



Cheltenham u3a Accessibility Policy

Purpose

The Third Age Trust recommends that u3as adopt an Equality, Diversity and Inclusion policy in order to satisfy the requirements of the Charity Commission (CC). The CC enquires as to the existence of this policy within the annual return questionnaire.

This policy document has therefore been produced in order to meet these requirements.

Statement

Cheltenham 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). One of the aims of the Cheltenham u3a committee is to ensure that our u3a is as inclusive and accessible as possible for those who meet the criteria for membership.

This policy document should be read alongside our Equality, Diversity and Inclusion Policy.

Aims of the Policy

This policy has been drawn up to ensure that we all take 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 our u3a to avoid discriminating directly or indirectly against members with disabilities and/or health related needs.

This policy will act as a reference point for Committee Members, Group Leaders and individual members in terms of the steps we will take. The policy will also identify the parameters of the adjustments that can be made. Our u3a is a membership charity and not a service provider, therefore whilst reasonable adjustments will be made to ensure that individuals can participate and can attend with carers to support their needs, 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

Cheltenham 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.



In ensuring equality of access the committee will take the following steps:

- An Accessibility Officer will be identified from amongst the membership. This will be a volunteer role/committee member role.
- The Accessibility Officer will have responsibility for liaising with Group Leaders on an ongoing basis to ensure that groups are accessible and that group leaders are aware of what the expectations are and what adjustments may need to be made e.g. relocating a group held within someone's home to a wheelchair accessible venue.
- The Accessibility Officer will contact new members who indicate that they have a disability or health related issue that may need additional support and/or adjustment and discuss with them what needs they have and how these could be met – as appropriate.
- 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 and hearing aid loop system, and with a sound system in use.
- 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 are present.
- At the monthly members meetings the front row of seats will be reserved for members who have impaired hearing or vision.
- 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 e.g. availability of a hearing loop or access to dementia friends training.
- Committee members and Group Leaders will receive an induction and/or training designed to support them in having an awareness of and facilitating access.
- 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 Accessibility Officer where there are concerns about an individual's ability to participate.
- Where possible, the committee 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.
- The committee 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.



- The committee will maintain a database of venues and the facilities offered by each venue to accommodate different needs.
- The committee have 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.
- The committee 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: December 2024

Review date: December 2026

Version	December 2024	Date
1.0	First Draft	November 2024
1.1	Issued for use	December 2024

