



CONFIDENCE • EQUITY • CURIOSITY

KING RICHARD
SCHOOL

Full name of policy:	Disability Discrimination Act (DDA) Policy
Requirement for policy:	To comply with the requirements of the Disability Discrimination Act
Name and post of person responsible:	Richard Sproson Principal
Highest School body approving the policy:	School Leadership Team
Date of approval:	January 2023
Frequency of review:	Annual
Dates of previous reviews:	June 2022
Date of next formal review:	January 2024
Policy Reference:	All policies can be located on the school website.
Total number of pages: (Including appendices and front sheet)	3 pages
Comments:	This policy should be read in conjunction with specific Awarding Body requirements and guidelines.

King Richard School is committed to equality of opportunity and is keen to promote a learning and working environment that is inclusive, celebrates diversity and does not discriminate against any group.

King Richard's School Examinations Access Statement

As far as is reasonably practicable, King Richard's School will ensure:

- Lighting is appropriate for candidates
- Premises will meet legal and DDA requirements
- Adapted facilities are provided as necessary
- The needs of all students will be considered in the event of an emergency evacuation
- Evacuation procedures will be provided at the beginning of each exam
- Appropriate seating / seating arrangements will be arranged in line with the candidates needs
- Access arrangements will be applied for and put in place according to the individuals needs and with the agreement of the Awarding Body

Policy for Examinations

The Building

Statement of Need	Current Provision
<p>Lighting:</p> <p>Ensure that the entrances to the centre and corridors approaching the examination rooms are well lit.</p> <p>Ensure lighting is suitable for use both during the day and in the evenings and is well maintained.</p>	<p>We are an MOD school and all lighting meets the legal H&S requirements.</p> <p>All corridors and entrances to the Exams areas in school are well lit, either by natural light or by fluorescent lighting.</p> <p>Additionally, the Exams officer and the invigilators check the lighting in each room prior to an exam taking place and inform the school caretaker/helpdesk of any issues.</p>
<p>Accessibility:</p> <p>Wheelchair access in corridors</p>	<p>All corridors in this building are wide enough to allow easy access for wheelchair users.</p>
<p>Accommodation:</p> <p>Exam rooms should be located close to an adapted toilet.</p> <p>Facilities should be in place to open the door from the outside in an emergency.</p>	<p>The adapted toilets provide basic welfare facilities. Where any further need is identified, facilities will be put in place to support this need.</p> <p>All adapted toilets are accessible from the outside in case of an emergency.</p>

<p>Emergency Evacuation:</p> <p>Ensure that both disabled candidates and staff are aware of the emergency evacuation procedures to ensure that disabled candidates can be safely evacuated from the building whatever their disability or impairment.</p>	<p>Invigilators are made aware of any specific evacuation procedures in place for a student with a disability.</p> <p>Invigilators ensure that all candidates are aware of the evacuation procedures at the beginning of each exam.</p> <p>Where we have prior knowledge of a mobility issue, we would make evacuation arrangements according to the individual's needs. Candidates who use a wheelchair are located close to the door to allow them to easily enter and leave the examination room.</p>
<p>Seating:</p> <p>Ensure that seating is appropriate and comfortable for those who may have a disability that affects seating and posture.</p> <p>Ensure candidates who may become unwell are able to leave the room causing minimum disruption.</p>	<p>Seating is provided according to the individuals requirements as identified by the school SENCO.</p> <p>Candidates who may need to leave the room during the exam due to the nature of their disability will be situated close to the exit.</p>
<p>Signage:</p> <p>Ensure signs are reasonably sized, easily understood and where necessary, combine text, arrows, pictorial symbols & Braille.</p>	<p>KRS exam signs are as far as possible, simple, clear and consistent. They are generally displayed on A3 to meet the needs of students with a disability.</p>
<p>Resources:</p> <p>Where computers are necessary for an examination, ensure that hardware and software have been properly adapted and tested for those who may use them.</p>	<p>Access arrangements will be put into place according to an individual's needs.</p>