

## **ACCESSIBLE PASS POLICY**

An alternative means of securing places at and participating in all Union speaking events and debates ('Accessible Pass Policy') shall be made available to Members who have satisfactorily registered their access requirement[s] ('Registered Members')

## **ELIGIBILITY FOR REGISTRATION**

Members with a disability which meets the Equality Act (2010) criteria (found here: <https://www.gov.uk/definition-of-disability-under-equality-act-2010>), including those with:

- i. A sensory impairment, such as those affecting sight or hearing
- ii. A mobility impairment
- iii. A musculoskeletal condition such as arthritis
- iv. A long-term health condition including those of a fluctuating or progressive nature
- v. A long-term mental health condition
- vi. A specific learning difficulty (SpLD) such as dyspraxia, or ADHD
- vii. A social or communication difficulty such as an autism spectrum condition

Members are required to explain what their specific access requirements would be.

## **REGISTRATION PROCESS**

- a. Members shall register their access requirements as soon as possible at the start of each Term. Registration shall be completed before Friday of 2<sup>nd</sup> week – however exceptions shall be made for temporary and/or emerging disabilities.
- b. Members shall register for an accessibility pass at least a week before any of their requests will be considered
- c. Registration shall last for the duration of membership, unless the Member is registered with a temporary disability (eg. a broken leg), in which case registration will last for the duration of the temporary disability
- d. A database of Registered Members shall be kept up to date by the Union at all times
- e. In registering, members consent to sharing their personal information (name, disability and access requirements) with the Union's staff and Chair of the Consultative Committee

## **APPROVAL OF REGISTRATION**

- a. To register, a Member must:
  - a. Complete the requisite form, found <https://docs.google.com/forms/d/e/1FAIpQLSf0AM5prbMFHmWRMVZiCC4vz5LHrgEn441Ph2y-GeRpvXp1yg/viewform>. There are also printed copies

of the form available to fill out in the General Office of the Union at Frewin Court, where assistance in completing it will be provided if required

- b. Provide evidence of their disability, which could include a short, official medical letter or a copy of their Student Support Plan if they are registered with the University's Disability Service. Evidence for need for a companion shall also be required.

- b. Acknowledgement of registration shall be made by the House Manager

## ACCOMMODATIONS

- a. Registered Members shall be granted a space at the relevant Union event upon requests made no later than 48 hours before the event
- b. The space shall be appropriately suited to the member's registered access requirements(s), including provision for a ramp to enter, where appropriate. This shall be done with reference to the constraints of each event.
- c. Requests for specific events shall be made to the House Manager ([housemanager@oxford-union.org](mailto:housemanager@oxford-union.org)) and the Chair of the Consultative Committee (CCC) ([ccc@oxford-union.org](mailto:ccc@oxford-union.org)) via email
- d. This list of adjustments is not exhaustive and each request will be considered on an individual basis
- e. Registered members shall let the House Manager or the CCC know as soon possible if they are no longer able to attend an event. If the Registered Member is not present at the event 20 minutes before it starts without having notified either the House Manager or the CCC that they will be arriving later, their space shall no longer be reserved if there is overwhelming demand for the event.

## DISPUTE RESOLUTION

- a. Complaints shall be made to the Union via the standard complaint mechanisms – further details can be found under Rules 60 and 71 here: <http://www.oxford-union.org/rules-and-policies>
- b. Any complaint shall also be made available to the President and the Access Officers for review, unless it is *in camera*
- c. Informal dispute resolution, where appropriate, shall be encouraged in liaison with the staff and the CCC