<b>Target</b>	<b>Strategies</b>	<b>Timescale</b>	<b>Responsibilities</b>	<b>Success Criteria</b>
To make staff aware of the technology available to ensure full access to the curriculum for all pupils.	Create guidance and share with staff/offer specific training sessions on relevant apps/software programmes	6 months	Zayla Beecham	Staff are fully aware and confident in using appropriate technology within the learning environment.

### MEDIUM TERM

<b>Target</b>	<b>Strategies</b>	<b>Timescale</b>	<b>Responsibilities</b>	<b>Success Criteria</b>
To provide information on disability awareness issues to all staff.	Share guidance or offer suitable training sessions.	12 months	Zayla Beecham	All staff have a raised awareness of issues surrounding disability.

### LONG TERM

<b>Target</b>	<b>Strategies</b>	<b>Timescale</b>	<b>Responsibilities</b>	<b>Success Criteria</b>
Ensure all children with HI/VI or PI are able to successfully access all elements of the school curriculum, using the appropriate resources to do so.	Consider purchase of additional equipment and resources.	As need arises – if pupils with such difficulties join the school.	Zayla Beecham	All HI/VI/PI children are able to access relevant equipment and resources according to their individual needs.

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**Aim 2:** To improve the physical environment of the school to increase the extent to which disabled pupils can take advantage of education and associated services.

### SHORT TERM

Target	Strategies	Timescale	Responsibilities	Success Criteria
All routes and locations around the school are well signposted and easy to understand.	Add signage relating to the location of classrooms or other key locations within the school.	6 months	Stewart Morehead	All pathways and routes are logical and well signed.

### MEDIUM TERM

Target	Strategies	Timescale	Responsibilities	Success Criteria
All staff, parents and pupils are easily able to access the playground to the rear of the school.	Consider construction of a ramp and hand rails out to the school playground.	12 months	Liz Orton Stewart Morehead	Pupils of all abilities are able to access the playground alongside their peers rather than having to use a different route.

### LONG TERM

Target	Strategies	Timescale	Responsibilities	Success Criteria
For the school to have fully accessible facilities for staff, pupils and parents with disabilities.	Consider installation of accessible toilet related equipment, e.g. hand rails if and when there is a specific need to do so, e.g. if a pupil with a physical disability joins the school.	As need arises – if pupils with such difficulties join the school.	Liz Orton Stewart Morehead	The school has a fully accessible toilet within the premises.

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**Aim 3: To improve the delivery of information to disabled pupils and parents.**

### SHORT TERM

<b>Target</b>	<b>Strategies</b>	<b>Timescale</b>	<b>Responsibilities</b>	<b>Success Criteria</b>
Ensure that important information is available in a range of formats and is accessible to all.	Produce large print/easy read copies of school policies and documents.  Consider braille or audio versions of information if the need arises.	12 months  As need arises.	Zayla Beecham/ Liz Orton	Information is accessible to all

### MEDIUM TERM

<b>Target</b>	<b>Strategies</b>	<b>Timescale</b>	<b>Responsibilities</b>	<b>Success Criteria</b>
To extend provision of information to students to a wider range of formats.	Consider braille or audio versions of information if the need arises.	As need arises.	Zayla Beecham	Information for students is fully accessible regardless of need.