

| Documentation Information |  |                        |                                    |
|---------------------------|--|------------------------|------------------------------------|
| <b>Reviewed By</b>        | Infrastructure Committee                               | <b>Responsibility</b>  | Infrastructure Committee (& SENCO) |
| <b>Last Reviewed</b>      | September 2010, May 2012 and April 2014<br>Spring 2016 | <b>Next Review</b>     | Spring Term 2018                   |
| <b>Review Cycle</b>       | Biennial   | <b>Ratified by FGB</b> | 30/3/17                            |

### Introduction

At Bosworth Academy, we are committed to establishing accessibility for all students, their parents, staff and other users of the school. We work to ensure that all students and stakeholders can access the school physically and can also access the curriculum. We do this by assessing the areas stated below and making adaptations as necessary to ensure that all students and stakeholders can access everything they need:

|   |  |   |
|---|--|---|
| <p>To the external environment including:</p> <ul style="list-style-type: none"> <li>● parking</li> <li>● pathways</li> <li>● ramps</li> </ul> <p>To the internal environment including:</p> <ul style="list-style-type: none"> <li>● classrooms</li> <li>● corridors</li> <li>● doorways</li> <li>● equipment</li> <li>● ICT facilities</li> <li>● gym</li> <li>● pool</li> <li>● Information centre</li> <li>● toilet</li> <li>● changing facilities</li> </ul> | <p>To the curriculum:</p> <ul style="list-style-type: none"> <li>● Learning Mentor</li> <li>● Learning Support Assistants</li> <li>● VI technical Support</li> <li>● Adapted resources</li> <li>● Differentiated schemes of work</li> <li>● Modified curriculum</li> <li>● Exam concessions</li> <li>● P Scales</li> <li>● Reduced timetable</li> <li>● ICT equipment</li> </ul> | <p>To the written word:</p> <ul style="list-style-type: none"> <li>● Exam concessions</li> <li>● ICT <ul style="list-style-type: none"> <li>- access devices</li> <li>- laptop/PC</li> <li>- software</li> </ul> </li> <li>● Text/worksheets available on laptop</li> <li>● 1:1 support in all classes</li> <li>● VI advice from STS</li> <li>● HI advice from STS</li> </ul> |
|---|--|---|

**We take into account other considerations:**

|  |   |   |
|--|---|---|
| <p>Disability Equality:<br/>In school</p> <ul style="list-style-type: none"> <li>● During break time</li> <li>● During lunchtime</li> <li>● PE</li> <li>● Tutor programme</li> </ul> | <p>Health &amp; Safety:</p> <ul style="list-style-type: none"> <li>● Administration of medication</li> <li>● Whole school assessment</li> </ul> | <p>Liaison:</p> <ul style="list-style-type: none"> <li>● Parents/carers</li> <li>● SENCO from previous school</li> <li>● Transition review</li> <li>● Healthcare professionals</li> </ul> |
|--|---|---|

|  |  |  |
|--|--|--|
| <ul style="list-style-type: none"> <li>• Policies/plans</li> <li>• School clubs</li> <li>• School council</li> <li>• Working group</li> </ul> <p>Community</p> <ul style="list-style-type: none"> <li>• Disabled parents/carers/community users</li> <li>• Out of school activities</li> </ul> | <ul style="list-style-type: none"> <li>• Communication – mobile phone/walkie talkie</li> <li>• Fire Evacuation procedures</li> <li>• First Aid – lists of trained staff</li> <li>• Medical needs</li> <li>• Transition planning</li> <li>• Specialist equipment: training &amp; usage</li> </ul> | <ul style="list-style-type: none"> <li>• LA Officers</li> <li>• Learning Support Team</li> <li>• Staff training</li> <li>• Whole School Awareness training</li> <li>• Post 16 enrichment</li> <li>• Special Schools</li> </ul> |
|--|--|--|

### Access to Building: External

Working with other agencies **CYPS Health, Safety and Training Service ( HSTS) Learning Environment team (LET) Specialist Teaching Service - Visual Impairment (VI), Occupational Therapy Service (OTS), Property Services (PS), Special Educational Needs Assessment (SENA)**we are committed to ensuring the following areas and facilities are appropriate for the student and other stakeholders:

| <i>Facility</i>                       | <i>Specialist advisor</i> |
|---------------------------------------|---------------------------|
| Disabled parking                      | PS                        |
| Marked pathways                       | PS                        |
| Pathway access                        | PS                        |
| Visible signs Eg 'ring for assistance | PS                        |
| Fencing off risk areas                | PS                        |

### Access to Building: Internal

| <i>Facility</i>                             | <i>Specialist advisor</i> |
|---|---------------------------|
| Accessible toilet facilities                | PS                        |
| Change of room use eg wet room              | PS                        |
| Corridor access                             | PS                        |
| Door width for wheel chair access           | PS                        |
| Evacuation Chairs                           | PS                        |
| Lift  | PS                        |
| Marking steps ( VI)                         | Not all are marked        |
| Ramps – slope/gradient/contrast in flooring | PS                        |
| Rise & fall tables                          | HSTS                      |
| Space in class eg access for wheelchair     | PS                        |
| Special seating                             | SENA/OTS                  |

### Accessible Toilet/Changing Facility/Wet Room:

| <i>Facility</i>                | <i>Specialist advisor</i> |
|--------------------------------|---------------------------|
| 2 wet rooms/2 disabled toilets | PS                        |
| Rise & fall tables             | SENA / OTS                |

|  |                             |
|--|-----------------------------|
| Discreet cover for door to limit viewing   | SENA / OTS                  |
| Disposal of waste: <ul style="list-style-type: none"> <li>Facility to store in school</li> <li>Removal each day</li> </ul>   | STS / ESPO                  |
| Hand basins  | LET / OTS                   |
| Use of hoist & slings  | SENA/ OTS                   |
| Hoist maintenance  | Hoist Supplier              |
| Lighting & extractor fans  | PS                          |
| General daily maintenance & cleaning   | In school cleaning services |
| Resources for room: <ul style="list-style-type: none"> <li>Antibacterial soap/spray</li> <li>Latex/non latex gloves &amp; aprons</li> <li>Toilet rolls</li> <li>Spare clothes</li> <li>Personal equipment</li> </ul> | In school                   |
| Storage of resources   | PS                          |
| Safety for flexes & pull cords   | PS                          |
| Security – radar keys  | PS                          |
| Shower : position/controls   | PS                          |
| Flooring   | PS                          |

### Staff Training:

|   |   |
|---|---|
| <i>Facility</i>                             | <i>Specialist advisor</i>   |
| Disability awareness – staff, students      | STS/ SENCO/ Deputy SENCO  |
| Evacuation chair                            | OTS   |
| First Aid                                   | CYPS:HSTS / First Aiders/School Nurse   |
| Hoist training - ceiling track/mobile hoist | CYPS: HSTS = CFS?/ Hoist supplier   |
| ICT software                                | STS / VI staff/in school ICT technicians  |
| Moving & handling                           | CYPS : HSTS / Area Special School - Ashfield  |
| Personal care : individual                  | Specialist Health Visitor/School Nurse / Specialist nurses eg Leics Royal Infirmary |
| Personal care eg choking                    | School nurse / Care worker/family   |
| Speech, language & communication aid        | Speech & Language Therapy Service (S&LTS)/ STS                                      |
| Specialist equipment eg toilet              | Equipment supplier /OTS   |
| Walking aid                                 | Physiotherapy service / STS   |

### Access To The Written Word:

| <i>Facility</i>  | <i>Specialist advisor</i>                        |
|--|--|
| <b>Alternate forms recording</b>   | <b>STS / In school strategies</b>                |
| <b>Differentiated work</b>   | <b>Teachers/Learning Mentor/ LSAs /HLTAs/STS</b> |
| <b>Exam concessions</b>  | <b>SENCO</b>                                     |
| <b>P Scales</b>  | <b>Area Special School/SNTS</b>                  |
| <b>Suitable text/other reading materials</b>   | <b>STS / LIBRARY SERVICE</b>                     |
| <b>Learning Mentor/ LSAs</b> <ul style="list-style-type: none"> <li>• As reader</li> <li>• To create written copy on laptop, whiteboard etc</li> <li>• To facilitate the differentiated materials produced by departments</li> </ul> | <b>In school / STS</b>                           |
| <b>Use of ICT</b> <ul style="list-style-type: none"> <li>• Access devices eg left handed keyboard/ mouse</li> <li>• Laptop/PC</li> <li>• Software eg Clicker</li> </ul>  | <b>In school / STS</b>                           |
| <b>Visual Impairment Needs</b>   | <b>Specialist Teaching Service (VI)</b>          |
| <b>Hearing Impaired Needs</b>  | <b>Special Teaching Service (HI)</b>             |

### Additional Considerations:

| <i>Facility</i>  | <i>Specialist advisor</i>   |
|--|---|
| <b>Additional room for medical requirements eg Physiotherapy</b> | <b>In school</b>  |
| <b>Emergency evacuation from all areas</b>                       | <b>Risk assessment in school/ CYPS /</b>  |
| <b>Equipment use &amp; storage</b>                               | <b>In school/ SNTS</b>  |
| <b>Health &amp; Safety Assessment for whole site</b>             | <b>Risk assessment in school/ CYPS /</b>  |
| <b>Clear line management</b>                                     | <b>Learning Mentor/Deputy SENCO/SENCO/Principal/ Learning Support Team</b>      |
| <b>Help alert – mobile phone/walkie talkie</b>                   | <b>In school / List/ timetables of all trained staff available in reception</b> |

### Disability Equality:

| <i>Facility</i>                          | <i>Specialist advisor</i>                                |
|--|--|
| <b>Promoting equality of opportunity</b> | <b>In school / STS</b>                                   |
| <b>Eliminating discrimination</b>        | <b>In school / STS</b>                                   |
| <b>Eliminating harassment</b>            | <b>In school / Educational Psychology Service ( EPS)</b> |
| <b>Promoting positive attitudes</b>      | <b>In school / EPS / AOS</b>                             |

|                                  |                              |
|----------------------------------|------------------------------|
| <b>Encouraging participation</b> | <b>In school / STS / AOS</b> |
|                                  |                              |

## Disability Equality

- Disability awareness may be helpful to inform all staff of the strengths and needs of individuals
- School council should be encouraged to take account of the views of disabled young people
- Tutor lessons/assemblies can include issues around the promotion of positive attitudes towards disability and help to eliminate harassment of disabled people

## Health & Safety

- 6 staff to be trained to use the hoists in three locations around the School – pool, gym and wet room
- The lift needs to be maintained from school budget
- Mobility aids e.g. wheelchair will need access around school – corridors, classrooms, entrances and exits. A powered wheelchair will need to be charged
- Toileting – will require two fully trained staff

## Helpful tips:

- Is the disabled person comfortable with the arrangements that have been put in place?
- Ensure that there are enough keys available for the toilets, changing facility, wet room and that they are available for the staff who need them
- Have an effective communication system in place between Teachers, Mentor, LSA's to ensure that resources etc are modified prior to lessons. The planner is used as a link between school and carers at home
- Use the Learning Mentor as the first link to facilitate day to day organisation.

## Training

- Certified training :
  1. logged with date of training and signed by the trainer
  2. will need to be regularly updated
  3. allowance for any additional training needs
- Risk assessment should provide advice on contacts : healthcare professionals, parent, care worker
- Individual professionals may only offer advice but not training – The LEA will provide the training  
**NB:** Nobody currently in school using hoists, Training will be updated, if need arises

## Record of Training (Updated annually if required)

| Date                         | Training   | Participants |
|------------------------------|--|--------------|
| 26 <sup>th</sup> June 2009   | Moving & Handling Part 1<br>Trainers:<br>Nicky Irons | Fran Hoy     |
| 26 <sup>th</sup> August 2009 | Moving & Handling Part 2 Hoist<br>Training           | Fran Hoy     |

|                               |  |                            |
|-------------------------------|--|----------------------------|
| 4 <sup>th</sup> December 2009 | Swimming Pool Hoist Training<br>Trainer: Paul Felton – County Hall | Fran Hoy<br>Liam Grest     |
| 15 <sup>th</sup> July 2010    | Moving & Handling –Review/Update                                   | Fran Hoy<br>Wendy Sessions |
| 17 <sup>th</sup> July 2011    | Moving & Handling- Review /update                                  | Fran Hoy<br>Wendy Sessions |

### Useful Contacts:

| Contact                                       | Contact name  | Contact address  |
|---|---|--|
| Client & Technical Support Unit (CTSU)        | Sunny Dhesi<br>Senior ICT Assessor<br><br>☎01530 513608/691             | Specialist Teaching Service,<br>County Hall<br>Glenfield<br>LE3 8RF      |
| Eastern Shires Purchasing Organisation (ESPO) | <br><br>☎ 0116 2657905  | ESPO<br>Barnsdale Way<br>Grove Park, Enderby, Leicester                  |
| Clinical waste Collection                     | Sarah Mayes<br>Bosworth Academy<br>☎ 01455 822841                       | PHS<br>Cardiff   |
| CYPS Health Safety & Training                 | Moving & Handling of Children Training<br>Nicky Irons<br>☎0116 305 6439 | Health and Safety<br>County Hall,<br>Glenfield<br>LE3 8RF                |
| Educational Psychology Service                | Jenny Gallacher<br>☎0116 3055100<br>Direct no. 0116 3055116             | County Hall Glenfield<br>Leicester LE3 8RA                               |
| Learning Environment Team                     | Please call County Hall for details                                     | County Hall<br>Glenfield<br>Leicester LE3 8RA                            |
| Ash Field Special School                      | <br><br>☎0116 2737151 / 2735204   | Ash Field<br>Broad Avenue<br>Leicester<br>Leicestershire<br>LE5 4PY      |
| Occupational Therapy Service                  | <br><br>☎0116 2252525   | Bridge Park Plaza<br>Bridge Park Road<br>Thurmaston<br>Leicester LE4 8PQ |

|                                   |  |  |
|-----------------------------------|--|--|
| Physiotherapy Service             | ☎0116 2252525  | Bridge Park Plaza<br>Bridge Park Road<br>Thurmaston<br>Leicester LE4 8PQ                               |
| Speech & language Therapy Service | Sarah Leddy<br>☎ 0116 2954670  | Prince Philip House,<br>St. Matthews Health & Community<br>Centre, Malabar Road, Leicester.<br>LE1 2NZ |
| School Nurse                      | Paula Weston<br>☎0116 2312205  |  |
| Specialist Teaching Service       | Autism Outreach<br>Inclusion team<br>Hearing Impairment<br>Learning Support Team<br>Physical Disabilities<br>Visual Impairment<br>via County | Specialist Teaching Service<br>County Hall<br>Glenfield<br>LE3 8RF                                     |
| Dorothy Goodman School            | (Principal)<br><br>☎01455 634582   | Stoke Road,<br>Hinckley<br>Leicestershire<br>LE10 0RB  |