

Surrey Docks Farm - Youth Programme Accessibility Checklist



	Current facilities for programme delivery	Notes
Transport	The Farm is open to visitors 7 days a week. Transport options and directions are available on our website here: https://www.surreydocksfarm.org.uk/visit/ Those who have trouble accessing the Farm by public transport usually arrive by minibus or taxi at the green gates on Rotherhithe Street.	
Car parking	There is no parking on the Farm site itself. Parking on the road is charged by the Council from Monday – Friday. Saturday and Sunday road parking is free. Wheelchair users are usually dropped off by taxi or minibus at the green gates on Rotherhithe Street.	
Venue approach	In order to facilitate wheelchair access, there are no parking bays directly outside the green gates on Rotherhithe Street. There is a dropped curb outside the main entrance for wheelchair users. Participants are met at the gates on Rotherhithe Street by their respective staff member who welcomes them onto the site. A level concrete path leads from the main gates to the service buildings. There is step free access to the main buildings via a slope. These areas are well lit and kept clear of debris. There are no overhead awnings, signs or branches on the assessed areas. A finger pointer sign opposite the orchard shows directions to the buildings e.g. shop, River Room, toilets and handwashing. There is no dedicated reception or foyer at the Farm. There are two staircases on the site, both with handrails. The steps leading up to the Farm shop are wooden (not covered by non-slip material) and kept clean to maintain the grip of the grooves.	The Farm shop fills the reception role, but its position in the centre of the Farm isn't ideal for this function. Step edges on stair risers could be highlighted to improve access. We are exploring repositioning the Farm shop to create a more logical and dedicated reception area. This is a longer term plan as we need to raise funds for a new Shop/reception site and to consider site limitations. Doors: there is a balance between visibility panels within exterior doors, and site security. Break-ins have been an issue in the past. Site security has been improved with CCTV and alarm systems so visibility panels in exterior doors should be a consideration for future funding bids (especially as in the winter months, these doors are kept closed).

	There is ramped access to the Segal building for participants and volunteers at the rear of the building and level access can be made via the River entrance too. Most doors have visibility panels either within the door itself or immediately adjacent. The Farm shop door is of solid construction and is left open during project opening hours. This door is next to a large window. All entrances are kept clear of obstructions. All access to serviced buildings is step-free. All doors have low positioned handles.	There are no flashing beacons for hearing impaired users although this is considered as an improvement.
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Welcoming	All new members are greeted by a staff member and introduced to the team and other participants. The youth club members are given a tour by their peers, encompassing the toilets, fire assembly point, eating areas, handwashing facilities and rooms for use. New members are informed about programme schedules via email from the Youth team and are provided with the 'Staying Safe on Farms' leaflet issued by DEFRA. Youth club members write their own rules which they are instructed to follow during induction. These are reviewed by our members and displayed in the youth room notice board. The rules are also included in the welcome pack, sent out to all new members. Established members introduce themselves to new members and share their knowledge and experiences. We discuss disability and equal opportunities with members and the youth club participants involved in our Youth Committee write and update an 'Equal Opportunities Statement' which is shared with all participants and also displayed on the notice board. We liaise with visually impaired young people to ensure information is presented appropriately. We typically use digital forms of communication instead of paper.	We know that some users prefer to use screen readers or zoom text on computers. In the scenario where computer work became a part of our programme, we would consider installing relevant accessibility systems. We review our practices to make them safer for everybody. When issues arise, they are discussed with the Farm Manager and family members to find resolutions which are then incorporated into our risk assessments.
Farm site	Stairs and walkways are lit with flood lights and emergency lighting – updated in early 2021 – but typically our programming is scheduled within daylight hours. Flooring in buildings is smooth, non-carpeted and slip resistant. There are no devices fitted to the main training room doors in use by the youth clubs, to speed or slow their opening. The doors typically do not have kick plates, except in high traffic areas. The Farm Produce training room door has a slow close mechanism. All doors are wide enough (84cm) for wheelchair access.	See separate fire risk assessment. The only carpeted room is the office which is of low-pile and tight weave to prevent snagging e.g. in wheels.

	All buildings have been assessed for ease of escape in the event of a fire. The older buildings do not use different tonal differentiation for walls and floors/doors but the new River building does (dark doors and light floors).	Consider installing slow-close door mechanisms and kick plates to all doors.
Moving around the Farm	All serviced buildings have lightweight doors which could be opened by a wheelchair user. They do not have lipped bases so wheels cannot be caught. The Tower is the only multiple floored building on site. There is no lift, with access via an external staircase. The evacuation plan for this building is set out in the fire risk assessment. All floors are kept free of obstacles to keep the premises safe for everybody. Door handles, promotional materials, taps and fixtures are positioned at a low height.	
WC facilities	There are three separate toilet blocks with a combined 8 toilets, which include two accessible toilets and one ambulant toilet. Within the accessible toilets there is sufficient room for a wheelchair user to position their chair beside the WC and manoeuvre to the toilet from the chair. The toilet doors are labelled. Toilet doors open outward rather than inward, except for in the Farm Produce building. There are grab rails to both sides of the accessible toilets (some have fixtures which pin up or drop down). The emergency cords are touching the floor. There are no urinals. All toilets are for use by everybody. There are sealed sanitary bins in all toilets.	Push and infrared sensor taps were installed on the advice of Southwark Council's Health and Safety Team.

	The majority of sinks are at low height and the accessible toilets have sinks without storage cabinets beneath to allow for maximum access. Taps are both push down and infrared sensors. Paper dispensers are single sheet dispensers. Accessible toilets have dispensers inside at low height. Outside hand basins have an infrared tap and low positioned paper dispenser. One toilet contains a baby changing pull down platform and sealed nappy bin.	
Programmes	Programmes are designed with everybody in mind. Everyone can join in. Staff are aware of how to adapt activities in order to include young people with access needs. Kitchen based activities are planned and risk assessed. Those needing adaptations will be taken into consideration in the planning stages, with staff and volunteers being made aware. We promote friendship building in our programmes and deliver team building and group activities.	In some cases, adjustments are made to allow for equal enjoyment for all e.g. changing bird feed jobs for those with allergies If a person has a language difficulty, we limit instructions to one at a time.

Communicating with parents/guardians	Notice boards are refreshed regularly to update members about opportunities, advice and experiences open to them. Signposting, announcements, invitations and opportunities to apply for special programmes e.g. the Royal Veterinary College Summer school are communicated via email with parents. Staff also communicate with family members at drop off and collection. Feedback from parents is obtained annually, or more frequently if programme adaptations are considered. Parents are kept informed of how their children are getting on and we keep individual journey logs for each participant documenting their experiences and learning e.g. AQA Unit Awards. Notice boards contain artworks, photographs and awards e.g. rosettes from animal competitions. Printed material is displayed in large text format. We run an annual 'bring your parents to the Farm' day where family members come and get involved and learn about what their children/siblings have been learning in their Club. The Farm is free to enter, 362 days of the year.	
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Giving information to young people and partners	Typically we provide written information via email or through web based messaging as we aim to become a paperless organisation. If people let us know they need printed/large text format information, this is provided. Information is presented in clear English avoiding the use of jargon. Notice boards inform the public of what young people do at the Farm, what they learn and how they participate. We send out a monthly newsletter to subscribers that has a section highlighting what the youth club participants have been working on that month. Recent newsletters can be accessed on our website here We network and work with partner organisations to share best practice and promote referrals through our youth programmes. We are members of Community Southwark's Children, Families and Young People Network. Young people with disabilities are included in photographs of our service which are displayed on the site and social media. Some children have invisible disabilities.	Consider finding an organisation who could provide information in braille ahead of it being requested. We link with local adult learning disability providers and the local Safeguarding forum. In January 2021 we received a quote of £3500 from RNIB to conduct an accessibility review of the Farm's website. We are seeking funding to cover this cost but may need to obtain a new quote as this price may have increased.
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Communicating with young people	We don't use smoke machines or strobe lighting. Young people can contact Farm staff via email and phone in line with our safeguarding policy. When working with young people who are visually impaired, discussion with the parent/guardian and young person will inform the risk assessment and staff working with the child will be made aware of any adjustments needed. Youth staff are trained in ACAS Equality and Diversity.	We don't offer SMS as we do not have an organisation mobile. The Farm doesn't use a loop system or sign language interpreters. Training to be considered includes: 1) basic disability awareness 2) communication with young people who have brain injuries, speech or visual impairments.
The Farm's organisation structure	Young people with disabilities have opportunities to be fully involved in decision making through their regular sessions and the Youth Committee. Their feedback will be sought regularly throughout the year and formally once per year at our annual feedback day. The Farm has an equality and inclusion policy which includes people with disabilities.	The Farm is unlikely to employ a standalone inclusion worker as the staff team (and organisation as a whole) is very small. Potential training is considered through the Brain Injury Centre. Other potential training being considered includes: 1) visual awareness 2) Deaf awareness 3) Autism awareness 4) Learning Disability awareness 5) ADHD awareness 6) People handling 7) Personal care 8) Seizure management 9) BSL or ISL 10) Managing behaviours that challenge 11) Buddy mentor training and 12) Sighted guide training

Partnerships and networks	We don't currently partner with young people's disability services. We don't currently provide information about our service to young people's disability services.	Consider creating a referral or signposting document for young people and their families.
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