



Leading education
and social research
Institute of Education
University of London

Accessibility Policy

The following policy document has been developed to help staff produce documents and publications in a format that makes information easily accessible to a wide range of audiences. The Institute of Education is committed to inclusive learning and has a duty under the Equality Act 2010 to eliminate discrimination and promote equality of opportunity.

Legal Requirements

Public bodies are obliged to make information accessible to disabled people. The Equality Act 2010 strengthens the requirement to eliminate discrimination outlined in the Disability Discrimination Act 1995. It places emphasis on an Institution's responsibility to act proactively to create accessible information. Failure to communicate information in a form that is accessible to persons is unlawful and failure to provide reasonable accommodation in the form of accessible information can be considered discrimination, and is unlawful under equality legislation.

Policy in Practice

This policy is based on good practice and all staff are expected to implement it.

A wide range of documents and publications are covered by this policy including emails, memos, letters, committee papers, minutes and agendas, teaching materials, course/programme handbooks, PowerPoint presentations, Blackboard, leaflets, brochures and other publicity items.

Documents must include phrases about alternative formats (see Alternative Formats section) and unformatted files of the documents must be easily accessed at short notice for production in a range of alternative formats.

Print Policy

Font and type style

- A minimum of 12 point type should be used in all student-facing documents; this includes e-mails, memos, letters, committee papers, minutes and agendas, teaching materials, course/programme handbooks, Blackboard, leaflets, brochures and other publicity items. Where this is not possible for a justifiable reason (i.e. major corporate publications such as the IOE Prospectus for budgetary reasons), the alternative formats message must be used in a prominent position.
- The only font families permitted in IOE print material are Arial or Frutiger Condensed (these are the two official corporate fonts), and for web use Arial/Verdana/Helvetica.

Presentation

- Use a combination of upper and lower case letters rather than all upper case (capitals). Sentences or headings set in all capitals can make text harder to read.
- Use bold to highlight and avoid using italics or underline.
- Avoid rotating text and setting it vertically as it is extremely difficult to read.
- Keep lines justified left.
- The space between one line of text and the next is important. The space between lines should be between 1.15 and 2 paragraph line spacing on Word documents and the equivalent on other programmes including design software.
- Use bullets or numbers rather than continuous prose.
- Do not hyphenate words that are not usually split to fill up line ends.

Language

- All information should be clear and easy to read.

- Use plain English and where you use acronyms or jargon ensure they are spelt out and explained on first use.
- Use active verbs instead of passive verbs.
- Wherever possible use 'we' or 'you' rather than 'applicant' or 'Institute'.
- Be concise with sentence length and complexity wherever possible.
- Use short paragraphs.
- Use language sensitively, ensure it promotes equality of opportunity and fully embraces equality and diversity.

For further advice on plain English writing style, contact Emily Brewer, Marketing and Publications Officer, Telephone: 020 7911 5501, Email: e.brewer@ioe.ac.uk

Paper

- Matt paper is preferable to glossy.
- Ensure paper is heavy enough (80 or 90 gsm) to prevent text showing through the back.

In addition to the above key areas of this accessibility policy, you will need to take into account the following:

Images

- Editorial content must make sense without reference to images or diagrams, unless the subject matter can only be displayed via images.
- No information is conveyed solely through the use of images, diagrams or colour.
- Images on websites should also have a 'tag' which briefly describes the image content (this is for those who use screen reading software).
- Avoid using too many images – this may make the information more difficult to access.

- Ensure your images are representative and show a broad cross section of people. Ensure images show a mixture of people in a variety of roles.
- Try to ensure that you include the names of people on any images where there is linked information to them (e.g. written testimonials).

Posters and leaflets

- Keep the design of leaflets simple.
- Avoid the use of background graphics which can make text difficult to read. Writing on pictures is near impossible to read, and is often missed by people with visual impairment.
- Avoid overcrowding the poster with too much information and too many colours.

PowerPoint

- Use a minimum 18 point type for the main text and a minimum 28 point text for titles.
- Use a cream or pastel background
- If you have to use a white background, do not use black text
- Use a good contrast between the background and the text

Website design

- The Institute has designed its new website to agree with the “AAA Standard” of the WAI (Web Accessibility Initiative) – see w3.org

Further advice about the website may be obtained from Simon Day
Web Analyst/Project Manager, Email: s.day@ioe.ac.uk

Alternative formats

To enable ease of conversion, it is **essential** that all documents are saved as unformatted files with no italics or bold headings to allow easy production of

alternative versions. These versions should be stored electronically in a place where other staff in your Department can access them easily at short notice.

Documents can be produced in a range of alternative formats on request, such as audio tapes, Braille, or large print etc. For advice on any of these adjustments please contact Disability Support or the Equalities Manager.

Documents intended for students should include the following:

This document is available in a range of alternative formats, please contact Disability Support for assistance.

Telephone: 020 7612 6641

Email disabilityadmin@ioe.ac.uk

Documents intended for staff should include the following:

This document is available in a range of alternative formats, please contact the Equalities Manager for assistance.

Telephone: 020 7612 6321

Email: k.edwards@ioe.ac.uk

Documents intended for the general public should include the following:

This document is available in a range of alternative formats, please contact the Marketing and Development Office for assistance.

Telephone: 020 7911 5556

Email: info@ioe.ac.uk

Useful contacts:

For information related to staff:

Katie Edwards

Equalities Manager

Telephone: 020 7612 6321

Email: k.edwards@ioe.ac.uk

For information related to students:

Sarah Slater

Disability Co-ordinator

Telephone: 020 7612 6641

Email: disabilityadmin@ioe.ac.uk

For information related to marketing materials:

Emily Brewer

Marketing and Publications Officer

Telephone: 020 7911 5501

Email: e.brewer@ioe.ac.uk