

WADEBRIDGE SCHOOL – REVISION OF SCHOOL ACCESS PLAN: 2015 – 2017

To be monitored termly by the Business Manager Premises, Site Supervisor, SENCO and the Governor responsible for Special Needs.

This Access Plan will take account of any references within the Health and Safety Audit of the premises undertaken on the 5th November 2014 by Richard Greenwood of Cornwall Council's Health, Safety and Wellbeing Unit). The SEN Policy 2009, the planned strategy of the SENCO and projected future intake of students with disabilities will form an important part of each revision of this plan.

The School will comply with the Disability Discrimination Act (DDA) requirements and will work with the Local Authority to bring access issues up to the required standard with reference to teaching and learning, premises and communication with pupils and their homes, reviewing requirements with changing circumstances.

The school will liaise and work closely with the Local Authority in the event of reasonable premises adaptation for any prospective student or member of staff.

An Asset Management meeting held by the Local Authority at the school on 1st July 2009 reviewed the standards of disability access – extract of minutes below:

8.3. Review of DDA Issues (Accessibility Audit Prepared / Held by School)

NC noted that if the school has a child with specific access requirements the school can apply for the Schools Access Initiative fund, contact Chris Hines (now Paul Renowden) for details.

VC noted that the school have a lot of disabled equipment which is currently stored in the disabled toilet, VC would therefore like a storage area to be installed under the stairs. IH noted this shouldn't be a fire risk as the stairs are concrete and it would not be a case of storing chemicals. VC to obtain quotes. Note two under stairs stores constructed in the sixth form but neither are to a minimum of a half hour standard of fire resistance This is to be addressed as works arising from the Fire Risk Assessment and Health and Safety Audit dated 5th November 2014.

IH noted that the majority of the school is of a high standard for disabled access.

Mindful of the need for continual review and reasonable improvement the school has laid out a revised short, medium and long term plan.

SHORT TERM PLAN (ie financial year 2014/15)

Section 1 – Short Term Plan – Access to the Physical Environment					
TARGETS	ACTION	TIME FRAME	PERSON RESPONSIBLE	SUCCESS CRITERIA	RESULTS
(1.1) Review of access and restricted access areas within the school.	Using Autumn 09 revision of Premises Audit, a review of the completed work achieved within the school as detailed under the 'results' column. Report and highlight on a site map where appropriate in order that school management have a clear record of access	End of January 2015 so that any reasonable and manageable premises adjustments can be put forward for the 2015/16 budget.	Business Manager Premises & Senior Site Supervisor with the advice and assistance of Cornwall Council representative (Paul Renowden) Capital Strategy Officer Integrated Services – Schools & Achievement and the SENCO.	School continues to comply with the DDA requirements and to take reasonable steps to ensure the inclusion and access of students and parents. All floors and areas of the school can be accessed by wheel chair users.	External disabled ramps constructed from senior playground to landing by stage and west stair of three storey block., Drama DR1& Gym – (2011), textiles, DT4, DT7 (2014) & music corridor (2013) to replace existing ramps that did not conform to building regulations. An auto door installed to the roundabout area operated by key fob was installed for unaided access by wheel chair users, Improved wheelchair access to the refurbished Year 7 & 8 Quiet Areas was completed (2013 &14)
(1.2) Ensure that all disabled pupils can be safely evacuated and that planned fire escape routes are suitable	Termly Fire Drills successfully carried out, with PEEP for Sophie Scott reviewed on 3rd September 2014, or when new students arrive during the year. All advice acted on immediately from Health ,	Autumn Term 2014 to September 2015	Business Manager Premises and Senior Site Supervisor and the SENCO.	<ul style="list-style-type: none"> • Advice received • Advice acted on Alternative method of escape equipment can be employed on first.	Provision of four 'Evac' chairs. One on the first and second floors of the three storey block and two in the sixth form block to serve the stairs in block 2 and block 10.

	Safety and Welfare Unit's annual Health and Safety Audits .				
(1.3)Ensure Access Plan is brought termly to the attention of Governors and review is discussed.	To be circulated to staff for discussion and to be included on the Finance and Premises Committee agenda.	Spring Term 2015	Headteacher	Review by school management to ensure school continues to comply with the DDA requirements	
(1.4)Disabled parking space at front of school leading to lift access in main foyer and look for additional parking space area	Under review by Chris Hines Capital Strategy Team (now Paul Renowden) if considered relevant.	Spring Term 2015	Headteacher	Access for all parents and students	
(1.5)Internal movement	Colour contrast on doors, floors and walls to be reviewed	Spring Term 2015 For summer holiday work programme.	Business Manager Premises and Senior Site Supervisor as advised by SENCO .	Continued integration of DDA compliance into the school internal decoration programme	
(1.6)Where reasonable, review access for all prospective students	Forward planning and liaison with feeder schools, prospective parents and Local Authority	Spring Term 2015	Headteacher, SENCO and Business Manager Premises	Where reasonable, access arranged for prospective students by starting date	
(1.7)For building improvements, awareness and where reasonable improve access	Forward Planning with Business Manager Premises and Cornwall Council representative. Input from SENCO. Provide full length safety strip to sixth form lift to detect wheelchair users and prevent doors closing	On going where either School Budget allows or Cornwall Council agrees to fund Summer 2015	Headteacher and Business Manager Premises.	Building projects to required standards taking in needs of those in the school and prospective students. Recommended but not statutory Compliance Item.	Disabled toilet with wet room and 'H' frame hoist installed on ground floor of three storey block (2011)
(1.8)Provision of separate handrails to existing balustrading similar to Gym.	Installation of compliant colour handrails to distinguish for visually impaired to external ramps from senior playground to round-about and stage landing.	2014/15 Financial Year.	Business Manager Premises & SENCO	Improved access for visually impaired and non wheel chair users.	

Section 2 – Short Term Plan - Access to the Curriculum

TARGETS	ACTION	TIME FRAME	PERSON RESPONSIBLE	SUCCESS CRITERIA	RESULTS
(2.1)Ensure that disabled students have reasonable access to school trips	Trips and visits advice to be reviewed to ensure that documentation includes specific advice on this entitlement and ensure set up of forms to indicate that advice has been followed	January 2014	Headteacher, SENCO and Outdoor Activities Coordinator	Documentation on trips and visits clear on disabled access Include recent legislation within a specific policy	.
(2.2)Continue to Develop systems for involving TAs in curriculum planning	Continuing requirement for all CALs to be made aware of the need to involve TAs in curriculum planning for disabled students and clear suggestions given to them over the best way to achieve this All subject linked TAs to give feedback on the degree to which they are involved in Curriculum planning All CALs to receive evidence of the review analysis	On-going – review analysis Summer Term 2015	SENCO, CALS, TAs	All CALs have clear guidance Clear review sheets are available Evidence of analysis communicated is available	
(2.3)Supporting transition for new students	Identify needs prior to transition and train/employ staff accordingly	Summer Term 2015	Headteacher, SENCO and Training Coordinator	Smooth transition of student in to school environment	

Section 3 – Short Term Plan -Access to Information

(3.1) Ensure information given to parents of disabled students is clear at time of new intake	Information distributed at new intake evenings A training opportunity on accessible formats provided	Summer Term 2015	Transition Coordinator and SENCO	Clear and agreed sheet available and included in pack Training has taken place and had good evaluations	
(3.2) Ensure that there is clear guidance on accessible formats for information presented to students	Paper guidance on accessible format prepared	Summer Term 2015	Transition Coordinator and SENCO	Clear guidance exists for staff	

MEDIUM TERM PLAN (ie 2015/16 financial year)

Section 1 – Medium Term Plan - Access to the Physical Environment

TARGETS	ACTION	TIME FRAME	PERSON RESPONSIBLE	SUCCESS CRITERIA	RESULTS
(1.1) Review accessibility of Library shelves	Review with SENCO and students to ascertain where reasonable improvements to access may be made	Autumn 2015 – Summer 2016	Headteacher, SENCO and Librarian	Greater unassisted access to resources	
(1.2) Programme of light replacement in particular continuing to replace lighting in all areas where partially sighted may be affected	Plan to gradually replace old lighting with more effective and appropriate lighting where reasonable and within budget .	Summer 2016 - rolling programme if Condition Improvement Plan (CIF) Flat Roof re-felting successful.	HT, Business Manager and SENCO	Improved and more energy efficient and appropriate lighting	

	Lighting and ceiling replacement programme to link with roof re-felting.				
(1.3) Review of signage	Assessment within buildings and grounds	Ongoing throughout year.	Business Manager Premises and Site Supervisor as advised by SENCO.	Improvement of information and communication	
(1.4) Continue review of Access Plan and needs of students/parents where reasonable	Parental and student involvement, invite suggestions and working together	Autumn 2015	Business Manager Premises & SENCO	Reasonable improvements made supported by recommendations of stakeholders	

Section 2 – Medium Term Plan - Access to the Curriculum

TARGETS	ACTION	TIME FRAME	PERSON RESPONSIBLE	SUCCESS CRITERIA	RESULTS
(2.1) Increase the confidence of staff in differentiating the curriculum to allow for disability	(a) Review reports from Performance Management and other reviews carried out in conjunction with student information and identify training needs (b) Review of software available for disabled students and staff related to arising need	Before next round of Performance Management Interviews Autumn 2015	SENCO/SLT to refer to Training Coordinator SENCO, ICT CAL and Network Manager	Staff development of knowledge to ensure all reasonable access to teaching and learning Increased staff and student confidence and development in curriculum areas	

Section 3 – Medium Term Plan - Access to Information

TARGETS	ACTION	TIME FRAME	PERSON RESPONSIBLE	SUCCESS CRITERIA	RESULTS
(3.1) Continue to ensure access to school communications	Review communication formats and request parental and student feedback	Summer 2015	SENCO and Reprographics Technician	Reasonable parental access to school communications	
(3.2) Where reasonable, successful access for all prospective students	Forward planning and liaison with feeder schools, prospective parents and Local Authority	September 2015 and annually thereafter	Headteacher, SENCO and Business Manager Premises	Where reasonable, access arranged for prospective students by starting date	

LONG TERM PLAN (ie 2017/18 financial year and beyond)

Long Term Plans are to be kept under review pending information, survey or meetings with Paul Renowden of Capital Strategy Team

TARGETS	ACTION	TIME FRAME	PERSON RESPONSIBLE	SUCCESS CRITERIA	RESULTS
Continue to support within reason, the needs of prospective parents and students	Continue to forward plan and work with feeder schools and Local Authority	Plan for target date of at least one year ahead	Headteacher, SENCO and Business Manager Premises	Where reasonable, successful inclusion and access	
Improved access to toilet facilities in the new block	Review by Capital Strategy Team – Paul Renowden. To be centrally funded.	In place by September 2017	Headteacher, SENCO, Business Manager Premises and Capital Strategy Team	Reasonable access for students	