


# ACCESSIBLE INFORMATION STANDARD STATEMENT

<b>VERSION No</b>	<b>1</b>	
<b>REVIEWED BY</b>	<b>Mariana Philipova</b>	
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This statement applies to all policies held by the organisation.

The Equality Act 2010 introduced Protected Characteristics and placed a legal duty on all service providers to take steps to avoid putting anyone at a disadvantage. This includes the provision of Information and Advice which must be “accessible to, and proportionate to the needs of those whom it is provided.”

The Accessible Information Standard (AIS) 2016 defines a consistent approach to 5 key areas that need to be considered in order to comply with the standard. These are:

**1. IDENTIFY:**

*Ask if people have any information or communication needs and find out how to meet them.*

**2. RECORD:**

*Record those needs in a set way that is highly visible, using specific definitions.*

**3. FLAG:**

*Use alerts or flags to make it clear on the adult’s record or file what their needs are and prompt action to meet those needs.*

**4. SHARE:**

*Share information about the adult’s need with other NHS and adult social care providers.*

**5. ACT:**

*Make sure that people get their information in an accessible way and have the communication support they need.*

- ✓ The AIS specifically relates to adults with a Learning Disability, Visual Impairment, Hearing Impairment, and those identified as Deaf Blind. Whilst these groups may, or may not, represent huge numbers of our service provision, we need to meet the requirements of the AIS, where required.
- ✓ The first step is in the addition of an Accessible Information Standard Policy, which is issued with this Statement.
- ✓ Throughout 2017, policies, procedures, forms etc. will be amended, where necessary, to encompass the new standard. The new policy will be incorporated into Induction and updating of staff training, where relevant.
- ✓ There is a post-implementation review of the Standard to assess the impact and to ensure that it is “fit for purpose.” This was completed in March 2017 when, where further guidance is issued, the policy and its contents will be reviewed.