



Clifford Holroyde Specialist SEN College

CLIFFORD HOLROYDE SPECIALIST SEN COLLEGE

ACCESS PLAN

2016- 2017

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In conjunction with Anthony Shipley Building Consultancy Ltd**

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CLIFFORD HOLROYDE SCHOOL ACCESS PLAN

Following a recent review undertaken by the Headteacher of the existing Access Plan (2010 - 2011) and the Access Audit (by Dickinson Associates May 2003 for Liverpool City Council) a new plan has been formulated to encompass all facets of statutory requirements. The pupils at this School were Statemented for behavioural problems they are now Education Health & Care Plans (EHC).

Note; the school has not and is unlikely to have any future pupils or staff with mobility physical disabilities.

Statement on Equality Act 2010; "The Equality Act 2010 (which came into force in September 2011) has created a single equality duty, Clifford Holroyde School have a duty to provide a framework for our school to promote equality (including race, gender, age, disability, religion / belief, sexual orientation, marriage and civil partnerships), inclusion and effective community relations, and to tackle discrimination, prejudices and their causes in a proactive way." Race, Gender, Age, Disability, Religion / Belief, Sexual Orientation, marriage and civil partnerships are encompassed in Clifford Holroyde School's Policies.

The SEND Act 2001 and Part 3 of the Children and Families Act 2014 and particularly; The Special Educational Needs and Disability Regulations 2014 made under the Act are also considered in formulating the Access Plan

Access to the School Curriculum

In Place:

- All teachers and support staff have had the necessary training to teach and support disabled pupils. Staff training is ongoing.
- Almost all classrooms are optimally organised to cater for disabled pupils – or would be if required.
- All lessons are suitably differentiated in order for all pupils to achieve,
- Teaching strategies allow for learning to take place and involve the pupils in tasks that can be achieved by the individual child, by the group and by the whole class
- All pupils are encouraged to take part in music, drama and PE.
- Staff recognise and allow for the additional time required for some pupils to use equipment in practical work.
- Teachers are very aware of the pupil's individual needs and do provide alternative activities for those children who cannot engage in particular activities.
- All school visits are open to all pupils irrespective of attainment or impairment
- All teachers have high expectations of all pupils.
- It is part of our Behaviour Policy that all staff seek to identify and remove any barriers to learning and participation that can hinder or exclude individual pupils
- The SENCo (Headteacher) liaises with outside agencies to seek help in providing other curricular opportunities outside of the National Curriculum to meet the needs of individuals, e.g. speech and language therapy and mobility training.

Further Development: see School Development Plan

- More staff training for children with specific disabilities – if required
- Acquisition of more resources for disabled pupils, .e.g. software – if required.

Access to the Physical Environment

- The layout and size of all areas on the Site does not allow access for all pupils, staff, and visitors however the 1st floor is the only area with major access restrictions. In the past 10 years art and music room extensions comply with modern accessibility requirements, other refurbishment & remodelling project works at the school considered accessibility in the design, e.g. the Front Entrance automated door and BS8300 compliant ramp.
- Wheelchairs cannot move about the school without experiencing barriers, however we will ensure full wheelchair access to all areas with the exception of the 1st floor – if required.
- The provision of a passenger lift to allow total access to the 1st floor is not a priority for this school, at an estimated cost of £60,000.00 to be found from the delegated capital budget line this facility improvement will unlikely be attainable within the next five years.
- Until all building alterations / remodelling works are complete. If accessibility to any area is difficult for any pupil or staff member due to physical barriers the school will consider moving that class to an accessible area.
- Emergency and evacuation systems are in place, however alarms are only auditory except the Main Admin and AEP Learning Zone (sounder beacons). This will not be addressed in the near future.
- Ramps allow full access to most ground floor areas, however all the ramps do not meet current requirements. The main approach to the new Front Entrance is fully compliant to BS8300 recommendations.
- Décor tonal contrast and signage is now a primary consideration for refurbishment and remodelling works. This has been implemented for the facility during cyclical redecoration works.
- All areas, to which pupils have access, in both buildings, are well lit.
- Furniture and equipment is selected, adjusted and located appropriately. The access audit summary suggested improvements to the main entrance waiting area that is now complete. The Audit also suggested staff room furniture and general fixed furniture throughout the building be improved. Staffroom furniture has been addressed, classroom furniture has to be very durable due to the nature of the pupils and the balance of risks makes durability the highest priority.
- Accessible toilet facilities are provided in new Relocatable Building Extension. This facility is desirable in main building for visitors.
- Pathways of travel around the site that were stated in the original report as needing repairs to ensure safe passage (relaying of macadam surfaces, concrete hard standings & PCC paving) have been addressed
- Signage issues of concern have been addressed.

Further Development – See detailed plan

- Emergency systems may need to be visual or personal as well as auditory throughout the facility in the future. This will be addressed in future upgrading projects or when required for 'necessary adjustments'
- Provision of a Hearing Loop in the Main Reception, Headteacher's Office and the Assembly Hall, also provision of a portable hearing loop for other areas.

Access to Communication

In Place:

- All standard communications are in Ariel 12.
- The school offers information in alternative format – can be lengthy process
- No staff are experienced with Type Talk.
- Coloured paper and overlays are used if there is a particular problem with reading.
- Larger text is or would be provided for those children with a visual impairment.
- We have Dyslexia Level 2 award

Further Development – see detailed plan

- Provision of information on audio tapes, in symbols or in Braille. – if ever required.
- ICT provision to produce written information in different formats – if required.
- CPD: staff to be more familiar with technology and practices developed to assist people with disabilities as required.
- Continuous evaluation of current requirements

Note; the School has access to Central Government's January 2015 document; *the Special Educational Needs and Disability Code of Practice: 0 to 25 years* - Statutory guidance for organisations which work with and support children and young people who have special educational needs or disabilities

Access Audit Report

The original Dickinson's Access Audit Report (2003) identified items required to improve access and resources needed to undertake improvements.

SUMMARY OF 2003 ACCESS RATING COSTS

Access Rating (priority)	Definition	Cost (£)
A	Physical barriers to access; implement as soon as practicable	£50.00
B	Recommended works to be carried out in the 'spirit' of the DDA Act	£8,330.00
C	Access issues to be included in maintenance & refurbishment plans	£21,790.00
D	Management Operational issues relating to access	£0.00
	TOTAL	£30,170.00

The above table has been included as a guide to the original costs and conditions

The School's Priority of access Items included:

- Discreet audit of parents' disabilities, if any, to ensure they have full access to the facility (review of existing information)
- Complete rolling programme of LED replacement internal lighting
- An accessible toilet near the Reception Waiting area
- Provision of a Portable Hearing Loop

Access Plan table:

The following table is a summary of the Schools targets for access improvement following the initial and further regular reviews of the Access Audit. It does not include all items from the Audit but focuses on the main areas of concern and provides a management tool that can be monitored and improved as requirements dictate.

The Access Audit has provided all costings unless otherwise stated. The original estimate for works by Dickenson's Associates are 13 years out of date and to be used as a reference point only

The Plan will be reviewed by the Governors (Building & Grounds Committee) to ascertain this replacement plan's effectiveness and any alterations required following that review.

**CLIFFORD HOLROYDE SCHOOL ACCESS PLAN
(Traffic light system used for actions required)**

TARGETS	ACTIONS	SUCCESS CRITERIA	TIME	COST <small>Estimated by Dickinson Assoc</small>	GOALS ACHIEVED
To improve communication between home and school	Discreet audit of parents' disabilities, if any	Comprehensive list of disabled parents requiring alternative forms of communication	Ongoing Review required	Nil	Improvement in the delivery of written communications to parents. Text messaging service in place.
Availability of written materials in alternative formats	Teaching staff will make themselves more aware of the services available from the LEA for converting written information into alternative formats	The School can provide written information in alternative formats when and if required to do so.	Complete	Nil	Delivery of information to disabled pupils improved.
To improve teacher awareness of the problems encountered by pupils with dyslexia	Arrange INSET on Dyslexia friendly schools Level 1 (complete) aiming for Level 2	Teachers are able to meet the requirements of dyslexic children with regard to accessing the curriculum and possible the Level 1 award for DFS	Complete Jan 2007. To be reviewed for staff turn-over	£1000	Increased participation in the school curriculum
External (School site)	School to access current conditions of public footpath access from the nearest public transport 'drop off' point and report deficiencies (defects, paving alterations, signage, lighting) to LCC. Headteacher to send a copy of the relevant parts to the Access Audit report to the City Council with a letter stating any other noted deficiencies.	BS8300 compliant approach to the school	Complete Jan 2006	Nil (LCC responsibility)	Improvement in the physical environment of external approaches to ensure easier access to the school
Provide Disabled Persons Parking Bay & Drop-off points	Install hatched yellow lines & Disabled Persons Parking Bay / signage	BS8300:2009 + A1:2010 Parking & drop-off points	Completed Aug. 2012		Improvement in the physical environment of external approaches to ensure easier access to the school

TARGETS	ACTIONS	SUCCESS CRITERIA	TIME	COST Estimated by Dickinson Assoc	GOALS ACHIEVED
Site wide PCC paving, concrete hardstanding's & macadam surfacing	Relay / refurbish defective macadam main entrance approach & other defective paving surfaces around the site	Trip-hazard free foot paths	Complete 2008. Note Playground now needs resurfacing (2016)		Improvement in the physical environment of external approaches to ensure easier access to the school
Tactile warnings & Way-finding / Directional & Information Signage, also tonal contrast, nosing's, etc.	Provision of physical & visual access guidance. Provide general directional signage & specific room identification signage with additional tactile signage for the visually impaired	Tactile warnings on approach to the school. General way-finding and room identification – Note; no braille or other tactile signage required	Complete 2004 to 2009	£1425	Way-finding signage for all users and a tactile approach to the main entrance reception area for the visually impaired (where they will be assisted by staff if required)
External Lighting	Provision of improved external lighting, e.g. Main Entrance approach	Well lit twilight & night time access to the site	Complete 2006	£450	Improved external access to the site
Internal Lighting	Provision of improved internal lighting; rated <i>reasonable</i> by Dickinson Associates	Well lit internal areas. <i>Note; Gym, Science Room, ICT Suite, Design & Tech Classroom complete.</i>	Part Complete >2013. Approximately 50% complete – school needs further funding to complete this project.	£2000	Improved internal access in the building. Note; rolling programme for the last 3 years has included LED replacement lighting.

TARGETS	ACTIONS	SUCCESS CRITERIA	TIME	COST Estimated by Dickinson Assoc	GOALS ACHIEVED
Main Entrance Access & Approach	Remodel / refurbish main entrance area and approach (including SENSIS entrance), steps, ramps, signage, etc. to ensure fully accessible.	BS8300 compliant approach and access to the building	Complete 2007	£1,325 for minor modifications. The school took a holistic approach to satisfy requirements, built an extension & remodelled surrounding rooms	In 2008 the School completely remodelled the Admin Area Offices (including the reception office and the SENSIS access). An extension was built a controlled holding area / reception waiting area. Access to the new main entrance is via ramp or steps through an automated sliding door.
Access to the First Floor / Internal Stairs	Improvements in lighting. Tread nosing contrast, tactile surfaces. Also; tactile fittings to tops of handrails for the visually impaired guidance.	BS8300 compliant stairwell.	Part complete by 2009	£750	Lighting & contrasting nosing's complete. No tactile matting or handrail fittings. It is unlikely that the tactile surface will be required.
Wheel chair / ambulant disabled access to the first floor	Provide passenger lift to first floor	Wheelchair access to all areas. However 'reasonable adaptations to an existing building' would make this item a low priority	N/A	Not costed by Dickinson Associates. Budget estimate £60,000	Unlikely to be improvements in this area.
Internal Floor surfaces general	Provide suitable internal floor finishes, slip resistant vinyl to wet areas & carpet for acoustics in other areas.	DDA & SEND considerations met.	Completed over the past 10 years	£2325	Physical accessibility of the building improved for those with hearing impairments
Accessible Toilet	Provide accessible toilet or accessible bathroom suite	BS8300 compliant toilet facility	Under review	Note; audit costing too low even at budget £11k	The 'mobile' extension has a Doc M accessible toilet. Ideally one should be provided in the main Building Reception area

TARGETS	ACTIONS	SUCCESS CRITERIA	TIME	COST Estimated by Dickinson Assoc	GOALS ACHIEVED
Shower facilities	Accessible shower facility. It may be possible to adapt the existing shower area to an accessible shower	BS8300 compliant shower facility	Under review	£525	Not a high priority bearing in mind the physical ability / nature of the existing staff, pupils & other users.
Hearing impairments	As a minimum; provide a portable hearing loop to be utilised where required. Ideal provision would cover the Reception, Hall and various offices	DDA & SEND recommendations / considerations met.	Under review	£250 for portable unit	Physical accessibility of the building improved for those with hearing impairments
Ensure uncluttered circulation & access for wheelchair users	Teaching department corridors & classroom circulation remain uncluttered with furniture	Accessible facility	Complete	Nil / good practice/good management	Improvement in the physical environment of the school
Cross corridor doors	Cross corridor doors should be removed if not required, held open if a fire door (fire alarm triggered release device). Fire doors should be upgraded to FD30s	BS8300 compliant circulation – consider Dorgard hold open devices	Completed 2009	£125/door for hold open device	All cross corridor doors replaced with FD30s modern items
Doors general	Replace existing doors with suitable width items, include vision panels. Adjust height of door furniture (lever handles, etc) and adjust force of door closers to a suitable level	Accessible doors	Part complete.	£4,400	Some doors have had vision panels removed as a balance of risk – vandalism to glass & the risk of cuts / lacerations.
Fire warning	Change fire alarm bells for beacon sounders	BS8300 recommendations completed for visual warning	Under review	£200 Far too low a budget even at 2003 cost	Warning system (fire) of the building improved for those with hearing impairments

TARGETS	ACTIONS	SUCCESS CRITERIA	TIME	COST Estimated by Dickinson Assoc	GOALS ACHIEVED
External handrails & steps	Upgrade ramps and handrails to current requirements	BS8300 compliant approach / access	Completed 2007 as part of front entrance works	£6,325	Improvement in the physical environment of external approaches to ensure easier access to the school
Classroom window blinds	Provide new or repair window blinds to ensure a sun glare free teaching facility	Aid person with some visual impairments	Completed 2014	£900	Improvement in the physical environment of the school
Classroom, Dining Room, Staffroom & Reception Waiting area seating	Provide seating with suitable arm rests	Aid person with some physical impairments	Staffroom complete	£850	Staffroom complete. Other areas have had new furniture, however arm rests are not required
Acoustics to Gym & other areas	Provide suspended ceiling to Gym and carpet to other areas to improve acoustics	Hearing impairment improved environment	All areas except Gym complete	£5,000	The Gym is not going to get a suspended ceiling – not suitable - used for ball games