



Disability Equality and Accessibility Action Plan 2014 – 2018

This Disability Equality and Accessibility Plan will be reported to the Full Governing Body annually in the Summer term.

It will be reviewed in Summer 2018.

Issue to be addressed	Action	Responsibility	Cost/Time	Success Criteria	Completed By	Monitored By
Keep Governors informed of the DDA and its duties	Inform Governors of their responsibilities. Include the DDA and the associated duties on Governors' agendas annually and as new Governors join	Clerk to include on agendas. Chair and Head to share information	None	Governing Body aware of responsibilities and carried them out effectively to ensure access to the curriculum and physical access to school is continually developed.	Ongoing	Nominated Governor
Keep staff informed of requirements and responsibilities under DDA	1. Inform new staff as part of the induction process. 2. SENCo to train staff on SEN	Head and SENCo	None, Time needed for meetings	All staff are aware of general responsibilities and requirements of DDA and specific SEN areas.	Ongoing	Head SEN Governor
When monitoring planning, Subject Leaders continue to ensure equality of access for all children in their subject	Subject leaders to monitor planning and feedback to staff if any breaches of the DDA. Subject Leaders to look for any specialist equipment required enabling all pupils full access to the curriculum	Subject Leaders		Curriculum allows full access by all children	Ongoing	Subject Leaders
To ensure the school knows how to access written material in alternative formats	SENCo/Secretary to compile a database /list of where to access written info in a variety of formats.	SENCo and Secretary	No cost for the time required.	Bank of information held in school SEN files to be accessed as necessary and required.	December 2010	SEN Governor

Issue to be addressed	Action	Responsibility	Cost/Time	Success Criteria	Completed By	Monitored By
To identify any potential barriers for disabled children to access the building	Finance and Buildings Committee ensuring full physical access to the building by disabled children. Required improvements to be costed and reviewed.	Finance and Buildings Committee	No cost for the time required	School building allows access for all disabled children and free movement around the school, as budget allows.	Ongoing	Finance and Buildings Committee
To ensure the needs of children are fully understood by key staff and the child's needs are met from the point they join school.	Ensure any disability is described on the children's admission form and actions needed to ensure full access to school life. Include practical details and staff training needs. Liaise with relevant professionals so that adjustments can be made. Parents and key staff to have copies of relevant information.	Head, Secretary SENCo	Potential costs for training. Staff development Budget.	Child starts school with relevant staff aware and where possible having relevant training and support mechanism put in place. Good relationships are formed with parents to alleviate anxieties before a child starts school.	Ongoing as needs are identified.	SEN Governor
Prior to future redecoration, consult sensory support services on colour schemes to benefit pupils with visual impairments.	Consultation as rooms to be redecorated.	Finance and Buildings Committee	None for enquiries. Redecorating costs to be ascertained as rooms need redecoration.	Classrooms are suitable for pupils with visual impairments as appropriate.	As redecoration undertaken	Finance and Buildings Committee
Ensure educational visits are planned to allow participation by all children.	Take advice as necessary from LA. Include individual children on risk assessment to ensure needs are fully addressed before the visit.	Educational Visits Coordinator	None	All children participate appropriately in educational visits.	Risk assessments on going	Health and Safety Governor

