

# ACCESSIBILITY POLICY AND PLAN

## Accessibility Policy

BeyondAutism is a charity that provides services and information for people with autism. It is essential that people with autism, their families and the professionals that work with them are able to access our information, buildings and staff team appropriately and with ease.

We aim to be a community where everyone is treated fairly and with respect. We want everyone to have choice and control, and recognise that for some people, extra support is needed to help them achieve and be successful. We take our legal duties on equality seriously. We welcome our general duty under the Equality Act 2010 to eliminate discrimination, to advance equality of opportunity and to foster good relations.

## The Charity Team

BeyondAutism is a non-profit organisation and charity based on the second floor of Floreat Wandsworth School, 305 Garratt Lane. The office accommodates 9 members of the team and 1 hot desk. There is a large meeting room with kitchen facilities and we have access to dedicated toilet facilities.

We have a dedicated entrance off Garratt Lane, identified by a large sign, and our offices can be accessed by a lift.

## Our Service Provision

### BeyondAutism Schools

In order to ensure that all pupils are able to access the curriculum, staff are trained in Makaton and in-house ABA/VB training. Our schools are “total communication” environments that aim to make use of a number of modes of **communication** such as signed, oral, auditory, written and visual aids; depending on the particular needs and abilities of the pupil.

At Annual Review Meetings parents can request a translator to attend, funded by the LA, if they are not confident in holding the meeting in English.

Each pupil has an individual timetable and 1-to-1 support throughout the school day. Programmes and curriculum are monitored daily to ensure that adjustments are made when appropriate, in order that every pupil makes at least expected progress.

### School Environment

Park House School (48 North Side, Wandsworth Common) accommodates the needs of people using wheelchairs to the ground floor and external buildings. It is organised in an age appropriate way. Each classroom has defined, labelled areas.

Tram House School (520 Garratt Lane, Earlsfield) is a purpose built school and is wheelchair accessible to all levels. The classrooms are arranged to accommodate up to 8 pupils with clearly marked work areas. Wall displays are limited to the current topic and pupil progress information.

The corridors are kept free of clutter with limited wall displays providing a clear, distraction free route between rooms; with signposting throughout.

BeyondAutism Schools actively promote and facilitate access to swimming, horse riding, local college provision and work experience. The schools organise educational visits in line with the topics being taught and with regard to the social, moral, spiritual and cultural development of the pupils.

### BeyondAutism Post-19

Our adult learning provision is based on Goldhawk Road, Hammersmith accommodated by Yarrow Housing. There are a number of rooms and access options. The learners spend at least 50% of their week in their own local communities, facilitated by 1-to-1 staffing. We adopt a “total communication” approach to ensure each learner can access and take control of their activities.

### BeyondAutism Early Years

Our Early Years’ service operates in a dedicated classroom adjacent to the charity office on the second floor at Floreat Wandsworth School, 305 Garratt Lane.

### Outreach and Training

We deliver outreach and training to a variety of mainstream and special schools across London. We endeavour to meet the needs of children and young people with autism by enhancing the practice, and working with the professionals, within the provision they access. We also deliver training programmes using the space at the Charity Team’s office or in the meeting rooms in the schools.

We ensure that training materials meet individual requirements for example, but not limited to, print size, paper colour, audio and visual aids.

## General access arrangements

### Visitors

All visitors to BeyondAutism and our services are welcomed. We will do our utmost to accommodate individual needs and requirements by enquiring prior to any visit.

Visitors are met on arrival and accompanied throughout their visit.

### Staff

The staff handbook is available electronically, and can be printed if necessary. New staff are allocated a peer mentor to ensure that there is help to navigate the organisation.

### Information

All information about the charity and our services is available on our website [www.beyondautism.org.uk](http://www.beyondautism.org.uk)

Our website and information are designed to meet the highest possible standards for accessibility, including use of colour assessors and liaison with the RNIB as needed.

We provide leaflets, a printed school prospectus and presentations on request.

As an organisation BeyondAutism seeks to work in partnership with other local charities to meet the needs of the wider community and to enhance good practice within local services

### To maintain accessibility

Where a pupil, adult learner or permanent staff member is unable to access the existing facilities or information, BeyondAutism will conduct an individual assessment of need in order to make reasonable adjustments.

We are open to feedback and act swiftly to resolve any reported issues or complications.

### Other relevant policies

Equality and Diversity Policy

Tram House School Accessibility Policy and Plan

Park House School Accessibility Policy and Plan

BeyondAutism Post-19 Accessibility Policy and Plan

Last review: March 2018

Date of next review: March 2021

Review group: Audit & Governance Committee

<b>Accessibility Plan 2017-2018</b>			
<b>Key actions</b>	<b>Objective</b>	<b>Resources</b>	<b>Success Criteria</b>
<b>Visitors</b> Reception team to be trained and aware of access issues. They will use an aide memoir to facilitate smooth access for all visitors	Most effectively meet the needs and requirements of our visitors	Admin time	Visitors report that they feel welcome and their visit has been a positive experience
<b>BeyondAutism Schools</b> Staff annual training and development plan includes Makaton, ABA/VB, PECS	Most effectively ensure that all pupils access the curriculum and make at least good progress	Planned training time	Staff report confidence in using key modes of communication with the pupils
<b>Outreach &amp; Training</b> Pre-course information request from each delegate that, if shared, enables us to meet individual needs and requirements	Most effectively meet the needs of delegates booked to attend our training courses	Admin time	Course delegates report that their needs are met.
<b>Information</b> Research and work towards a "Plain English" kite mark	Our published information is clear and accessible	Marketing Manager £600 fee	Published information is recognised for being clear and accessible
<b>Community cohesion</b> Advertise our training and outreach service to local services including doctors, dentists, hairdressers and LA Local Offers.	Most effectively enable access to local services by families with children who have autism	Admin time £500 printing costs	Children and young people with autism report that they are able to access their local services

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