

the root of it Accessibility Policy

Aims

The aim of this policy is to ensure that the company and any delivery partners meet their duties relating to the accessibility needs of learners and statutory requirements. It should be read alongside the Diversity and Equal Opportunities Policy.

For queries or support, please contact us on 02381 120010 or info@rootofit.com.

Identifying Accessibility Requirements

Participants of events, conferences or training must be asked at the time of booking or registration if they have any accessibility needs. The chair of a meeting or trainer for a course is responsible for checking these in advance with sufficient time to make any additional reasonable adjustments as required.

Materials

Materials are to be provided to learners in accessible formats that support the use of accessibility tools. Formats, such as Word documents and pdfs, are used where possible as these include accessibility features within the software. The layout of documents must be clear and able to be navigated just using a keyboard, be able to be zoomed into and able to be read by assistive technology, such as screen readers. The use of images must be accompanied with alternative text or captions where possible.

Website

Any company websites must be accessible to learners and be able to be accessed by assistive technology. For example, they must be able to be navigated through the use of a keyboard. Screen reader tools must be able to recognise the text and read it to the user if required. Text must be clear, contrast with the background and be able to be highlighted or zoomed into to facilitate access requirements. Videos should feature closed captions, text transcripts or accompanying text should explain the contents of the video.

Venue

Venues for live training, conferences, meetings or events must be accessible to attendees with additional needs. Attendees should be asked at the time of booking if they have any accessibility requirements to facilitate this.

Online training

Online training will only be conducted through software that supports the use of or includes assertive technology, such as Microsoft Teams.

Additional Reasonable Adjustments

There may be times when there are additional reasonable adjustments required to meet the needs of a participant or attendee in our work. The person overseeing the activity, such as the course trainer, is responsible for liaising with the individual to see that their needs are met. This may mean that steps need to be taken in addition to those identified in this policy.

Review

This policy will be reviewed biannually.

March 2023