



centre

Disability access

**Date these procedures came into effect:** 11/02/2021

**Date these procedures must be updated by:** 01/01/2022

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### **This document sets out:**

How we try to make with Centre accessible, our progress on doing so and how you can contact us to improve our disability access.

### **Who is covered by this policy?**

This is applicable to all members of Centre and the wider public. It covers, but is not limited to our website, social media, and events.

### **How we try to make Centre accessible.**

In order to ensure that our work remains accessible to as many people as possible, we aim to follow the Government's accessibility requirements for public sector services. Whilst we are not operating within the public sector, these requirements are designed with inclusivity in mind, therefore it was important to us to follow them.

Additionally, we have added on some other requirements of our own. These are to further accessibility beyond public sector standards.

### **List of requirements**

Below is the list of accessibility requirements that are set out by the Government and our review of whether we meet them or not. The key is as follows:

- Green- The requirement is met.
- Orange- The requirement is partially met.
- Red- The requirement is not met at all.
- N/A- Non-applicable. We are unable to test whether this requirement is met at this point in time.

Requirement	Done? Written.	Done? Colour coded	Further comments
Provide text alternatives (alt-text) for non-text content	Orange		<p>On our website, all items have text captions which explain what they are apart from the policy paper page and the homepage. The social media posts do not have alt-text as of yet.</p> <p>To resolve this, we plan on posting alt-text with our social media wherever possible. We will also fix the policy page to ensure alt text is provided. However, we are unable to change the home page due to WordPress restricting the format in which we are able to display content.</p>
Provide transcripts for audio and video	Red		We do not yet provide transcripts for our audio and video; however, we have committed to resolving this by the publication of the next update.
Provide captions for video	Orange		Lots of our videos are word-based, so do have captions. However, we are working on ensuring all videos, especially those that go out on our social media, do have captions.
Make sure content is structured logically and can be navigated by a screen reader	Green		No comment.
Use proper markup for every feature so that relationships between content are defined properly	N/A	N/A	Due to use using Wordpress to publish our website and not code, we are unable to change the markup that our website uses under our current plan.
Not use colour as the only way to explain or distinguish something	Green		Whilst colour is often used to explain things, it is not the only way in which we differentiate between things.

Use text colours that show up clearly against the background colour	Green		We have a clear guide as to what colours are to be used on our website and social media. We also have a clear style guide which explains how these should be used to ensure that everything remains readable.
Make sure every feature can be used when text size is increased by 200% and that content reflows to a single column when it is increased by 400%	Green		Our website does this automatically.
Not use images of text on the website	Orange		On our website, the majority of images do not include text. There are a few exceptions to this however and we aim to fix these by our next update of this document.
Make sure your service is responsive- for example to the user's device, page orientation and font size they like to use.	Green		Our website responds well to other devices, page orientations and font sizes- with the 'blocks' of content being able to adapt easily.
Make sure your service works well with assistive technologies	Orange		We have tested our site with a screen reader, yet we are unable to test it with other assistive technologies. This is due to us not having the access to people who require alternative technologies to be used, meaning that we are unable to test this, and due to us not having enough funding to get these tests done privately.
Make sure everything works for keyboard-only users	N/A	N/A	We are unable to test for this due to us not having access to any keyboard-only users. We are also unable to get these tests done privately due to us not having enough funding.
Let people play, pause, and stop any moving content on the website	Orange		This is the case with all of the videos on the website, minus the one on our homepage. However, we are unable to change this setting due to website restrictions that Wordpress have set for us.

			The website also contains some moving parts like GIFs, we are gradually working to remove these as they are unable to be stopped.
Not use blinking or flashing content- or let the user disable animations	Green		We have no blinking or flashing content.
Provide a 'skip to content' link	Green		For longer pages, it is possible to skip to the main headings within the page.
Use descriptive titles for pages and frames	Green		All pages have clear descriptive titles.
Make sure users can move through content in a way that makes sense	Green		The content on our website is clearly organised in a way that makes sense to the user.
Use descriptive links so that users know where a link will take them, or what downloadable linked content is	Green		All links are clearly labelled as to where they are leading you and what the content of the page is. For example, if it is for a document it will clearly say 'read'.
Use meaningful headers and labels	Green		All labels and headers on the website are used to improve the website organisation and improve navigation for the user.
Make it easy for keyboard users to see the item their keyboard or assistive technology is currently focused on- this is called 'active focus'	N/A	N/A	We are unable to test for this due to us not having access to any keyboard-only uses. We are also unable to get these tests done privately due to us not having enough funding.
Only use things like mouse events or dynamic interactions when they are strictly necessary	Green		We ensure that all mouse events or dynamic interactions on the website are present with a clear purpose in mind.
Use plain English	Green		Both our social media content and our website is written using easily understandable terminology. This also carries over to the style in which we write our papers.
Keep sentences short	Green		All of our sentences are as simple as possible, ensuring that they are easy to understand.
Not use words or phrases that people won't	Green		We try to simplify political concepts as much as we can on

recognise- or provide an explanation if you can't avoid it			our website, with us also providing explanations of what those words/phrases mean if they are not easily understandable. There is also simple vocabulary used universally across our website and social media.
Explain all abbreviations and acronyms, unless they are well known and common in use	Green		We explain all acronyms used if they are not common in usage
Make it clear what language the content is written in and indicate if it changes	N/A	N/A	We only operate in English therefore we do not need to indicate to the user if the language changes.
Make sure the features look consistent and behave in predictable ways	Green		The website and its layout have a clear style guide- with the way in which features look and behave being consistent across the website.
Make sure all form fields have visible and meaningful labels	Green		All form fields are clearly labelled.
Make it easy for people to identify and correct errors in forms	Orange		<p>At the moment, users are able to see and amend any areas that they have made before they submit the form. However, they are unable to correct any errors once the form has been submitted.</p> <p>Unfortunately, Wordpress does not allow for forms to be edited once submitted. However, we will signposting on the website easier so that if people do want to make changes to the data they have submitted, they are able to easily find a way in which they are able to do so.</p>
Use valid HTML so user agents, including assistive technologies, can accurately interpret and pause content	N/A	N/A	We do not use HTML when creating our websites, therefore this is not applicable. Accessibility within the code falls to Wordpress and not us, with us not having the ability to



			test whether this is the case or not.
Make sure your code lets assistive technologies know what every user interface component is for, what state it is currently in and if it changes	N/A	N/A	We do not use code when coding our websites, therefore this is not applicable. Accessibility within the code falls to Wordpress and not us, with us not having the ability to test whether this is the case or not.
Ensure that our content is visible for those who are colour-blind	Orange		We ensure that all of our text is clear on our websites and graphics, with the colour choices being mostly accessible for those that are colour blind.  In future, we need to run our website artwork and graphics through a colour blind tester to ensure that they are as accessible and easy to read as possible.
Allowing attendees to our events to disclose any additional needs that they may have when accessing the event.	N/A	N/A	There have been no events that we have run as of yet, however we need to ensure that any additional needs are met when we do start running them. Therefore, we will provide a form that guests are able to fill out.
Simplified versions of our documents available	Orange		We have started this with our key documents; however, we are still expanding to ensure that all of them are simplified. In future we also hope to do this with our papers.

### Other comments

When carrying out this review, it became apparent that there was a lot that we could do to improve accessibility. Whilst our content is simple to understand and scored highly on these measures, we do need to ensure that captions and alt-text are readily available across all of our platforms. It also highlighted that we are often restricted by our software that we use, however we are unable to change this at the moment due to us not having the funds that we require to do so.

### **Ensuring these measures are kept up to date.**

These measures will be kept up to date being updated at least once a year or when we receive an improvement for our organisation.

### **Availability of these measures.**

To ensure these measures are available to those that may need to consult them, this will be available on our website. A copy of this policy will also be sent to every member of the Centre when it is updated via email when there is any update.

### **Have any ideas to make these procedures better?**

If you have any issues with this website or with our organisation regarding disability access, there are a number of ways to contact us. You can use our contact form on our “contact” page, you can phone us on 07802781382 or you can email it to [centreuk@centreuk.co.uk](mailto:centreuk@centreuk.co.uk). You can also contact us to submit ideas to help our website and organisation more accessible.