

Colleges Nursery School

Disabled Access

Action Plan

February 2005

DISABLED ACCESS ACTION PLAN

BUILDING ACCESS

PRIORITY 1 Toilet for disabled users					
Target: To improve accessibility of toilet facilities for disabled users					
Success Criteria: All facilities are user friendly					
Tasks	Personnel	Resources	Timescale	Monitoring Review	Evaluation
Electrician to install an emergency call system	HT	LEA funded £?	After Children's Centre build	HT Premises Govs at annual premises review	
Handyman (or electrician) to relocate hand drying facilities	HT	School Budget Either: Relocate paper towel holder - £23 2.Install electric hand dryer - £?	After Children's Centre build	HT Premises Govs at annual premises review	
PRIORITY 1 Main entrance to Nursery School					
Target: Relocate entry security system (bell) Provide signage to alert visitors to the location of the entry security system (targets may be provided through different location of front door to children's centre)					
Success Criteria: System in place and used effectively by all visitors including wheelchair users					
Tasks	Personnel	Resources	Timescale	Monitoring Review	Evaluation
Electrician to lower entry security system to 1160 mm to enable access by wheelchair users	HT	School budget £150	After Children's Centre build	HT Premises Govs at annual premises review	
Provide and display signage	Secretary	No cost	After Children's Centre build	HT Premises Govs at annual premises review	

PRIORITY 2 Wheelchair access throughout school					
Target: To remove lips in all doorways and level flooring (target may be provided through design and layout of new Children's Centre)					
Success Criteria: Wheelchair users can access all rooms in nursery					
Tasks	Personnel	Resources	Timescale	Monitoring Review	Evaluation
Builder to remove Lips and level floor	HT	Cost to be identified	After Children's Centre build	HT Premises Govs at annual premises review	
PRIORITY 3 Visual Alarm system					
Target: Improve safety procedures for hearing impaired throughout the nursery school					
Success Criteria: All adults and children are able to identify fire alarm (target may be provided through design and layout of new Children's Centre)					
Tasks	Personnel	Resources	Timescale	Monitoring Review	Evaluation
Install a visual alarm system	HT	School Budget £2,500	After Children's Centre build	HT Premises Govs at annual premises review	
PRIORITY 3 Portable Induction Loop at reception					
Target: Improve access for hearing impaired at reception					
Success Criteria: Induction loop is installed and successful for hearing impaired visitors (target may be provided following relocation of secretary's office in new Children's Centre)					
Tasks	Personnel	Resources	Timescale	Monitoring Review	Evaluation
Portable Induction Loop	HT	LEA £1000	After Children's Centre build	HT Premises Govs at annual premises review	

DISABLED ACCESS ACTION PLAN

ACCESS TO CURRICULUM

PRIORITY 1 Teaching and Learning					
Target: To ensure that opportunities for teaching and learning within the nursery are open to all					
Success Criteria: All areas of teaching and learning are being accessed by all children					
Tasks	Personnel	Resources	Timescale	Monitoring Review	Evaluation
Audit of learning resources to ensure equal access	SENCO LEA advisor?	To be identified	July 2005	SENCO SEN gov annual visit AI annual report	
Audit of ICT equipment to access if equal access can be promoted	SENCO / ICT co-ordinator SEN Governor	ICT for Schools funding source	July 2005	ICT co-ordinator SEN governor annual visit	
Monitoring procedures are in place. Regular visits and reports to governing body	SENCO SEN Governor	SENCO & SEN governor time	July 2005	SEN governor annual visit	
PRIORITY 2 Access to other activities in nursery					
Target: To ensure that all extra curricular activities within nursery are accessible to children and parents/carers					
Success Criteria: Activities are accessed by all children and parents/carers					
Tasks	Personnel	Resources	Timescale	Monitoring Review	Evaluation
Carry out access audit of: Storysack library, language and literacy project, parents library, Kidsmart project, Alexwood House initiative, water confidence sessions and educational visits	Parent Governor Relevant co-ordinators of activities/initiatives	Supply cover	July 2005	SENCO SEN governor Governor visits	

PRIORITY 1 Staff Training					
Target: To ensure that all staff are undertaking relevant training to improve equal access to curriculum					
Success Criteria: All staff are provided with necessary and adequate training					
Tasks	Personnel	Resources	Timescale	Monitoring Review	Evaluation
Evaluate whether any additional training may benefit staff eg. Makaton, disability awareness	Headteacher SENCO	Supply cover Training Fees	Ongoing	Headteacher SENCO	

DISABLED ACCESS ACTION PLAN

ACCESS TO INFORMATION

PRIORITY 2 Accessible information for all adults: parents, governors, students, visitors and staff					
Target: To ensure that newsletters, posters, displays and signs are appropriately accessible to above adults					
Success Criteria: All adults are able to read information in ways appropriate to their needs					
Tasks	Personnel	Resources	Timescale	Monitoring Review	Evaluation
Make above documents accessible by using simple language with pictures	School secretary and clerical staff	Training Fees? Clerical Time	Ongoing	Annual governor visit by a member of personnel committee	
Make above documents accessible to visually impaired adults by using simple language with pictures	School secretary and clerical staff Visual impaired Service	Training Fees? Clerical Time	Ongoing and when appropriate	As above	
Make above documents accessible to physically impaired adults by placing notices and signs at appropriate level	School secretary and clerical staff Pupil and Student Support Service	Training Fees? Clerical Time	Ongoing	As above	
Make above documents accessible to those speaking another language by using simple language with pictures and in some cases translated with the support of a bilingual assistant	School secretary and clerical staff Equality and Diversity Service	Training Fees? Clerical Time	Ongoing and when appropriate	As above	

PRIORITY 2 Information in alternative formats

Target: To ensure that all children have equal access to all labels and signs in the nursery environment

Success

Criteria: All children are able to find and use books and other resources/equipment

Tasks	Personnel	Resources	Timescale	Monitoring Review	Evaluation
To seek advice from appropriate services and agencies	SENCO Advisory teachers in other support services	SENCO time	As appropriate	SENCO report to Govs	
To make signs and labels eg. Braille, large print, pictorial	SENCO Staff Visual Impairment Support Service advisory teachers	SENCO time Staff time	When necessary. Before a visually impaired child starts nursery	Gov visit SENCO report to Gov HT monitoring	
To provide factual and story books in tactile/ Braille/large print formats, also story tapes suitable for visually impaired children in the school library	SENCO Staff Visual Impairment Support Service advisory teachers	SENCO time Staff time School funds?	When necessary Before a visually impaired child starts nursery	Gov visit SENCO report to Gov HT monitoring	
To provide factual and story books in tactile/ Braille and large print formats, also story tapes in storysack and children's borrowing libraries for visually impaired children	Teacher with responsibility for Communication Language and Literacy Storysack co-ordinator Visual Impairment Support Service advisory teachers	Staff time School funds?	When necessary. Before a visually impaired child starts nursery	Gov visit SENCO report to Gov HT monitoring	
To provide story books and story tapes in other languages in storysack and children's borrowing libraries	Teacher with responsibility multi cultural education Storysack co-ordinator Advisory teachers, Equality and Diversity Service	Staff time School funds?	Ongoing. Continue current work in producing tapes in other languages	Gov visit SENCO report to Gov HT monitoring	