ACCESSIBILITY PLAN INC. SEN POLICY

Company Operations

ADO SERVICES C.I.C.

Incorporating ADO River Valley

Version 2.8 ©2024

2023-2026

Last Ratification By Management Committee	March 2023
Next Review By Management Committee	March 2026
Latest Update	March 2024

1 Accessibility Plan Overview

The **ADO River Valley Accessibility Plan** now incorporates the **SEN Policy**. ADO River Valley specialises in working with students who have Special Educational Needs (SEN) Including those with Social Emotional Mental Health issues (SEMH). We feel it is pivotal to always commit to providing full access for our students. ADO River Valley will make sure that all our students and stakeholders feel valued, cared for and listened to.

Additionally, we wish to ensure that full access to educational services, are provided where practical and reasonable.

The plan is written to meet the requirements of *Schedule 10 of the Equality Act 2010*.

2. Aims and Objectives Statement

At ADO River Valley we believe in providing every opportunity to develop our students and staff to reach their full potential. Our students are encouraged to challenge themselves to be the best they can. We achieve this by:

- Ensuring all students feels valued, cared for and listened to
- Ensuring all our students have full access, as is practical and reasonable, to all services. This can include but is not limited to our educational curriculum.
- It is our aim to reduce, and where possible eliminate, barriers to access our services, the physical environment, for all stakeholders with or without a disability.
- We promote and support awareness and equality for all disabled students, staff, parents, and wider stakeholders and visitors to our settings.
- We have a duty to publish our Accessibility Plan which explains how we are doing this and what we plan to do, which follows this statement.

    This **Accessibility Plan** should be considered alongside our **Equality Policy**.

As an organisation providing education to students with social, emotional and health (SEMH) difficulties, we have responsibilities to:

- Eliminate unlawful discrimination
- Consistently promote equality of opportunity
- Eliminate disability-related harassment
- Promote positive attitudes towards disabled people
- Encourage participation by disabled people in public life
- Be tolerant and aware of all needs of students, staff and visitors
- Take steps and make reasonable adjustments to meet disabled people's needs.

3. ADO River Valley Accessibility Plan

Where practically possible ADO River Valley has considered all the needs of our students, staff and visitors.

Although we continually strive to meet the expectations of our students, we are always looking at ways we can develop and improve our facilities and settings.

The main areas that we consider for our students to be able to access without restrictions are:

- Our settings and locations for education
- The physical environment at these locations
- Information on how to use our services
- The educational curriculum
- Choices of activities to suit student limitations/ access arrangements
- Ongoing support

In addition, ADO River Valley has risk assessed our settings and have plans to address the following areas:

The Physical Environment – Steps, Slippery Areas, Wet Areas, Stream, Woodland, Paving, Out-Buildings, Office Buildings, Exam Rooms, Therapy Spaces, Gates, Toilets, Hand Washing Facilities, Exterior and Interior Lighting, Signage, Furniture

Physical Aids – IT Equipment, Outdoor Equipment, Equipment Recommended by our Occupational Therapist, Outdoor Activity Spaces and Resources, Specialist Desks and Chairs

Information – Timetables, Textbooks, Handouts, Information Flyers, Website Information, Online Forms, Signing

3.1 General Success Criteria

ADO River Valley extends to offering continual development in all areas to ensure we can maintain an Accessibility Plan going forward as follows:

Compliance with the Equality Act – Ongoing and monitoring policies with support from all stakeholders. Daily risk assessments and monthly CORS reviews to ensure the site remains safe and accessible.

Accessing Important Information - Ensuring that information is visible through different media outlets, and on our website at www.adorivervalley.co.uk. We appreciate that some families may not have access to a device, and therefore we will ensure that all families feel supported in this and invite them in to review documentation on one of our devices. If they would prefer to read the specified documentation with a hard copy, we would organise for this to be printed after this has been requested. We will work with families and will accept

requests either verbally at pick up/drop off, via phone request by calling our office or by emailing us at **education@adorivervalley.co.uk**.

We also ensure all policies and procedures are open sources for visibility. We ensure information is easy to get and easy to understand across the demographic of students we can support.

Environmental – Keep developing our facilities with further re-investment into our settings, in line with our School Improvement Plan. Continue to improve the facilities and to add to the school offer and opportunities for young people. Ensure that all stakeholders support the initiatives and development going forward.

Planning – The ADO River Valley management team strive to keep ahead of the challenges ahead with planning across all areas including staff training, staff recruitment and resource planning, ensuring we can keep up with the ability to admit students without detriment to them.

Diligence – To continually assess, report and review our stance on accessibility, ensuring as we develop, we can provide a sustainable scalable platform in which to build and improve our environment and aids.

4 Monitoring The Plan

Monitoring the plan is the responsibility of all ADO River Valley managerial, management committee and senior stakeholders. The success criteria of this plan will be monitored and reported regularly to senior members of the team. All stakeholders have an important role to play. Stakeholders are encouraged to reflect on processes themselves. They should be able to talk to a member of staff at any time in confidence.

4.1 Our Three-Year Plan (2022-2025)

Aspect Target	Strategies	Outcomes	Timeframe	Goals Achieved
Staff CPD to continually raise awareness through the provision of training and meetings	To provide staff training and regular meetings on SEND legislation, our schools aims in line with supporting all students	Increased staff awareness of the roles and responsibilities of the Learning Support department and of all staff, and the school's approaches to supporting SENDs within our cohort	Ongoing	-weekly meetings on Fridays after students leave -minutes accessible on MIS system for any staff who cannot attend -two yearly inset days -daily/weekly update emails -briefing 8.45am and 3.30pm for debrief -regular in house and online training
Expanding literacy offer/ availability to	Further investment of targeted resources	Working with students to help them reach their	September 2024	-Investment of wordshark -Investment in

our students. Implementation of other services covering off phonics within that with an aim to obtain some more engagement with reading.	to promote accessibility for students whom struggle with their phonological awareness.	full potential		training for SENCO/ English Teacher
VARK approaches to improve the availability of written / visual information in alternative formats. Also ensuring that students have access to a wide variety of educational resources to promote their individual needs	Teachers to be aware of students needs and preferences to promote success, and modifying (e.g. enlarging, printing in colours, etc., as appropriate) the written resources used in lessons, tests and exams.	All students to receive reasonable adjustments and provided appropriately. This could include therapy animals being present during a stressful or emotional point of school for the student.	Ongoing	-in line with recommendations for each individual student from our remote occupational therapist, we were able to input key resources and support strategies for students. These have included zones of regulation, physical aids such as pen grips, therapy aids to promote concentration and reduce impulse control. -this is an ongoing aim and objective which will be reviewed and suggestions implemented regularly
Following the introduction of new Admissions process to continue to enhance access to information for prospective students and parents who may have English as an Additional Language	Produce a guidance booklet to raise awareness of the School's provision (for current and prospective parents) and its application to the Admissions' processes (for prospective parents).	Parents (and prospective students) to be able to access this information more readily. Ensuring that emails/ newsletters and other useful information is available within their first language to promote inclusivity.	April 2025	
Improve access for students with PHYSICAL / REDUCED MOBILITY	Over time, improve access for students and staff with reduced mobility to areas of the school and to other areas where access is restricted (due to nature of our	To incorporate disability awareness within the planning process for refurbishment and new building work.	Areas of the school with restricted access to be made more accessible to pupils (and staff and visitors) with restricted mobility. September 2024	-Investment of matting on site in main thoroughfares

	setting) This should include staff and student toilets			
To have support from one online system- google classroom to allow for hybrid / creative timetables to be formed for students which may not achieve their full potential from being within the school setting full time based on their individual needs.	To ensure software implementation is made across the company to provide hybrid students with the support they require during periods that they are not physically on site.	For students to achieve a broad and balanced curriculum across the school, hybrid and not full time in school. Helping students reach their full potential irrespective of their attendance on site.	September 2024	Purchasing of specific ICT equipment and software already carried out (April 2024). Awaiting implementation and trial. Remote learning currently happens via zoom.

5. Review

All ADO River Valley policies and procedures follow ITIL guidelines to ensure version control, change control and release management of any documents. As a matter of policy, documents can be updated at any time to reflect changes to ADO River Valley procedures, legal changes, JCQ directives or any other reason to ensure the policies and procedures are accurate and correct. This involves consultation with stakeholders, management committee and approval from the directors. All policies and procedures are reviewed at the very least on an annual basis. Regular communication through newsletters, social media, text systems and through our website within the ADO River Valley Library is part of our Release Management.

6. References

Internal ADO References include:

ADO Health & Safety Policy
Equality & Diversity Policy

All these documents can be found in the ADO River Valley Library at:

Policies and Procedures (adorivervalley.co.uk)

Useful External References include:

Ofqual

Joint Contingency Plan in the event of widespread disruption to the Examination System in England, Wales and Northern Ireland
http://dera.ioe.ac.uk/16235/1/2012-12-11-joint-contingency-plan-november-2012.pdf

GOV.UK
Equality Act 2010: guidance - GOV.UK (www.gov.uk)

Dispatch of exam scripts guide - Contingency planning
https://www.gov.uk/government/publications/dispatch-of-exam-scripts-yellow-label-service/dispatch-of-exam-scriptsguide

JCQ Guidance on alternative site arrangements
http://www.jcq.org.uk/exams-office/forms Instructions for conducting examinations
http://www.jcq.org.uk/exams-office/ice---instructions-for-conducting-examinations

Guidance on access arrangements and special consideration
http://www.jcq.org.uk/exams-office/access-arrangements-and-special-consideration

7. Contact

This document was produced by the ADO River Valley Operations team. This version supersedes any previous versions and will be reviewed annually.

All correspondence with regard to this policy, or any other operational policy and procedure should be directed to the ADO River Valley by e-mailing education@adorivervalley.co.uk or calling 0208 855 6778, requesting to speak to the School Business Manager or in writing c/o School Business Manager, ADO River Valley School, 126 Upper Wickham Lane, Welling, Kent, DA16 3DP.