

## Action / Accessibility Plan

Task	Responsibility	Target Date
Assessment of access to buildings for pupils, staff, carers and community users.	School Council and teaching staff	Complete
Distribution and return of questionnaires.	School Council / School Clerk	Complete
Analysis of data from questionnaires	School Council during lesson time with teaching staff	Complete
Visual assessment of signs for clarity of information and appropriate use of symbols / Braille / font	School council / all pupils and staff	Complete
Ensure procedures are in place to deal with alerting / evacuation of people with disabilities (sensory and mobility)	Head Teacher / staff	Complete
Assessment of alarm system for audio-visual effectiveness.	School Council / staff	Complete
Identification of trip hazards for the visually impaired	School Council / staff	Complete
Review of current policies for compliance with DES	Head Teacher / Governors	Complete
"Reality check" as to current awareness of disability issues	Head Teacher for teaching staff / sub committee for governors	Complete
Awareness training for staff	Head Teacher	Complete
Publication of DES to wider community	Head Teacher / governors	Complete
Review of school web site for appropriate fonts / visual accessibility	Head Teacher / governors	Complete
Establish complaints procedure	Governors' sub committee	Complete
Produce an aide memoir for staff containing practical information on various forms of disability	Governors' sub committee	Complete
Distribution of disability awareness posters	Teaching staff with pupils as project	Revised date 31.12.09
Collect and analyse baseline data on disabled staff	Head Teacher	Complete
Promote ethical procurement policy. Influence private sector by example	Governing body	Ongoing
Conduct and monitor results of exit interviews with disabled pupils and staff	Head Teacher / governors' sub committee	Now adopted
Evaluate rôles and vacancies to assess the requirements / criteria checking whether reasonable adjustments can be made to make the rôles more accessible and less exclusive to ensure that unnecessary requirements are not attached limiting the type of applicants	Governing body	Now adopted
Ensure appropriate use and availability of disabled parking bay	Head Teacher	Ongoing