

EXAMPLE ACCESS STATEMENT



Pick, choose, and edit the sections that are of relevance to your organisation, your physical spaces, and your policies.

Here at [X], we are committed to fostering a welcoming, inclusive, and accessible environment for all of our team. We recognise and value the diversity of the human experience, and we strive to ensure that our websites, services, and resources are accessible to everyone.

As part of our ongoing commitment, we take the following measures to ensure accessibility is embedded in all of our working places and practices:

Opening Hours

Our office is located at [X] and there is a manned reception between the hours of [X].

Our team work flexible hours and in a combination of in-office and remote working environments.

Transport

Our nearest train station is [X], which is a [X] minute walk or [X] minute bus ride.

Our nearest bus stop is [X], served by route numbers [X].

Our nearest public car parks are [X], which cost [X] per hour, or [X], which cost [X] per hour.

Blue Badge Parking is available at [X].

Physical Access



Include photos of your office or physical locations where possible, to increase accessibility.

- The building is located on a main road - the street numbers are hidden but there is a big yellow sign on the front door. There is step-free access through to the entrance.
- The street leading up to the front door is cobbled in places.
- There are lifts and level access to all floors within our building including our office, meeting room, and communal areas.
- Door handles, buzzers, and pass readers are all at accessible heights.
- Accessible toilets can be found on all floors of the building.
- The building is signposted throughout to identify key locations, including toilets, quiet zones, and communal areas.
- Assistance dogs are welcome throughout the building.

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Quiet Zones

There are [X] wheel-chair accessible quiet zones on [X] floor of our building.

Communications

Our team primarily communicates via telephone, email, and Teams, but we endeavour to cater to the individual communication preferences of each new member or client. Please just let us know.

All of our visual materials can be made available via large print, plain text, or in alternative formats.

Remote Activities

We will contact participants of our online sessions in advance to confirm their access requirements.

We enable closed captioning across all of our online sessions, and welcome requests for a BSL interpreter where needed.

We communicate upfront how participants can ask questions in online events (e.g. chat feature, hand raise, microphone on).

Where possible, any resource links shared either prior to, during, or after the session will also be shared in a follow up email.

Recruitment

We actively encourage people from all walks of life to apply for roles at our company. As such, we ensure all job ads are accessible, application guidelines are available in large print, easy read, audio, and BSL, and ensure application portals are compatible with assistive technology such as screen readers.

We accept applications in varying formats, including audio, video, or text.

If you need to apply for any positions in a different format, or require additional support (such as scribing assistance), then please get in touch at [X].

Training

All members of staff have taken CPD Accredited training in [e.g.]:

- Introduction to Neurodiversity
- Mental Health First Aid
- Etc



Signpost here any training or accreditations your staff have undertaken in neurodiversity, mental health, disability, or anything else of relevance, to indicate your levels of knowledge, understanding, and competence in these areas.

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Website



Use this section to make a brief, general statement about what the website allows disabled users to do. Base it on an evaluation specific to your own website - if you're not confident something is accurate, leave it out.

This [website, app, social page, etc] is run by [X]. We want as many people as possible to be able to access this [website, etc]. For example, this means you should be able to:

- Change colours, contrast levels, and fonts using browser or device settings
- Zoom in up to 400% without the text spilling off the screen
- Turn off animations or looping graphics
- Navigate most of the website using a keyboard or speech recognition software
- Listen to most of the website using a screen reader (including the most recent versions of JAWS, NVDA, and VoiceOver)

We've also made the website text as simple as possible to understand.

[AbilityNet](#) has advice on making your device easier to use if you have a disability.



It's also helpful to provide a summary of accessibility issues that a disabled user can act on - for example, avoid a particular section of the website, or request an alternative version rather than waste time trying to make it work with their assistive technology.

We know that some parts of this website are not full accessible, including:

- You cannot modify the line height or spacing of text
- Most older or external PDF documents are not fully accessible to screen reader software
- Live video streams do not have captions
- You cannot skip to the main content when using a screen reader
- There's a limit to how far you can magnify the map on our 'contact us' page

If you need information on this website in a different format like accessible PDF, large print, easy read, audio recording, or braille, please get in touch at [X].



There are different requirements for Access Statements for Public Sector Bodies.

Find out more [here](#).

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Compliance Status

This website has been tested against the Web Content Accessibility Guidelines (WCAG) 2.2 AA standard.

[Select only which statement reflects the outcome of your test].

- This website is fully compliant with the Web Content Accessibility Guidelines version 2.2 AA standard.

Or

- This website is partially compliant with the Web Content Accessibility Guidelines version 2.2 AA standard, due to [insert the 'non-compliances' or 'exemptions' flagged by the test].

Or

- This website is not compliant with the Web Content Accessibility Guidelines version 2.2 AA standard. The ['non-compliances' or 'exemptions'] are listed here [X].

Links

Please be aware that some links may open in a new window. [X] makes every effort to ensure that we only link to reputable websites, however no liability is accepted for the content and information contained on linked websites, or reliance upon information contained in them.

Preparation of this Accessibility Statement



Try to review your website at least once a year, even if there have not been significant changes. Include the date of the last review.

This statement was prepared on [date when it was first published]. It was last reviewed on [date when it was last reviewed].

Here at [X] we are constantly working to improve our accessibility. If you have any recommendations on how we can improve please email us at [X].



Remember - an Access Statement is purely performative if you do not use inclusive practices in your day-to-day working places, processes, and communications. The actions and values of a company define its neuro-inclusivity - **ensure there is meaning behind your words.**