

**CASTLETON& GLAISDALE FEDRERATION ACCESS PLAN 2014-17**

**Access to the Physical Environment**

<b>Targets</b>	<b>Strategies</b>	<b>Timescale</b>	<b>Success Criteria</b>
1. School is aware of the access needs of disabled children, staff and parent/carers	<p>A. Create access plans for individual disabled children as part of IEP process</p> <p>B. Undertake confidential survey of staff and governors to ascertain access needs and make sure they are met in meetings etc</p>	As required	<p>Individual plans in place for all disabled pupils and all staff aware of all pupils' access needs</p> <p>Raised confidence of staff and governors in commitment to meet access needs and better participation in meetings</p>
2. Ensure that all disabled individuals can be safely evacuated.	<p>A. Put in place Personal Emergence Evacuation Plans for all as required</p> <p>B. Develop a system to ensure all staff are aware of their responsibilities.</p>	As required	All disabled individuals and staff working with them are safe and confident in event of fire.



## Access to Information

<b>Targets</b>	<b>Strategies</b>	<b>Timescale</b>	<b>Success Criteria</b>
1. Review information to parents/carers to ensure it is accessible	<p>A. Ask parents/carers about access needs when child is admitted to school</p> <p>B. Be prepared to produce information in alternative formats e.g. large print, Braille</p>	As required	All parents getting information in format that they can access e.g. tape, large print, Braille
<p>2. Liaise with Esklets Playgroup and other relevant pre-school providers.</p> <p>Liaise with sending school for pupils transferring from another Primary setting.</p>	<p>A. Visit the setting to see the children/ talk to parents and staff.</p> <p>B. Invite children into school before starting date – talk to parents.</p> <p>C. Make use of all information sent from previous setting to establish baseline and individual needs.</p>	As required	<p>Needs are known on entry.</p> <p>Child is fully included in relevant class.</p> <p>Appropriate targets are set.</p>