

DISEWORTH HERITAGE TRUST

ACCESS POLICY

Approval Date - December 2015

Review Date – December 2016

1. INTRODUCTION

The Diseworth Heritage Trust aims to welcome all members of society into the Heritage Centre, regardless of sex, age, social status, ethnic origin or ability. In support of this aim, this Access Policy sets out our criteria for providing access to the Museum's collections. It aims to promote understanding and enjoyment of the collections through a wide range of means, as resources allow.

2. TYPES OF ACCESS

Areas of access covered by this policy are:

2.1 Physical

Physical access refers to the building, its construction and facilities.

2.2 Sensory

Sensory access encompasses means of interpretation which may be required by those with limited sight or hearing.

2.3 Cultural

Cultural access takes into account the diversity of visitors' backgrounds within the limitations of the existing collections.

2.4 Intellectual

Intellectual access refers to the provision of information for visitors with a range of learning styles and abilities.

2.5 Financial Access

Financial access includes the provision of free admission to the Museum in addition to activities, events, publications and commercial facilities to suit a range of incomes.

3. POLICY

3.1 THE BUILDING

The Trust aims to:

3.1.1 Make all public areas and/or facilities of the building accessible to visitors with mobility impairments apart from the upstairs Computer Suite. However this can be resolved by production of computer facilities on the ground floor.

3.1.2 The building should be navigable by visitors with visual impairments.

3.1.3 Attention is given both to permanent and temporary structures in making the building accessible.

3.2 Front of House/Visitor Care

3.2.1 Front of house staff will assist and welcome all visitors according to their needs.

3.2.2 The comfort and ease of visitors will be addressed, including providing, where possible, appropriate toilets, access for push chairs, and wheelchairs

3.2.3 We aim to provide refreshment and other commercial facilities appropriate to a range of ages and income, as resources allow.

3.3 COLLECTIONS INTERPRETATION & MANAGEMENT

The Trust aims to:

- 3.3.1 provide varied means of access to its collections, within its financial means, including visual displays, publications and ICT/documentation projects.
- 3.3.2 provide interpretive information in formats appropriate for visitors with limited sight or hearing, as resources allow, for example through ICT & large print labels.
- 3.3.3 provide levels of information to suit a range of audiences and abilities, as resources allow.
- 3.3.4 provide publications to suit different levels of inquiry and financial means.
- 3.3.4 ensure that the presentation and labelling of displays respects a diversity of backgrounds.

3.4 EDUCATION

The Trust aims to:

- 3.4.1 provide educational materials for different audiences and levels of ability, as resources allow.
- 3.4.2 provide education programmes to interpret the collections for people from a range of backgrounds and abilities.
- 3.4.3 make educational events as accessible as possible to people with a wide range of abilities and needs.
- 3.4.4 provide educational programmes and visits tailored to specific groups and audiences from time to time.

3.5 PUBLICITY/MARKETING

The Trust aims to:

- 3.5.1 keep the general public, including a wide range of audience groups, informed of permanent and temporary displays & events through appropriate publicity.
- 3.5.2 provide publicity material on request in alternative formats for a range of needs, as resources allow.

3.6 MANAGEMENT OF THE POLICY

3.6.1 This Policy will give rise to an Access Specific Action Plan outlining specific needs and projects (as resources allow), with named individuals responsible for realising these aims and a schedule for their implementation.

3.6.2 The **Diseworth Heritage Trust** will be responsible for the implementation of the Policy and Action Plan.

3.6.3 This Policy will be reviewed annually by the Diseworth Heritage Trust Management Committee
AGM 2016