

Royal Borough of Kingston upon Thames

Tiffin School

Accessibility Policy and Plan 2017

The Equality Act 2010



INTRODUCTION

Purpose

This document sets out the policy adopted by the Governors of Tiffin School to deal with all types of accessibility issues within the site for all persons with disabilities¹. It provides a framework on which the School will base their arrangements for Accessibility Plans that are compliant with the relevant current legislation namely the “Equality Act 2010” and specifically Schedule 10 of that act, “Accessibility for Disabled Children”

Scope

Accessibility covers a number of issues within education which can be summarised as follows:

- Increase the extent to which disabled pupils can participate in the School’s curriculum
- Expanding the curriculum as necessary to ensure that pupils with a disability are equally prepared for life as are able-bodied pupils not only within teaching and learning, but also in the wider curriculum of the school such as participation in extracurricular activities. It also includes the provision of specialist or auxiliary aids and equipment, which may assist individual pupils in accessing the curricular and extra-curricular within a reasonable timeframe.
- Improving the physical environment of the school, adding specialist or converting existing facilities as necessary for the purpose of increasing the extent to which the disabled take advantage of education and benefits, facilities or services provided or offered by the School. (This covers improvements to the physical environment of the school and physical aids to access education within a reasonable timeframe.)
- Improving the delivery of written and electronic information to pupils, staff, parents and visitors with disabilities. By ensuring such information is made available in various preferred formats again within a reasonable timeframe.

Disability is defined within the Equalities Act 2010 (Chapter2 par6.1) as:-

“...a person has a disability if he or she has a physical or mental impairment that has a substantial and long-term adverse effect on their ability to carry out normal day to day activities”. ‘Substantial’ is defined as ‘more than minor or trivial’ and ‘Long-term’ is defined as ‘a year or more’. This definition includes sensory impairments such as those affecting sight or hearing, and long-term health conditions such as asthma, diabetes, epilepsy, and cancer.

IMPLEMENTATION

The organisation for the implementation of this policy is outlined below

- The Governing Board of the School recognises and accepts that every student who meets the admission criteria has the right to a full education regardless of any impairment. It is the policy of the Governing Board to take all necessary steps to meet its responsibilities and therefore to make provision, over a given period, to ensure that all pupils have access to the curriculum as well as the site/buildings.
- Tiffin School is committed to provide an environment that enables full curriculum access, which values and includes all pupils, staff, parents and visitors regardless of their education, physical, sensory, social,

spiritual, emotional and cultural needs, and is committed to taking positive action with regard to disability and to developing a culture of inclusion, support and awareness within the School.

- The school will maintain an Accessibility Plan, managed by the Headteacher and the Premises Manager in collaboration with the SENCO, which shows how access is to be provided and improved for disabled pupils, staff and visitors to the school in a given timeframe and anticipating the need to make reasonable adjustments to accommodate their needs where practicable. The current version of the assessment survey is shown at *Appendix 1*.
- School Governors are accountable for ensuring the implementation, review and reporting on progress of the Accessibility Plan which will be reported upon annually in respect of progress and outcomes, and include a projected plan ahead of the next review date.
- The school currently contracts in specialist support and advice from various bodies who provide advice and assistance on accessibility matters for both the physical and educational environment. These include
 - The local authority (Achieving for Children)
 - A Service Level Agreement with Educational Psychology service for 18 days per year
 - Standard level membership to SPARK (the School Performance Alliance Richmond and Kingston)
 - Link to the Disabled Children's Service for support to families for some pupils with high needs
 - Access to local authority SLA with Speech and Language Therapy Services / Occupational Therapy Services / Physiotherapy Services for pupil with requirement for direct therapy or advice
 - Ability to make ad hoc requests for advice from the Education Inclusion Service,
 - Membership of professional networks for SENCO e.g. NASEN, SENCO forum, etc.
 - School Young Person Health Link Worker
- The Accessibility Plan contains relevant and timely actions/references to support:-
 - Increased access to the curriculum for pupils with a disability.
 - The expansion of the curriculum as necessary to ensure that pupils with a disability are equally prepared for life as are able-bodied pupils.
 - Improved access to the physical environment of the school, adding specialist facilities as necessary.
 - Improving the delivery of written and electronic information to pupils, staff, parents and visitors with disabilities.
- Access to the curriculum should be considered and incorporated within wider school policies such as Admissions, Curriculum, E-Safety, Exclusion, Equality and Diversity, Behaviour for Learning, Safeguarding, SEND, Spiritual and Moral, Teaching and Learning, Work Experience as and when they are updated.
- The intake of the School is reviewed each year for any accessibility restrictions of new pupils including the details of their "Statement of Educational Needs" should they have one. Accessibility arrangements will be made in accordance with any new requirement. Currently there are no pupils or staff requiring special mobility impairment accessibility arrangements to any part of the School.
- An Accessibility Action Plan on the physical environment shown in *Appendix 2* will be completed by the school yearly accompanying this policy in order to ensure the ongoing implementation of the Accessibility Plan for the on-going period.
- Accessibility requirements should be considered for inclusion in the design of all future building work and also accommodated where practical within existing buildings when planning refurbishment works.

- Suitable training for staff will be included in the CPD / Inset programme and will reflect the need to continue raising awareness on equality/disability/accessibility issues with reference to the various Acts, and these issues will also be considered as and when relevant School policies are reviewed.

This Accessibility Policy has been prepared by Ian Sedgley, Premises Manager, Tiffin School and will be reviewed annually, (or sooner if there is due cause), by the Premises Manager and the Head prior to presentation to the School Governors for approval and adoption.

Linked Policies:-

- Admissions
- Curriculum.
- E-Safety
- Exclusion
- Equality and Diversity
- Behaviour for Learning
- Safeguarding
- SEND
- Spiritual and Moral
- Teaching and Learning
- Work Experience

Appendix 1 - Accessibility Assessment – Physical Environment

The core accommodation of the School consist of three interconnected buildings.

- In the **Main Building**, disabled access is possible at ground floor level by either doors which are level with external ground surfaces or by pedestrian ramps where there is a change of height between the inside of the building and the outside ground level enabling access to all classrooms and the Main Hall. At first floor level classrooms at the western end of the building are accessed by a platform lift located in the adjoining Dempsey Centre and the laboratories at the eastern end by a similar lift situated in the Main Building itself. Thus the majority of teaching areas in this building (88%) can be accessed by both wheelchair and ambulant users the exceptions being Rooms 17, 18, 19 (see below). Both the medical room, student and staff toilets in this buildings have facilities designed for disabled users
- The **Dempsey Centre** and the Judge Lecture theatre are fully accessible at ground floor level with the upper floor being served by a platform lift. In the computer suite specialist provision has been made for disabled users with two work stations being height adjustable. It also has two fully DDA compliant toilets on the ground floor whilst the male and female pupil toilets have had adaptations made to accommodate ambulant users.
- The **Roberts Building** is fully accessible at ground floor level and the first floor can be accessed by the lift in the Dempsey Centre with which it also shares toilet facilities.
- The **Harper Pavilion** has disabled access and toilet facilities

The remaining buildings on site are “free standing.”

- The Music, Drama and Technology departments in the **Chester Centre** are fully accessible level from either ground level entry doors or by ramps. There is no disabled lift to the second floor which houses elements of the music department, rooms 94, 95, 96 and 97 and the Art department, rooms 90,91,92 (see below). Adaptations have been made in the food technology room where a height adjustable workstation and cooking equipment have been installed. There is a single partially adapted WC on the ground floor in the music depart predominantly restricted for staff use.
- Only the ground floor in **Elmfield** can be accessed. The other floors contain classrooms and music practice rooms, 70, 71, 75, 76, 77, 79 which cannot be accessed by those with any form of disability.
- Access to the ground floor **Sports Centre** is compliant via doors and ramped access. All changing rooms, shower and toilet facilities are on the ground floor including a DDA compliant toilet in the reception area. The first floor Dance Studio is however not accessible.

To summarise the following specific areas do not have wheelchair access arrangements and special measures would need to be taken should access be required by anyone with a relevant disability:

- Rooms 17, 18, **19** on the first floor of the Main Building.
- Rooms 94, 95, 96, 97 (Music) on the First floor of the Chester Centre.
- Rooms 90, 91, 92, (Art) on the first floor of the Chester Centre
- Rooms 70, 71, 75, 76, 77, 79 in Elmfield
- Room S2, (the Dance Studio), in the Sports Centre

Of those listed above some provide a specialist curriculum facility and equipment:

- Specialist IT room **19** cannot be made accessible to wheelchair or ambulant disabled – lessons would be allocated an alternative IT equipped classroom which has disabled access. If this is not possible laptops

will be used in place of desktop machines and lessons relocated to an appropriate and accessible classroom.

- Specialist music room 95 currently has no access for the disabled. Lessons would need to be timetabled to the similarly equipped classroom on the first floor Room 88
- The Art Department classrooms are not currently accessible to wheelchair or ambulant disabled – lessons would need to be transferred to a ground floor classroom as although Art is a specialist subject its resources are largely of a portable nature and such location can be easily coped with.

No other areas listed above include specialist curriculum facilities or equipment and therefore lessons can be relocated to alternative accessible areas of the School when such need arises. Furthermore none of these areas are considered as requiring access for visitors to the School. Should any visitor with disability require such access then appropriate arrangements to accommodate that situation will be made at the time

Curriculum

- We endeavour to make all areas of the curriculum accessible to pupils with disabilities
- The School employs a TA to work with pupils with disabilities
- The School employs a specialist dyslexia teacher to assess and advise on special needs related to dyslexia and dyspraxia
- The School uses access arrangements for public and internal exams; laptops or scribes are used as necessary and appropriate

Parents/visitors

- Parents' consultations are hosted in the Sports Hall where there is disabled access, parking and toilet facilities
- All parent communication is via email and Insight. There is capability to translate communications into home languages
- There is a hearing loop at Reception, and in the Judge Lecture Theatre

Appendix 2 – Physical Environment Accessibility Action Plan Checklist

Location	Accessibility Issue	Remedial Measures Proposed	DC	P	Estimated Cost
Information Technology (19) – Main Building First Floor	No access due to change in floor levels between lifts	Lessons would be taught in an alternative specialist facility or in a ground floor classroom of any building using laptops.	WC/Am		
Classics (Rooms 17 & 18) – main Building First Floor	No access due to change in floor levels between lifts	Lessons would be taught in a ground floor classroom.	WC/Am		
Music Classroom (Room 95) – Chester Centre First Floor	No lift access	Alternative similarly equipped classroom available on the ground floor (88) so lessons can be relocated.	WC		
Music Practise Rooms (94,96,97) Chester Centre First Floor	No lift access	Students would be taught elsewhere – similar alternative rooms are available on the ground floor of the music department.	WC		
Art Department (Rooms 90, 91, 92) Chester Centre First Floor	No lift access	Whilst lessons can theoretically be located this is not an ideal situation. A platform lift situated in stairwell should be considered as part of a future capital funding bid	WC/Am	3	tbc
First and Second floor of the Elmfield Building (Various rooms)	No lift access	No specialist teaching is carried out in Elmfield apart from one to one music tuition. Alternative venues for all activities are available on the ground floor of the Schools other buildings. Improved accessibility arrangements are unlikely to be possible due to the “Listed” nature of the building.	WC		
Sports Centre Dance Studio (Room S2) First Floor	No lift access	The studio is now a multipurpose venue for School activities which is also hired out to the public. Whilst school activities can be relocated in the short term lift access should be considered either as option for capital funding or as part of any future development of the area due to the implications of the DDA legislation concerning access to the general public	WC/Am	3	tbc

DC= Disability Criteria: WheelChair user / Ambulant / Visual / Audio / Dexterity / Learning Difficulties

P=Priority; **1** – Urgent / **2** – Essential / **3** - Desirable / **4** – Long Term