



## Accessibility policy

### Statement

Melbourne Area Derby u3a is a learning co-operative and membership charity which enables members in their third age to share educational, creative and leisure activities. Members of each u3a draw upon their knowledge, skills and experience to teach and learn from each other (peer to peer learning). Melbourne Area Derby u3a is committed to ensuring that the u3a is as inclusive and accessible as possible for those in their third age who meet the criteria for membership. This policy document should be read alongside Melbourne Area Derby u3a's Equality, Diversity and Inclusion Policy.

### Aims of the Policy

This policy has been drawn up to ensure that Melbourne Area Derby u3a takes steps to review accessibility needs for individual members and makes reasonable adjustments, where possible, to accommodate the needs of members with disabilities and/or health related needs. The policy takes into account the requirements of the Equalities Act 2010 and the need for Melbourne Area Derby u3a to avoid discriminating directly or indirectly against members with disabilities and/or health related needs. The policy will act as a reference point for Committee Members, Group Leaders and individual members in terms of the steps Melbourne Area Derby u3a will take. The policy will also identify the parameters of the adjustments that can be made.

Melbourne Area Derby u3a is a membership charity and not a service provider, therefore whilst reasonable adjustments will be made to ensure that individuals can participate, there will be certain needs that the u3a will not be able to accommodate due to the level of care that an individual may need.

### Practical Approaches to Increasing Access

In ensuring equality of access Melbourne Area Derby u3a will take the following steps:

- Executive Committee members and Group Leaders must be mindful of their responsibility to ensure that the u3a is as inclusive and accessible as reasonably possible.
- The Groups' Coordinator will have responsibility for liaising with Group Leaders on an ongoing basis to ensure that groups are as accessible as reasonably possible and that group leaders are aware of expectations and what adjustments may be needed e.g. relocating a group held within someone's home to a wheelchair accessible venue.
- New members who indicate that they have a disability or health related issue that may need additional support and/or adjustment will be contacted by a nominated member of the Executive Committee to discuss with them what needs they have and how these might be reasonably met.
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- General meetings will, as far as possible, be held at a well lit, fully wheelchair accessible venue, spacious enough to cope with wheelchairs and mobility scooters, with wheelchair accessible toilet. Venues with a hearing aid loop system (with a sound system in use) will be prioritised for use if available. Front row seats may be reserved for members who have impaired hearing or vision, on request.
- Speakers giving visual presentations will be asked to give a good description of the presentation if there is a possibility that people with visual impairment may be present. Additionally, any text used in visual presentations must be easy to read and at least 24 points in size.
- Access will be reviewed by the committee on an ongoing basis with a view to considering any additional adjustments that may need to be made.
- Group Leaders running groups that require a certain level of fitness and/or mobility will be asked to provide this information to members in advance so that members can decide as to whether the group is suitable for them.
- Group Leaders will liaise with the Groups' Coordinator where there are concerns about an individual's ability to participate.
- Melbourne Area Derby u3a will try to ensure that there are a range of groups available that will provide access to members so that members do not feel excluded from too many interest/activity groups.
- Melbourne Area Derby u3a will encourage and may require members to bring carers with them to u3a activities, as needed, with no additional cost for the carer. The carer will fall under u3a liability insurance unless they are a professional carer, in which case the individual will be covered by their employer's insurance cover.
- Melbourne Area Derby u3a will maintain a list of venues and the facilities offered by each venue to accommodate different needs.
- Committee members and Group Leaders will be encouraged to receive appropriate induction and/or training designed to support them in accessibility awareness and facilitating access.
- Melbourne Area Derby u3a has a duty of care to all members and this may mean that difficult decisions have to be taken in assessing an individual's ability to participate either in the u3a as a whole or within individual activities. These decisions will always be taken through discussion with the individual member and his or her carer in order to ensure that a fair and considered decision is taken. This may include developing a risk assessment with the individual regarding their ability to participate.
- Melbourne Area Derby u3a will seek additional advice and support from U3APlus, the Regional Trustee, National Office, the national website and external specialist organisations as required.

**This policy was adopted on: 15<sup>th</sup> September 2022**

**Review date: September 2023**