

Healthy Minds Training Accessibility Statement

This accessibility statement applies to Healthy Minds DfE-assured Senior Mental Health Lead Training to ensure inclusivity and accessibility.

Healthy Minds recognises that the experiences of individuals are unique, as is every educational setting and we wish to ensure an accessible learning environment which is responsive to your learning needs.

The service will continue to improve its accessibility and values your feedback to do so.

Our aims

To ensure equal access to the learning provided we have considered:

1. Communication

- You can expect timely communications to prepare for the event and a reminder two weeks prior to the start of the training
- We will provide a prompt and friendly response to any query or adjustment request
- Booking and registration forms are provided on a screen-reader friendly platform
- Alternative phone and email contact details are offered in case of unexpected circumstances on the day of the event

2. Training venue

- Our training venues are disability and accessibility friendly
- Participants will be given prior notice of the training venue, travel and parking options.
- See information for Albion House which is our normal venue
- We can cater for different dietary requirements

3. Training platforms

- Online training is conducted via Microsoft Teams. Participants will be invited by email and sent a direct link. For detailed accessibility for Microsoft Teams go to <https://support.microsoft.com/en-us/office/accessibility-tools-for-microsoft-teams-2d4009e7-1300-4766-87e8-7a217496c3d5>

4. Teaching delivery

- A variety of teaching methods are used to enhance all learning styles - PowerPoint presentation, discussions, sharing of practice, protected planning and reflection time and experiential activities.
- The trainer will flex to meet the needs of the cohort recognising the diverse needs of educational settings alongside participants and their individual experience.
- Cohorts are reminded to protect the confidentiality of schools or individuals within discussions, to enable greater freedom to discuss the strengths and needs of specific school communities

Healthy Minds Training Accessibility Statement Aims Continued

5. Teaching Materials

- All documents supplied will comply with UK government guidance <https://www.gov.uk/guidance/publishing-accessible-documents>
- Accessibility checker is conducted on all documents and presentations.
- Training handouts and resources are currently printed and provided to attendees at the start of the training day so learners can access these and refer to them during sessions
- Electronic resources can be requested to meet accessibility needs and will be available to all once the Healthy Minds Schools website is live.
- The Healthy Minds website is being developed in line with best practice accessibility WCAG 2.2 guidelines and will be navigable by keyboard
- Microsoft SWAY documents provide a mixture of further resources, videos and signposting to accompany training. When viewing a Sway document you can turn on Accessibility view. This view displays a high-contrast style for easier reading, disables any animations, and supports keyboard navigation as well as compatibility with screen readers.
- We do not plan to add captions to live video streams because live video is exempt from meeting the accessibility regulations.

6. Quality improvement

- Feedback regarding the quality of the training and accessibility arrangements are sought each session. Improvements are made at the earliest opportunity.

7. Personalised adaptations

- Healthy Minds welcomes requests for any provision or adjustment that will make events and programmes more accessible to you and enable you to learn most effectively
- Attendees will be formally asked to register any accessibility needs at registration and day 1 of the training and would welcome information from participants at any point during the training.
- Please make us aware of any access requirements you may have as early as possible to enable us the maximum time to make arrangements.
- To let us know of any access requirements you have please contact Lyndsey Bridgman, Service Delivery Manager
 - Email: scn-tr.healthyminds.sch@nhs.net
 - Telephone: 0114 305 3218
 - Address: Healthy Minds, Suite 6, Albion House, Savile Street, Sheffield, S4 7UD

How accessible is the training?

Not all aspects of the training is currently accessible

1. We are aware that the current registration document is not clearly accessible via screen reader this will be updated by 1st August 2023
2. We currently inform participants where the training is held but do not make it clear how accessible the venue is, this will be added to the training advert by 1st September 2023 and be included within the registration information.
3. Currently access to electronic training materials requires individual request; all participants will be able to access these documents through the Healthy Minds Schools website when it is launched
4. The Healthy Minds website is being developed in line with best practice accessibility WCAG 2.2 guidelines and will be navigable by keyboard
5. Currently some PowerPoint slides and documents do not meet the required accessibility standards – these will be checked and updated by 1st September 2023
6. All trainers will receive updates regarding these accessibility standards by September 2023

We welcome your feedback

If you would like to make any comments or suggestions, please email Healthy Minds business support at scn-tr.healthyminds.sch@nhs.net

To report a concern contact

Healthy Minds business support at scn-tr.healthyminds.sch@nhs.net
or Sheffield Children's Communications Team scn-tr.communications@nhs.net

If you're not happy with how we respond to your complaint, contact the Equality Advisory and Support Service (EASS) [Equality Advisory and Support Service \(EASS\)](#) who are responsible for enforcing the Public Sector Bodies Accessibility Regulations 2018

Preparation of this accessibility statement

This statement was prepared on 29th June 2023 and will be updated July 2024 or earlier as required

Accessibility Guide for Learn Sheffield

Accessibility enquiries to enquiries@learnsheffield.co.uk, 0114 250 7417, www.learnsheffield.co.uk



Welcome

Learn Sheffield provides professional conferencing, training and meeting facilities. Our venue offers a training room and a meeting room which can hold up to 50 people. These rooms have flexible layouts that can be tailored to meet your requirements. To help you deliver a successful and professional event, all our rooms are equipped with IT facilities, including provision for hybrid meetings, whiteboards and flip charts. Wi-fi is also available if you wish to use your own equipment.

At a Glance

Level Access

- There is level access from the main entrance via a single lift to:
 - Reception

- Training Room
- Meeting Room

Hearing

- Assistance can be provided where requested.
- Staff will be present at training sessions to assist visitors if a fire alarm should sound.

Visual

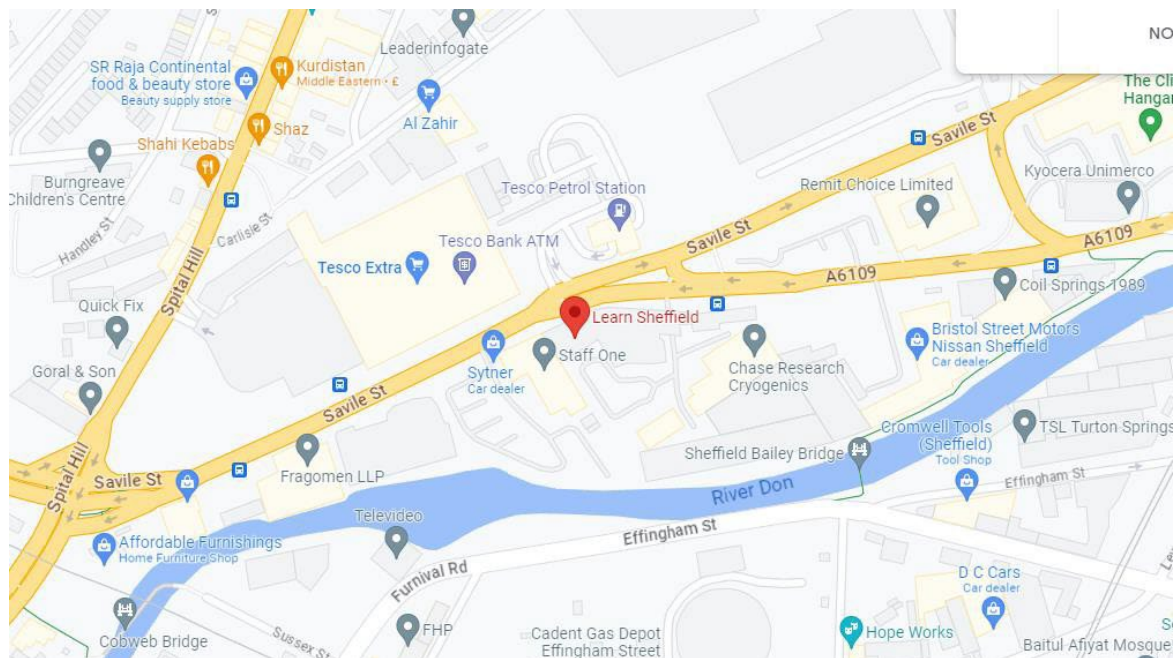
- Assistance can be provided where requested.
- Staff will be present at training sessions to assist visitors if a fire alarm should sound.

General

- There is 1 accessible toilet for disabled visitors.

Getting here

Learn Sheffield
Suite 6, Albion House,
Savile Street, Sheffield
S 4 7UD



Travel by public transport

- You can get to Learn Sheffield by bus.
- The nearest bus stop is just outside the building.
- There is a selection of buses which connect us to the Sheffield Bus Interchange in the city centre.
 - 65, X78, 208, X17, 9

Travel by taxi

- You can get a taxi with City Taxis by calling 0114 239 3939. The taxi company has a wheelchair accessible vehicle.

Parking

- There is limited parking available at the venue. There are accessible parking spaces. The car park leads directly to the main entrance. Parking is free.
- The car park is situated behind the Albion House building through a square shaped archway opposite the Tesco Petrol Station on Savile Street.



Arrival

Path to main entrance

- The main entrance and reception is at the back of the building, through the car park. Level access is available from the main entrance.

Main entrance

- The main entrance has level access.
- The door is 860mm wide (1670mm when open double).

Getting around inside

Lift

- We have 1 lift.
- You can get a lift to all floors.

Lifts to all floors

- The lift door is 759mm wide.
- The lift is 1340mm wide. The lift is 1400mm deep.
- The lift buttons have raised numbers or letters.
- The lift shows the floor number, at each floor.

Public toilet

Accessible Toilet

- There is a public toilet for disabled visitors.
- The toilet foyer door is 770mm wide.
- The toilet door is 860mm wide.
- The direction of transfer onto the toilet is to the left.
- There is 800mm at the side of the toilet. There is 2500mm in front of the toilet. The toilet seat is 480mm high. The toilet has handrails.

Customer care support

Emergency evacuation procedures

- We have emergency evacuation procedures for disabled visitors.

Customer care support

- We have information in large print.
- We have other services for people with accessibility requirements.