

# Working Towards Disability Inclusion

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### This organisation has adopted.... A DISABILITY INCLUSION PROTOCOL

By considering Access, Attitudes and Meaningful Participation this organisation is committed to supporting people with disabilities so that equality is practiced by all people and the participation of people with disabilities is incorporated within the ethos of the organisation ...;

#### ● ACCESS:

We consider the following to ensure ease of access and to support people to use our premises easily:

- Wide automatic doors.
- Ramps / steps / level flooring.
- Bells and entry access points at accessible heights.
- Low accessible counters.
- Accessible toilets and facilities.
- Minicom phone service.
- Lifts with audio and visual information.
- Colour differentiation between walls and doors.
- No clutter in offices and corridors and we never use accessible WCs for storage.
- Accessible WCs remain unlocked at all times.
- Publications which show that access matters and that our organisation is supportive to people with disabilities.

#### ● ATTITUDES:

Our organisation:

- Ensures staff undertake disability equality training that helps understanding and reflection about attitudes.
- Asks people with disabilities what provisions they want and need in relation to access and participation.
- Ensures people with disabilities are involved side by side with staff in the planning and development of all programmes / events / projects.
- Ensures staff treat all people fairly and with respect.

#### ● MEANINGFUL PARTICIPATION:

When thinking through plans and ideas related to the organisation and its work we:

- Involve people with disabilities at the planning stage.
- Work with people with disabilities throughout the process.
- Ensure the organisation develops an equality policy and action plan and that all staff sign up to this.
- Identify a staff member with responsibility for the delivery of inclusion outcomes within a stated time frame.
- Ask ourselves regularly are people with disabilities involved and at what level?
- Regularly ask and request people with disabilities to check that the inclusion process is working.

#### When holding meetings we:

- Brief people beforehand.
- Ensure agenda, minutes and information are all available in advance, and in large print (22-26 font) or Braille as required.
- Ensure people understand what is going on and do not merely pay lip service to involving people with disabilities.
- Enquire if the service of a signer is required by anyone attending.

This Inclusion Protocol has been developed by the Disability Focus Group of the Dublin City Community Forum 2009. For further references please see [www.dublincommunityforum.ie](http://www.dublincommunityforum.ie). The Disability Inclusion Protocol is available in Braille and on audio CD, on request from the Dublin City Community Forum, contact details below.

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