



Kimbolton School  
Cambridgeshire

# ACCESSIBILITY POLICY

---

**Policy owner:** Amanda Janes – Health and Safety Manager

**SLT Policy**

**Policy Summary Statement:**

The policy sets out the School's plan to increase the extent to which disabled pupils can participate in the School's curriculum, increase the extent to which disabled pupils are able to take advantage of education and benefits, facilities or services provided or offered by the School; and improve the delivery to disabled pupils of information which is readily accessible to pupils who are not disabled.

**Release Date:** Summer 2023  
**Review Date:** Summer 2026



## Accessibility Policy

### INTRODUCTION

This policy has been produced after a review of existing arrangements for improving accessibility within Kimbolton School and an audit of the School for accessibility.

The policy sets out the School's plan to increase the extent to which disabled pupils can participate in the School's curriculum; improve the physical environment of the School for the purpose of increasing the extent to which disabled pupils are able to take advantage of education and benefits, facilities or services provided or offered by the School; and improve the delivery to disabled pupils of information which is readily accessible to pupils who are not disabled.

The School is committed to continuing to improve and the main priorities in the School's plan, which increase the extent to which disabled pupils can participate in the School Curriculum, are:

- On-going enhancement of Staff knowledge through INSET; distribution of advisory materials; reminders through the Engage and email about pupils with SEN; regular Staff meetings; guidance from Tutors.
- Further monitoring of pupils' progress, guided by parents, teachers and the pupils themselves.
- On-going advice will be sought from external specialists e.g. Educational Psychologists, Occupational Therapist and Speech Therapists.
- In class differentiated teaching; subject delivery planning to ensure full access the takes account of SEN needs; physical resources (for example tools and furniture) and manpower (staffing and timetabling of key personnel).
- The Governors' long-term building programme to consider the need to meet disability legislation.
- The Governors, dependent on the financial viability of the School, will provide funding for building maintenance and reasonable refurbishment. A proportion of money from this budget will be used within the pre-planned maintenance schedule to improve accessibility for pupils with impaired mobility.
- Requests to county for specific funding around physical resources (for example pool hoist) and additional staffing costs (for example to increase ratios of 1:1 for disabled pupils) as required for specific pupils with a full EHCP.

### Admissions

Kimbolton School selects pupils for admission on the grounds of academic ability. To ease the burden of the entrance examination, the School would liaise closely with the parent/guardian and the pupil's current school on the mechanics of the exams to be taken. Only those pupils with specific needs (as identified by a *specialist practitioner*) with a history of support or access arrangements as their 'normal way of working' are eligible for additional or alternative provision.

### Curriculum

It is recognised that the curriculum should be accessible for those with disabilities. Reasonable adjustments will, wherever feasible, be in place for pupils who have an Education, Health and Care Plan (EHCP), Statement of Special Educational Need or who have been diagnosed with a SEN difference or neurodiverse need as detailed in the Special Educational Needs and Disability Act (SEND) Policy. It may not always be practicable or possible to provide the bespoke strategies,



## Accessibility Policy

resources or support that is required. However the School will always try to implement what is deemed a 'reasonable' adjustment or alternative by the School.

Pupils who are entitled to access arrangements in examinations will be given this in internal as well as all external examinations (for example laptops) assuming they meet the JCQ exam board eligibility criteria, have evidence of their eligibility and the access arrangements being their normal way of working in their current setting. Appropriate measures are put in place to assist those who have EAL needs.

Many classrooms have digital projectors that ease the viewing of subject matter. These will be helpful to those with a sight impediment. Larger print course notes and examination papers will be introduced as and when appropriate. Hearing loops and similar auditory aids will be considered in new buildings. However, it must be recognised that, for some pupils (for example a pupil who is profoundly deaf or blind), the School may be unable to meet their significant needs and therefore cannot be assessed as the best placement school to accommodate their needs.

### **Medical**

Prescribed medicines can be administered for medical conditions such as asthma and diabetes, provided the School is in receipt of signed parental consent. More details can be found in the Administration of Medication Policy

Strategic Risk Assessments are written for those with specific medical needs.

### **Welfare**

All staff are informed of any pupils with disabilities and of the need to be aware of potential difficulties such as:

- bullying (see anti-bullying policy)
- social communication problems with peers

The centre of the pastoral system is the form tutor, who is the primary point of contact for all needs, especially pastoral and SEMH (social emotional and mental health). The Academic Support Department may also play a primary role in supporting some of those pupils on the School's SEN register where the need impacts on their *academic progress*. This ensures the pupil develops the bespoke self-help strategies to navigate around their difficulty and become an independent learner who can maintain the expected pace at the school (albeit it in some cases, on a reduced curriculum timetable).

### **Activities and Trips**

The School encourages all pupils to attend a variety of trips, activities and clubs. These may be sporting, cultural or adventurous. At such venues, the programme of activities can be modified to facilitate participation regardless of disability. The School is a strong advocate of the Duke of Edinburgh's Award scheme and is aware that it gives specific guidance to enable disabled pupils to achieve awards. Staffing ratios can be adjusted to provide extra help when necessary, and steps will be taken to ensure the safety of disabled participants. Occasionally it may be considered that the welfare of the pupil with a particular disability cannot be guaranteed due to the nature of the



## Accessibility Policy

disability and the specific environment and the terrain. In such circumstances, it may not be possible to provide a suitable level of supervision and care to enable the pupil to participate in the activity safely. This will always be discussed with the pupil and parents and no firm agreement reached without involving them fully.

### **Buildings and Accessibility**

Kimbolton School is located on an extensive site with a wide variety of buildings. Wheelchairs have access via paths to most areas of the School, but specific parts of buildings remain inaccessible. In some buildings, ramps have been constructed to make access possible, but routes may be circuitous.

Many of the School's buildings were erected before consideration was given to disabled access. Recent building development has improved disabled access. Where practicable all new buildings will have lifts, and accessibility by road and/or wheelchair access is a consideration.

The system of having departmental areas in the Senior School allows facilities for a subject to be concentrated in one place but demands the movement of pupils around the site between periods. Most of the buildings are single storey and newer multi-storey buildings have lifts. However, some of the other multi-storey buildings are Grade I/II listed and there may be difficulty with access up steps or stairs. Where possible, alternative rooming and accommodation is sought, however the needs of the individual pupil should always be balanced against the needs of the whole class to ensure that a whole class is not disadvantaged unnecessarily by the needs of the individual. At all times, the School will be mindful of the term 'reasonable adjustment'.

Most teaching areas at the Prep are on ground floor there are some steps to classrooms, but allocation of suitable classrooms can facilitate access. In recent years, ramps were added to access the Year 3 and then Year 5 classrooms.

A new building was added to the Prep School in 2019, which included a visitor and a staff toilet suitable for those with a disability. A new Medical Room meant the disabled toilet in Aragon House could return to its original use. The new building became the main entrance to the Prep School, and it was fitted with automatic doors to ease access.

Access to the Art Room, however, remains an issue for pupils with mobility difficulties, despite extensive research to resolve it.

It is the policy of the Governors to improve access to buildings and facilities over a period of time, as finances permit and facilities allow. See **Appendix I** for further details.

An asset register for all on-site male and female toilets, including those designed for use by people with disabilities, can be found at the end of this document, in **Appendix 2**.

<b>LINKED DOCUMENTS</b>
This policy should be read in conjunction with the:
<ul style="list-style-type: none"><li>• Special Education Needs and Disability Act (SENDA) Policy</li><li>• Safeguarding and Child Protection Policy</li><li>• Anti-Bullying Policy</li><li>• Access Arrangements Policy</li></ul>



## Accessibility Policy

<ul style="list-style-type: none"><li>• Admissions Policy</li></ul>
<ul style="list-style-type: none"><li>• Equal Opportunities for Pupils Policy</li></ul>
<ul style="list-style-type: none"><li>• Equal Opportunities for Staff Policy</li></ul>



## Accessibility Policy

### **ACCESSIBILITY PLAN – APPENDIX I**

	<b>Ref</b>	<b>Building</b>	<b>Recommendation</b>	<b>Action Taken</b>	<b>Timescale</b>	<b>Responsibility</b>
<b>Admissions and Site Visits</b>	1.	<b>N/a</b>	To continue to review the Admissions Policy to ensure it clarifies School's position on disability.	Ongoing	Summer 2026	Headmaster/ Registrar
	2.	<b>N/a</b>	To continue to review the School's admissions procedures and documentation to ensure fullest possible information is collected about a child's disability prior to an assessment of suitability.	Ongoing	Summer 2026	Pupils - Registrar/ Academic Support highlight any pupils to the H&S Manager who writes a strategic risk assessment considering accessibility etc.
	3.	<b>N/a</b>	Devise a simple process whereby customers or staff who may visit are identified before they arrive if they have any special needs, so that suitable preparation and arrangements can be made.	Staff – HR Manager Customers for events - Catering Manager/Events Manager Visitors – Member of staff arranging visit	Summer 2026	Bursar
<b>Education</b>	1.	<b>N/a</b>	To consider, as part of the process of constructing the timetable, the opportunity to change rooming if required to enable access for disabled staff or pupils.	Ongoing	Summer 2026	Deputy Head Academic
	2.	<b>N/a</b>	To develop policy and practice within teaching departments, in cross-curricular areas and co-curricular activities which enables equal access to the curriculum for	Information for departments detailing how to provide accessible resources is available on the school network.	Summer 2026	Head of Learning Support

## Accessibility Policy

			disabled pupils, including making written information accessible in a range of different ways for disabled pupils, where it is provided in writing for pupils who are not disabled.			
	3.	<b>N/a</b>	Off-site activities – as above	Ongoing	Summer 2026	Educational Visits Co-ordinator (EVC) at Senior School and Prep School
	4.	<b>N/a</b>	Pastoral – as above	Ongoing	Summer 2026	Assistant Head – DSL
<b>Physical Environment of School</b>	1.	<b>ALL SITE</b>	Consider the practicalities of obtaining a portable ramp to fit over the steps, if a customer, pupil or member of staff with mobility difficulties needs to gain access.	Ramps looked at for temporary use but concerns that those with mobility issues would not have toilet facilities etc. available to them once inside the building.	Summer 2026	Bursar
	2.	<b>CASTLE</b>	Construction of a temporary ramp to fit over the steps to access the courtyard area of the Castle, if a customer, pupil or member of staff with mobility difficulties needs to gain access.	Temporary ramp to be constructed by the Maintenance department in line with government guidance for Inclusive Mobility. <b>COMPLETED</b>	Summer 2023	Bursar
	3.	<b>ALL SITE</b>	Implement a procedure to ensure the safe evacuation of disabled customers, pupils or staff in the event of fire occurring at the premises. Physical measures should also be considered such as the provision of visual indication that the fire alarm has sounded to alert customers that are deaf.	Strategic Risk Assessment considers medical concerns of pupils. A Personal Emergency Evacuation Plan (PEEP) is produced where necessary. Fire Procedures reflect action for temporary mobility issues. Risk Assessment for Temporary Immobility.	Summer 2026	Health and Safety Manager

## Accessibility Policy

	4.	<b>CASTLE</b>	Investigate means of access for pupil with mobility issues to gain access to the 6th Form Common Room. Ensure consideration around listed building status are considered.	Accessibility Audit to ascertain options. <b>COMPLETED</b>	Summer 2023	Bursar/H&S Manager
	5.	<b>CASTLE</b>	Following Accessibility Audit arrange for supplier to quote for installation of a platform lift.	Supplier to consider listed building status. <b>COMPLETED</b>	Summer 2023	Bursar/H&S Manager
	6.	<b>CASTLE</b>	Consider financing options for platform lift.	Liaise with Cambs. CC regarding availability of funding. Consider other options available.	Summer 2025	Head of Academic Support/Head of 'Team Dan' Bursar/H&S Manager
	7.	<b>WBLT &amp; LEWIS HALL</b>	Evaluate the possibility of providing a hearing loop system in the lecture theatres to allow hearing impaired pupils, staff and visitors to access facility if their hearing aid has the facility.	Survey of Buildings by supplier. <b>COMPLETED</b>	Summer 2023	Bursar/H&S Manager
	8.	<b>WBLT &amp; LEWIS HALL</b>	Following survey report, consider effectiveness of hearing loop for current pupils and staff	Current pupils with cochlear implants use different technology to the hearing loop. No staff currently have any hearing impairment. No further action taken. <b>COMPLETED</b>	September 2023	Bursar/H&S Manager
<b>Awareness and</b>	1.	<b>ALL SITE</b>	To make current and prospective parents, pupils and staff aware of the Accessibility Policy (and any related policies).	Ongoing	Summer 2026	Headmaster/Bursar/Registrar
	2.	<b>ALL SITE</b>	Ensure that changes to policy as a result of reviews are updated on website and in documentation.	Ongoing	Summer 2026	PR and Communications Manager





## Accessibility Policy

	3.	<b>ALL SITE</b>	To ensure other related policies are amended and revised to be consistent with the Accessibility Policy.	Ongoing	Summer 2026	SLT/HoDs
	4.	<b>ALL SITE</b>	To promote and maintain an awareness of the needs of those with disabilities through staff meetings and training, and through assemblies, visiting speakers and PHSE.	Ongoing	Summer 2026	Head of Academic Support/Head of PHSE
	5.	<b>ALL SITE</b>	To gain an awareness of how to assist staff with 'silent' disabilities e.g. Fibromyalgia, Chronic Fatigue Syndrome and Long Covid.	Ongoing	Summer 2026	HR Manager/H&S Manager



## Accessibility Policy

### **FACILITIES FOR TOILETS – APPENDIX 2**

<b>BUILDING</b>	<b>TYPE AND NUMBER OF FACILITIES</b>									
	<b>Pupils</b>					<b>Staff</b>				
<b>Castle</b>	Basins	Showers	Urinals	Cubicles	Accessible	Basins	Showers	Urinals	Cubicles	Accessible
HM (Male)						2		3	2	
Basement (Male)						2		2	1	1
Secretaries (Female)						2			2	
Basement (Female)						4			2	1
Popham (Boys)	1			1						
Ground Floor (Boys)	3		3	5						
Popham (Girls)	1			3						
Basement (Girls)	2			4						
King William (Unisex)	1			1						
Cleaners (Unisex)						1			1	
Careers (Unisex)						1	1		1	
<b>Total</b>	<b>8</b>	<b>0</b>	<b>3</b>	<b>14</b>	<b>0</b>	<b>12</b>	<b>1</b>	<b>5</b>	<b>9</b>	<b>2</b>
<b>Donaldson</b>	<b>Pupils</b>					<b>Staff</b>				
	Basins	Showers	Urinals	Cubicles	Accessible	Basins	Showers	Urinals	Cubicles	Accessible
Unisex (Staff)						1			1	0
Boys	5		5	2						
Male Accessible					1					
Girls	6			4						
Female Accessible					1					
Hygiene Room	1				1					



Kimbolton School  
Cambridgeshire

## Accessibility Policy

<b>Total</b>	<b>12</b>	<b>0</b>	<b>5</b>	<b>6</b>	<b>3</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>0</b>
--------------	-----------	----------	----------	----------	----------	----------	----------	----------	----------	----------

<b>Duchess Changing Rooms</b>	<b>Pupils</b>					<b>Staff</b>				
	Basins	Showers	Urinals	Cubicles	Accessible	Basins	Showers	Urinals	Cubicles	Accessible
Boys	1			1						
Girls	1			1						
Accessible	1				1					
<b>Total</b>	<b>3</b>	<b>2</b>	<b>0</b>	<b>2</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Kyffin Owen Pavilion</b>	<b>Pupils</b>					<b>Staff</b>				
	Basins	Showers	Urinals	Cubicles	Accessible	Basins	Showers	Urinals	Cubicles	Accessible
Room 1	2	2	3	1						
Room 2	2	2	3	1						
<b>Total</b>	<b>4</b>	<b>4</b>	<b>6</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Lewis Hall</b>	<b>Pupils</b>					<b>Staff</b>				
	Basins	Showers	Urinals	Cubicles	Accessible	Basins	Showers	Urinals	Cubicles	Accessible
Staff (rear)						3	1		2	
Boys (front)	2		3	1	1					
Unisex (front)	1				1					
Girls (front)	3			3						
Staff (rear)						3	1		2	
<b>Total</b>	<b>6</b>	<b>0</b>	<b>3</b>	<b>4</b>	<b>2</b>	<b>6</b>	<b>2</b>	<b>0</b>	<b>4</b>	<b>0</b>
<b>Outdoor Pursuits</b>	<b>Pupils</b>					<b>Staff</b>				
	Basins	Showers	Urinals	Cubicles	Accessible	Basins	Showers	Urinals	Cubicles	Accessible
Staff						1	1		1	
Girls	1			1						
Boys	1			1						
<b>Total</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>2</b>	<b>0</b>	<b>1</b>	<b>1</b>	<b>0</b>	<b>1</b>	<b>0</b>



## Accessibility Policy

QKB I	Pupils					Staff				
	Basins	Showers	Urinals	Cubicles	Accessible	Basins	Showers	Urinals	Cubicles	Accessible
Male staff						2	1	1	1	
Female staff						2	1		2	
Boys	4		3	3						
Girls	4			6						
Accessible	2				2					
<b>Total</b>	<b>10</b>	<b>0</b>	<b>3</b>	<b>9</b>	<b>2</b>	<b>4</b>	<b>2</b>	<b>1</b>	<b>3</b>	<b>0</b>
QKB2	Pupils					Staff				
	Basins	Showers	Urinals	Cubicles	Accessible	Basins	Showers	Urinals	Cubicles	Accessible
Male staff						2			2	
Female staff						2			2	
Boys	6		4	4						
Girls	6			8						
Accessible	2				2					
<b>Total</b>	<b>14</b>	<b>0</b>	<b>4</b>	<b>12</b>	<b>2</b>	<b>4</b>	<b>0</b>	<b>0</b>	<b>4</b>	<b>0</b>
Sports Centre	Pupils					Staff				
	Basins	Showers	Urinals	Cubicles	Accessible	Basins	Showers	Urinals	Cubicles	Accessible
Male Staff						1	1		1	
Female Staff						1	1		1	
Outside (Boys)	4	4		4						
Inside (Boys)	2	2	3		1					
Outside (Girls)	4	4		4						
Inside (Girls)	2	2		1	1					
<b>Total</b>	<b>12</b>	<b>12</b>	<b>3</b>	<b>9</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>0</b>	<b>2</b>	<b>0</b>
Swimming Pool	Pupils					Staff				
	Basins	Showers	Urinals	Cubicles	Accessible	Basins	Showers	Urinals	Cubicles	Accessible



## Accessibility Policy

Unisex (Reception)	2	2		2						
Boys	2	2	2	2						
Girls	3			3						
Accessible (Unisex)	1				1					
Unisex (office)						1	1		1	
<b>Total</b>	<b>8</b>	<b>4</b>	<b>2</b>	<b>7</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>0</b>	<b>1</b>	<b>0</b>
<b>Various</b>	<b>Pupils</b>					<b>Staff</b>				
	Basins	Showers	Urinals	Cubicles	Accessible	Basins	Showers	Urinals	Cubicles	Accessible
Art						1			1	
Bursary						2			2	
CCF						1			1	
DTE						1			1	
Grounds						1			1	
Health Centre	1			2		1	1		1	
Kitchens						2			2	
Library						1			1	
Maintenance						1			1	
Music						1			1	
Shop						1			1	
<b>Total</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>2</b>	<b>0</b>	<b>13</b>	<b>1</b>	<b>0</b>	<b>13</b>	<b>0</b>
<b>Prep</b>	<b>Pupils</b>					<b>Staff</b>				
	Basins	Showers	Urinals	Cubicles	Accessible	Basins	Showers	Urinals	Cubicles	Accessible
Visitors Toilets						3		1	2	
Staff						5	2		5	
Kitchen						1			1	
Caretakers						1			1	
Accessible	3	1			3					



## Accessibility Policy

Cricket Pavilion	4	2		2						
Boys (Upper Prep)	6		2	4						
Girls (Upper Prep)	6	4		6						
Boys (Lower Prep)	3		1	5						
Girls (Lower Prep)	3			6						
<b>Total</b>	<b>25</b>	<b>7</b>	<b>3</b>	<b>23</b>	<b>3</b>	<b>10</b>	<b>2</b>	<b>1</b>	<b>9</b>	<b>0</b>
<b>Kimbolton House*</b>	<b>Pupils</b>					<b>Staff</b>				
	Basins	Showers	Urinals	Cubicles	Accessible	Basins	Showers	Urinals	Cubicles	Accessible
Female staff						1			1	
Boys	10	8		6	0					
<b>Total</b>	<b>10</b>	<b>8</b>	<b>0</b>	<b>6</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>0</b>
<b>White House*</b>	<b>Pupils</b>					<b>Staff</b>				
	Basins	Showers	Urinals	Cubicles	Accessible	Basins	Showers	Urinals	Cubicles	Accessible
Unisex						1			1	
Girls	12			7						
<b>Total</b>	<b>12</b>	<b>8</b>	<b>0</b>	<b>7</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>0</b>
<b>TOTALS</b>										
	<b>Pupils</b>					<b>Staff</b>				
<b>Senior School</b>	Basins	Showers	Urinals	Cubicles	Accessible	Basins	Showers	Urinals	Cubicles	Accessible
<b>Senior School total</b>	<b>79</b>	<b>22</b>	<b>29</b>	<b>69</b>	<b>13</b>	<b>54</b>	<b>10</b>	<b>6</b>	<b>38</b>	
	<b>Pupils</b>					<b>Staff</b>				
<b>Prep School</b>	Basins	Showers	Urinals	Cubicles	Accessible	Basins	Showers	Urinals	Cubicles	Accessible
<b>Prep School total</b>	<b>25</b>	<b>7</b>	<b>3</b>	<b>25</b>	<b>3</b>	<b>10</b>	<b>2</b>	<b>1</b>	<b>9</b>	<b>0</b>
	<b>Pupils</b>					<b>Staff</b>				
<b>Boarding</b>	Basins	Showers	Urinals	Cubicles	Accessible	Basins	Showers	Urinals	Cubicles	Accessible
<b>Boarding total</b>	<b>22</b>	<b>16</b>	<b>0</b>	<b>13</b>	<b>0</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>2</b>	<b>0</b>



## Accessibility Policy

	<b>Pupils</b>					<b>Staff</b>				
<b>Whole School</b>	Basins	Showers	Urinals	Cubicles	Accessible	Basins	Showers	Urinals	Cubicles	Accessible
<b>Whole School total</b>	<b>126</b>	<b>45</b>	<b>32</b>	<b>107</b>	<b>16</b>	<b>66</b>	<b>12</b>	<b>7</b>	<b>49</b>	<b>2</b>

- Boarding House each have a bath