**Access Rider**

**Introduction**

An Access Rider is created to empower an organisation to effectively support and manage the individuals they're working with. It empowers an individual to access the support they need. An Access Rider gives an individual the opportunity to talk about aspects of their identity they want an organisation to be aware of. This document can be updated at any point during an individual's engagement.

**Name:**

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**Communication:**

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| **Please provide information on any access requirements you might have relating to communication.**  ***General examples include:*** *If interpreters are required, font sizes, text or page colour preferences, preferred method of communication and format i.e., electronic and/or hard copy. Access to agendas/ related documents ahead of scheduled meetings.*  ***Parent and Carer specific examples include:*** *‘Communication boundaries’; preferred hours of communication and/or when communication cannot be received/responded to. Turnaround time for communication; when certain communication would need to be received in order to respond effectively.* |

**Physical and Environmental Factors:**

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| **Please provide information on your access requirements connected to physical and/or environmental factors.**  ***General examples include:*** *Require level access and an accessible bathroom, certain lighting, sound or heating elements may trigger sensory impairments. Regular check-ins may be required for some as access needs shift e.g. in response to a chronic illness flare-up.*  ***Parent and Carer specific examples include:*** *Spaces needed to breastfeed, storage for expressed milk and/or medication, suitable meeting spaces and or toilets/changing facilities if care takes place onsite.* |

**Attending Events or Meetings:**

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| Please provide information on your access requirements for attending meetings or events.  ***General examples include:*** *A personal assistant or support animal is required to move around the space, seating in a certain location e.g. near bathroom or in hearing loops best pick up location. Considerations around masking, ventilation and covid testing for immuno-compromised people.*  ***Parent and Carer specific examples include:***  *Options for remote attendance, scheduling of starts and ends of meetings to accommodate caring responsibilities* |

**Traveling:**

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| **Please provide information on your access requirements regarding travelling.**  ***General examples include:*** *Distance able to travel, preference of times to travel, time required to plan travel (if you need to organise support to take a train or a taxi using a wheelchair this takes more advanced notice) Are the location and venue accessible (not all train stations have lift access, for example)*  ***Parent and Carer specific examples include:***  *Impact of travel on caring responsibilities. Timings clarified, payment for tickets and when this can be reimbursed.* |

**Scheduling:**

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| **Please provide information on your access requirements around scheduling.**  ***General examples include:*** *How much advance notice you would need for an in-person event, days and times to avoid for activity.*  ***Parent and Carer specific examples include:***  *Any additional needs to accommodate e.g. regular time to express breastmilk or time-out to call dependents. Advanced notice needed to arrange childcare. Flexible working options to accommodate child illness, for example.* |

**Additional Information:**

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| **Please provide any other information you might want us to know or access requirements not yet covered.**  ***General examples include:*** *Pathways to be marked out in bright coloured tape to make them more obvious for someone with a visual impairment*  ***Parent and Carer specific examples include:***  *Significant phases of change which may impact your work e.g. child starting a new nursery and you need flexible time to support them. Adjustments to pay schedule. A parent or carer “buddy” you can share concerns and experiences with.* |

**Date completed:**

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**Date to be reviewed:**

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