

## Beccles u3a

### Accessibility Guidelines for Group Meetings

Beccles u3a must take reasonable steps to ensure access for all our members to their choice of interest groups / events.

Our aim is to support members and make their attendance at Group Meetings as easy and stress free as possible.

We must not assume that we know the problems our members face. Group Convenors will have the opportunity to talk with their groups and learn about any issues they may have.

#### Interest Groups:

- Identify and support members and prospective members who have disclosed a difficulty relating to visual and hearing loss, mobility and general health issues;
- Provide, where reasonably practical, suitable material to enable members with some visual loss to access information;
- Be aware of the limitations of group members and to 'make allowances';
- Slow the pace, allocate more time, seat members in the most accessible area, meet at a different location - perhaps the disabled member's home;
- If a member requires extra support to attend a group, they should be given the opportunity to bring a companion/ carer with them;
- When on outings, Convenors should make sure that members have all the relevant information available. Ease of access, condition of paths, transport being used;
- Circumstances can, and will, change for any one of us and we must remain adaptable and to do our best to support all our members;
- Communication is important and we need to be aware that not all of our members have access to a computer;
- Promote Beccles u3a as an organisation which continues to achieve equality and diversity in all its activities.

If you have any concerns please contact the Accessibility Officer, via the web site.