

Access Rider

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| About Access Riders | |
| An Easy Read image that represents accessibility. It shows a smiling woman in colourful clothes, who is a wheelchair user. Above her head is the word ‘access’. | * An Access Rider is a document for disabled people to talk about accessibility. * You use an Access Rider to tell people you work with what you need to do your job. * Anyone can use an Access Rider to ask for fair changes that help them work better. |
| An Easy Read image that represents human rights. It shows a hand holding the scales of justice, which are level. Above the scales are the words ‘Human Rights’. | * Access Riders help disabled people get their rights. |
| An Easy Read image that represents information sharing. It shows a man and a woman who are smiling. The woman has a speech bubble above her head with a question mark in it. An arrow with an information symbol points from her to him, showing that information is passing between them. Above them are the words ‘share information’. | * You can share your Access Rider with all the places or people you work with. |
| An Easy Read image that represents information sharing. It shows a woman who is smiling. She has a thought bubble above her head with another woman with her finger on her lips, representing information that is private. Above her are the words ‘private information’. | * Organisations should only share your Access Rider with people who support you. * Organisations should only share your Access Rider if you agree. |

**The Access Rider has 4 parts:**

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| 1. Your details | |
| An Easy Read image that represents personal information. It shows a man who is smiling and pointing to himself. Above him are the words ‘about you’. | * You tell us your name. * You tell us your job or role. * You tell us how to contact you. |
| 2. Your access information | |
| An Easy Read image that represents support. It shows a group of different people who are cradled in a hand. Above them are the words ‘my support’. | * Tell us what we can do to support you. * We have given you some examples. * You can tell us about different things. |
| 3. Your emergency information | |
| An Easy Read image that represents emergency contacts. It shows a group of different people, along with a telephone and letter. Above them are the words ‘emergency contact’. | * You tell us what we should know if there is an emergency. * You can tell us about any medication we need to know about. * You tell us who to call in an emergency. This could be a friend or a family member. |
| 4. Any other information | |
| An Easy Read image that represents other information. It shows a woman with thought bubbles above her head. One has a question mark in it. Above them is the word ‘other’. | * Tell us anything else you want us to know about. * Tell us things that help us to support you and your work. |

Your Personal Access Rider

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| Tell us your details | |
| An Easy Read image that represents someone’s name. It shows a man and a woman who are smiling. They are pointing to their chests, which have the word ‘name’ written on them. Above them are the words ‘my name’. | Your name You put your name here: |
| An Easy Read image that represents work. It shows a man who is painting a wall, and  a woman working in an office. Above them is the word ‘work’. | Your job or role You put what you do here: |
| An Easy Read image that represents contact methods. It shows mobile phones, a computer mouse, a home phone, and a letter. Above them is the word ‘contact’. | Your contact information You put your phone number or email address here.  Phone number:  Email address: |

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| Tell us about your access supports | |
| An Easy Read image that represents personal information. It showsseveral very different people who are all smiling. Above them are the words ‘being me’. | General things Tell us about how your condition affects you.  You do not need to tell us if you do not want to. |
| An Easy Read image that represents communication. It shows people communicating in different ways, including speech, drawings, and sign language. Above them is the word ‘communication’. | Getting in touch Tell us how you want us to contact you: |
| An Easy Read image that represents transport. It shows a bus, a taxi, and a train. Above them is the word ‘transport’. | Transport Tell us about travel and transport here:  For example:   * how you like to travel. * how we can help with your travel. * if someone travels with you. * if you need time off before and after events. * anything else about **transport**. |
| An Easy Read image that represents meeting. It shows four people around a table, one of whom is a wheelchair user. Above them is the word ‘meeting’. | Meetings Tell us about meetings here:  For example:   * where and when you like to meet. * how long you like to meet for. * if you need sign language or captions. * anything else about **meetings**. |
| An Easy Read image that represents information. It shows various means of communication: a man speaking, a magnifying glass to represent large print, a DVD, a cassette, handwriting, and a braille document. Above them are the words ‘kinds of information’. | Information Tell us what format you want information in:  For example: Large print, braille, audio, screen reader. |
| An Easy Read image that represents events. It shows a calendar with arrows pointing to people at a gathering, an exercise bike, a food stall, a choir, and a presentation board. Above these is the word ‘event’. | Events Tell us what you want for you before and after events:  Tell us what you want while the event is happening: |
| An Easy Read image that represents money. It shows various UK banknotes and coins. Above them is the word ‘money’. | Money Tell us about payment and costs here:  For example:   * how you want to be paid. * if you need us to cover your access costs. * if you want us to cover access costs for other people. |
| An Easy Read image that represents support or help. It shows two hands stretched out towards each other. Above them is the word ‘help’. | Physical support Tell us if you want physical help:  For example:   * You want someone to lift and move things. * You want someone to set up your equipment or art work. |
| An Easy Read image that represents other information. It shows a woman with thought bubbles above her head. One has a question mark in it. Above them is the word ‘other’. | Other things Tell us about any other access you want here: |

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| Emergency information | |
| An Easy Read image that represents emergency contacts. It shows a group of different people, along with a telephone and letter. Above them are the words ‘emergency contact’. | You tell us here what to do in an emergency:  You tell us your emergency contact person: |

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| More information | |
| An Easy Read image that represents other information. It shows a woman with thought bubbles above her head. One has a question mark in it. Above them is the word ‘other’. | Tell us anything else that will help us to understand you: |

# Further Information

University of Atypical is a disabled-led organisation that supports and promotes work by d/Deaf, disabled, and neurodivergent artists.

If you require more information, University of Atypical may be able to provide you with guidance, or direct you to further resources. You can learn more by visiting the [University of Atypical website](http://universityofatypical.org).