



Elmfield Rudolf Steiner School

Accessibility Policy and Plan

April 2019

Policy Tracker – Responsibility for monitoring this policy: Simon Birch (Interim School Lead)			
Date	Reviewed and Updated By:	Role	Date Approved by the Council of Management
02/04/19	Lesley Taberer	Bursar	
04/04/19	Sue Dawson	Health & Safety Oversight Trustee	21/05/19
15/7/20	Name change update		

Aims

This plan is drawn up in line with the duties in the Equality Act 2010 and the Special Education Needs (SEN) and Disability Act 2001 (SENDA) and draws on DfES Guidance *Accessible Schools* July 2002.

Definition of Disability

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 his or her ability to carry out normal day to day activities. [DDA 1995 & Equality Act 2010]

Schools are required under the Equality Act 2010 to have an accessibility plan. The purpose of the plan is to:

- Increase the extent to which disabled pupils can participate in the curriculum
- Improve the physical environment of the school to enable disabled pupils to take better advantage of education, benefits, facilities and services provided
- Improve the availability of accessible information to disabled pupils

Principles

Elmfield recognises its duty under the SEN and Disability Act 2001 and the Equality Act 2010:

- 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
- To publish an Accessibility Plan
- For staff and Council members to have regard to the Disability Rights Commission Code of Practice
- The School recognises and values parents' knowledge of their child's disability and its effect on his / her ability to carry out normal activities, and respects the parents' and child's right to confidentiality
- The School provides all pupils with a broad and balanced curriculum, in line with Steiner Waldorf educational principles, responding to and differentiated for diverse learning needs

Our school aims to treat all its pupils fairly and with respect. This involves providing access and opportunities for all pupils without discrimination of any kind.

Elmfield's Key Objective is to minimise barriers to access to the curriculum and to full participation in the school community for pupils, and prospective pupils, with a disability. The plan will be made available online on the school website, and paper copies are available upon request.

Our school is also committed to ensuring staff are trained in equality issues with reference to the Equality Act 2010, including understanding disability issues.

The school supports any available partnerships to develop and implement the plan. Our school's complaints procedure covers the accessibility plan. If you have any concerns relating to accessibility in school, this procedure sets out the process for raising these concerns.

We have included a range of stakeholders in the development of this accessibility plan, including pupils, parents, staff and the School Council of Management.

Provision of Information

The School will make itself aware of local services for providing information in alternative formats when required or requested.

Examination Arrangements

The School has a portable ramp to enable wheelchair users to enter all buildings. If a candidate with a physical disability were to be entered for an exam, then the exam would be scheduled in the Bio Lab which can be accessed from a side door via a portable ramp.

Pupils with known special educational needs or disabilities are assessed in Upper School by an appropriately qualified exam access assessor, who is responsible for these arrangements.

Where appropriate the school applies for approval for Access Arrangements from the relevant examination boards. The assessor works closely with the school's examinations officer to ensure that all paperwork is in place and that arrangements are carried out within the regulations. Other pupils whose needs become identified by teachers during their time in the school may also be referred for an Access Arrangements assessment.

Impact Assessment/Informing Future Priorities

Impact Assessments will be carried out on a termly basis to ensure that the school is meeting the needs of its pupils, staff and visitors with regard to accessibility provision.

Please refer to the Action Plan and Appendix 15 for further detailed assessment criteria where adjustments are recorded in response to a need identified for a pupil, staff member or visitor. Care has been taken to consider the curriculum by academic year, the regularity of use of dedicated equipment (i.e. wheelchair access ramps) and where necessary additional equipment and/or appropriate signage has been installed.

Impact Assessments will be monitored by the Bursar in conjunction with the Health & Safety Committee and ultimately the School Council of Management. Regular reports detailing where we have fully met the need, made a compromise or have found it difficult to accommodate a request will be made to ensure the school is adhering to best practice with regard to accessibility.

Legislation and guidance

This document meets the requirements of [schedule 10 of the Equality Act 2010](#) and the Department for Education (DfE) [guidance for schools on the Equality Act 2010](#).

The Equality Act 2010 defines an individual as disabled if he or she has a physical or mental impairment that has a 'substantial' and 'long-term' adverse effect on his or her ability to undertake normal day to day activities.

Under the [Special Educational Needs and Disability \(SEND\) Code of Practice](#), 'long-term' is defined as 'a year or more' and 'substantial' is defined as 'more than minor or trivial'. The definition includes sensory impairments such as those affecting sight or hearing, and long-term health conditions such as asthma, diabetes, epilepsy and cancer.

Schools are required to make 'reasonable adjustments' for pupils with disabilities under the Equality Act 2010, to alleviate any substantial disadvantage that a disabled pupil faces in comparison with non-disabled pupils. This can include, for example, the provision of an auxiliary aid or adjustments to premises.

Action plan

This action plan sets out the aims of our accessibility plan in accordance with the Equality Act 2010.

Aim	Current good practice <i>Include established practice and practice under development</i>	Objectives <i>State short, medium and long-term objectives</i>	Actions to be taken	Person responsible	Date to complete actions by	Success criteria
<p>Increase access to the curriculum for pupils with a disability</p>	<p>Our school offers a differentiated curriculum for all pupils.</p> <p>We use resources tailored to the needs of pupils who require support to access the curriculum.</p> <p>Curriculum resources include (where appropriate) examples of people with disabilities.</p> <p>Curriculum progress is tracked for all pupils, including those with a disability.</p> <p>Targets are set effectively and are appropriate for pupils with additional needs.</p> <p>The curriculum is reviewed to ensure it meets the needs of all pupils.</p>	<p>Long, medium- and short-term objectives – to continue to develop the curriculum in line with our current good practice.</p>	<p>Regularly share updates, information at relevant departmental meetings, Greater College, College and Council of Management Meetings</p>	<p>Education Lead</p>	<p>Reviewed yearly</p>	<p>Successful outcomes for pupils with disabilities, reviewed yearly</p>

Aim	Current good practice <i>Include established practice and practice under development</i>	Objectives <i>State short, medium and long-term objectives</i>	Actions to be taken	Person responsible	Date to complete actions by	Success criteria
Improve and maintain access to the physical environment	<p>The environment is adapted to the needs of pupils as required.</p> <p>This includes:</p> <ul style="list-style-type: none"> • Ramps • Disabled parking bays • Disabled toilets and changing facilities 	Long term – to constantly improve the environment for those pupils, staff, parents and visitors with disabilities	Agenda item at each Health & Safety Committee meeting each Building Group meeting and regular discussions/updates when there is a need with the Council member with oversight for Estates	Council member with responsibility for Estates oversight and Bursar	Ongoing	Ensure all pupils, staff, parents and visitors can access the school as and where necessary
Improve the delivery of information to pupils with a disability	<p>Our school uses (or would use if there was a need identified) a range of communication methods to ensure information is accessible.</p> <p>This includes:</p> <ul style="list-style-type: none"> • Internal signage • Large print resources – where appropriate • Braille • Induction loops • Pictorial or symbolic representations 	<p>Short term – ensure that resources used within the school take into account the current pupil, cohort.</p> <p>Medium & Long term – ensure constant awareness of cohort's needs and act accordingly</p>	<p>Ensure that resources used within the school take into account the current pupil cohort.</p> <p>Regular item on departmental, Coordination Group, Greater College, College and Council of Management meetings</p>	School Coordination Group	Ongoing	Ensure all pupils can access the information they need in the way that is suitable to them and measure their eventual outcomes

Aim	Current good practice <i>Include established practice and practice under development</i>	Objectives <i>State short, medium and long-term objectives</i>	Actions to be taken	Person responsible	Date to complete actions by	Success criteria
Impact Assessment	Termly Impact Assessments carried out to assess the needs of the pupil, staff and visitor cohort	<p>Short term – ensure that resources used within the school take into account the current pupil, cohort.</p> <p>Medium & Long term – ensure constant awareness of cohort’s needs and act accordingly</p>	Termly agenda item at Health & Safety Committee meetings and regular discussions/updates when there is a need with the Council member with oversight for Estates	Council member with responsibility for Estates oversight and Bursar	Ongoing	Ensure all pupils, staff, parents and visitors can access the school as and where necessary

Monitoring arrangements

This document will be reviewed annually but may be reviewed and updated more frequently if necessary.

It will be approved by the School Council of Management.

Links with other policies

This accessibility plan is linked to the following policies and documents:

- Risk Assessment policy
- Health and Safety policy
- Equal opportunities policy
- Accessibility policy
- SEND policy
- Curriculum policy
- Safeguarding policy
- Admissions policy

Appendix 1: Accessibility audit – Parkhill

Feature	Description	Actions to be taken	Person responsible	Date to complete actions by
Number of storeys	3	None	Bursar	N/a
Corridor access	Good	None	Bursar	N/a
Parking bays	See Front of School Audit	N/a	N/a	N/a
Entrances	2	None	Bursar	N/a
Ramps	Yes – mobile, available for use, stored in Main Reception vestibule	None	Bursar	N/a
Toilets	Yes	None	Bursar	N/a
Reception area	Ramp access as detailed above, double doors can be opened giving wide access	None	Bursar	N/a
Internal signage	None	Would be installed if required by cohort	Bursar	N/a
Emergency escape routes	Various routes available depending on individual's level of mobility/disability	Reviewed on an annual basis based on the cohort of pupils and staff present in the building	Bursar	N/a

Appendix 2: Accessibility audit – Thornhill

Feature	Description	Actions to be taken	Person responsible	Date to complete actions by
Number of storeys	3	None	Bursar	N/a
Corridor access	Good	None	Bursar	N/a
Parking bays	See Front of School Audit	N/a	N/a	N/a
Entrances	8	None	Bursar	N/a
Ramps	Yes – mobile, available for use, stored in Main Reception vestibule	None	Bursar	N/a
Toilets	Yes	Work planned for Summer Term 2019 to increase number of toilets and install a large, disabled access toilet bay.	Bursar	End August 2019
Reception area	Ramp access as detailed above	None	Bursar	N/a
Internal signage	None	Would be installed if required by cohort	Bursar	N/a
Emergency escape routes	Various routes available depending on individual's level of mobility/disability	Reviewed on an annual basis based on the cohort of pupils and staff present in the building	Bursar	N/a

Appendix 3: Accessibility audit – Tobias

Feature	Description	Actions to be taken	Person responsible	Date to complete actions by
Number of storeys	1	None	Bursar	N/a
Corridor access	Good	None	Bursar	N/a
Parking bays	See Front of School Audit	N/a	N/a	N/a
Entrances	1	None	Bursar	N/a
Ramps	Yes – mobile, available for use, stored in Main Reception vestibule	None	Bursar	N/a
Toilets	Yes – not suitable for wheelchair access	None	Bursar	N/a
Reception area	Ramp access as detailed above.	None	Bursar	N/a
Internal signage	None	Would be installed if required by cohort	Bursar	N/a
Emergency escape routes	Various routes available depending on individual's level of mobility/disability	Reviewed on an annual basis based on the cohort of pupils and staff present in the building	Bursar	N/a

Appendix 4: Accessibility audit – Gawain

Feature	Description	Actions to be taken	Person responsible	Date to complete actions by
Number of storeys	2	None	Bursar	N/a
Corridor access	Good	None	Bursar	N/a
Parking bays	See Front of School Audit	N/a	N/a	N/a
Entrances	1	None	Bursar	N/a
Ramps	Yes – mobile, available for use, stored in Main Reception vestibule	None	Bursar	N/a
Toilets	Yes – not suitable for wheelchair access	None	Bursar	N/a
Reception area	Ramp access as detailed above.	None	Bursar	N/a
Internal signage	None	Would be installed if required by cohort	Bursar	N/a
Emergency escape routes	Various routes available depending on individual's level of mobility/disability	Reviewed on an annual basis based on the cohort of pupils and staff present in the building	Bursar	N/a

Appendix 5: Accessibility audit – Blue Cedar

Feature	Description	Actions to be taken	Person responsible	Date to complete actions by
Number of storeys	2	None	Bursar	N/a
Corridor access	Good	None	Bursar	N/a
Parking bays	See Front of School Audit	N/a	N/a	N/a
Entrances	2	None	Bursar	N/a
Ramps	Yes – mobile, available for use, stored in Main Reception vestibule	None	Bursar	N/a
Toilets	None present in building	None	Bursar	N/a
Reception area	Ramp access as detailed above.	None	Bursar	N/a
Internal signage	None	Would be installed if required by cohort	Bursar	N/a
Emergency escape routes	Various routes available depending on individual's level of mobility/disability	Reviewed on an annual basis based on the cohort of pupils and staff present in the building	Bursar	N/a

Building accessed by 5 steps between Parkhill and Tobias, then down a steep slope.
Standard doorway width into Blue Cedar up 3 steps

Appendix 6: Accessibility audit – Playground & Outdoor space to rear of school

Feature	Description	Actions to be taken	Person responsible	Date to complete actions by
Number of storeys	N/a however sloping site spread over two levels	None	Bursar	N/a
Corridor access	N/a	None	Bursar	N/a
Parking bays	See Front of School Audit	N/a	N/a	N/a
Entrances	N/a	None	Bursar	N/a
Ramps	N/a	None	Bursar	N/a
Toilets	N/a	None	Bursar	N/a
Reception area	N/a	None	Bursar	N/a
Internal signage	N/a	External signage would be installed if required by cohort	Bursar	N/a
Emergency escape routes	Various routes available depending on individual's level of mobility/disability	Reviewed on an annual basis based on the cohort of pupils and staff present in the school	Bursar	N/a

Narrow paths at the back of school meaning wheelchair access would be difficult.
 Surfaces in this area are: grass, tarmac, woodchip, mud.
 Steep paved path and large steps to the hardcourt – inaccessible to wheelchair users.

Appendix 7: Accessibility audit – Outdoor space to the front of the school

Feature	Description	Actions to be taken	Person responsible	Date to complete actions by
Number of storeys	N/a - flat site on one level	None	Bursar	N/a
Corridor access	N/a	None	Bursar	N/a
Parking bays	Yes	1 disabled space clearly marked and monitored	N/a	N/a
Entrances	1 for vehicles 2 for pedestrians	Timer controlled, open at various times during the day, access by buzzer entry system outside of these times	Bursar	N/a
Ramps	N/a	None	Bursar	N/a
Toilets	N/a	None	Bursar	N/a
Reception area	N/a	None	Bursar	N/a
Internal signage	N/a	External signage would be installed if required by cohort	Bursar	N/a
Emergency escape routes	Various routes available depending on individual's level of mobility/disability	Reviewed on an annual basis based on the cohort of pupils and staff present in the school	Bursar	N/a

Appendix 8: Accessibility audit – The School Shop

Feature	Description	Actions to be taken	Person responsible	Date to complete actions by
Number of storeys	1	None	Bursar	N/a
Corridor access	N/a	None	Bursar	N/a
Parking bays	See Front of School Audit	N/a	N/a	N/a
Entrances	2	One from school grounds One from Love Lane	Bursar	N/a
Ramps	Yes – mobile, available for use, stored in Main Reception vestibule	None	Bursar	N/a
Toilets	None present in building	None	Bursar	N/a
Reception area	Ramp access as detailed above.	None	Bursar	N/a
Internal signage	None	Would be installed if required by cohort	Bursar	N/a
Emergency escape routes	Various routes available depending on individual's level of mobility/disability	Reviewed on an annual basis based on the cohort of pupils and staff present in the building	Bursar	N/a

Appendix 9: Accessibility audit – The Art Room

Feature	Description	Actions to be taken	Person responsible	Date to complete actions by
Number of storeys	1	None	Bursar	N/a
Corridor access	N/a	None	Bursar	N/a
Parking bays	See Front of School Audit	N/a	N/a	N/a
Entrances	1	None	Bursar	N/a
Ramps	Yes – mobile, available for use, stored in Main Reception vestibule	None	Bursar	N/a
Toilets	None present in building	None	Bursar	N/a
Reception area	Ramp access as detailed above.	None	Bursar	N/a
Internal signage	None	Would be installed if required by cohort	Bursar	N/a
Emergency escape routes	Various routes available depending on individual's level of mobility/disability	Reviewed on an annual basis based on the cohort of pupils and staff present in the building	Bursar	N/a

Building accessed by 5 steps between Parkhill and Tobias, then down a steep slope, to two small flights of stairs, doorway width is large but wheelchair access not available.

Appendix 10: Accessibility audit – The Craft Classroom

Feature	Description	Actions to be taken	Person responsible	Date to complete actions by
Number of storeys	1	None	Bursar	N/a
Corridor access	N/a	None	Bursar	N/a
Parking bays	See Front of School Audit	N/a	N/a	N/a
Entrances	1	Building work planned to install ramp access/egress during academic year 2019/20	Bursar	Summer 2020
Ramps	Yes – mobile, available for use, stored in Main Reception vestibule	None	Bursar	N/a
Toilets	None present in building	None	Bursar	N/a
Reception area	Ramp access as detailed above.	None	Bursar	N/a
Internal signage	None	Would be installed if required by cohort	Bursar	N/a
Emergency escape routes	Various routes available depending on individual's level of mobility/disability	Reviewed on an annual basis based on the cohort of pupils and staff present in the building	Bursar	N/a

Building accessed by 5 steps between Parkhill and Tobias, then down a steep slope, then up three steps on which the ramp can be used.

Appendix 11: Accessibility audit – The Science Lab

Feature	Description	Actions to be taken	Person responsible	Date to complete actions by
Number of storeys	1	None	Bursar	N/a
Corridor access	Yes	None	Bursar	N/a
Parking bays	See Front of School Audit	N/a	N/a	N/a
Entrances	1	None	Bursar	N/a
Ramps	Yes – mobile, available for use, stored in Main Reception vestibule	None	Bursar	N/a
Toilets	None present in building	None	Bursar	N/a
Reception area	Ramp access as detailed above.	None	Bursar	N/a
Internal signage	None	Would be installed if required by cohort	Bursar	N/a
Emergency escape routes	Various routes available depending on individual's level of mobility/disability	Reviewed on an annual basis based on the cohort of pupils and staff present in the building	Bursar	N/a

Building accessed by 5 steps between Parkhill and Tobias, then down a steep slope, doorway width is normal.

Appendix 12: Accessibility audit – The Outdoor Classroom

Feature	Description	Actions to be taken	Person responsible	Date to complete actions by
Number of storeys	1	None	Bursar	N/a
Corridor access	N/a	None	Bursar	N/a
Parking bays	See Front of School Audit	N/a	N/a	N/a
Entrances	2	One from school grounds One from Love Lane	Bursar	N/a
Ramps	Yes – mobile, available for use, stored in Main Reception vestibule	None	Bursar	N/a
Toilets	None present in area	None	Bursar	N/a
Reception area	Ramp access as detailed above.	None	Bursar	N/a
Internal signage	None	Would be installed if required by cohort	Bursar	N/a
Emergency escape routes	Various routes available depending on individual's level of mobility/disability	Reviewed on an annual basis based on the cohort of pupils and staff present in the building	Bursar	N/a

Building accessed by 5 steps between Parkhill and Tobias, then down a steep slope, then four more steps down to flat area.

Appendix 13: Accessibility audit – The Pond Area

Feature	Description	Actions to be taken	Person responsible	Date to complete actions by
Number of storeys	N/a however accessed via a sloping site spread over two levels	None	Bursar	N/a
Corridor access	N/a	None	Bursar	N/a
Parking bays	See Front of School Audit	N/a	N/a	N/a
Entrances	N/a	None	Bursar	N/a
Ramps	N/a	None	Bursar	N/a
Toilets	N/a	None	Bursar	N/a
Reception area	N/a	None	Bursar	N/a
Internal signage	N/a	External signage would be installed if required by cohort	Bursar	N/a
Emergency escape routes	Various routes available depending on individual's level of mobility/disability	Reviewed on an annual basis based on the cohort of pupils and staff present in the school	Bursar	N/a

Appendix 14: Accessibility audit – The Pottery Room

Feature	Description	Actions to be taken	Person responsible	Date to complete actions by
Number of storeys	1	None	Bursar	N/a
Corridor access	N/a	None	Bursar	N/a
Parking bays	See Front of School Audit	N/a	N/a	N/a
Entrances	1	None	Bursar	N/a
Ramps	Yes – mobile, available for use, stored in Main Reception vestibule	None	Bursar	N/a
Toilets	None present in area	None	Bursar	N/a
Reception area	Ramp access as detailed above.	None	Bursar	N/a
Internal signage	None	Would be installed if required by cohort	Bursar	N/a
Emergency escape routes	Various routes available depending on individual's level of mobility/disability	Reviewed on an annual basis based on the cohort of pupils and staff present in the building	Bursar	N/a

Building accessed by 5 steps between Parkhill and Tobias, then down a steep slope, steps inside doorway down to small room which is not wheelchair accessible.

Appendix 15: Impact Assessment – Register of Need

Cohort Pupil/Staff/Visitor	Need	Action Taken	Person responsible	Completion Date
<i>Example: John Smith, upper school parent confined to a wheelchair</i>	<i>Ramp access to Upper School</i>	<i>Ramp provided at each Parents' Evening by Estates who is informed by Class Guardian(s)</i>	<i>Estates Manager/Bursar/Class Guardian</i>	<i>At each relevant Parents' Evening</i>