

# **Lions Club of Maidenhead CIO Disability Policy**

This document has been put together from an MD 105 policy referencing the Equality Act 2010, along with relevant case law around Disability Inclusion and what constitutes a reasonable adjustment.

Under the current legislation, the elements that focus on access to buildings are key to ensuring all our members are able to fully engage with Lionism. These are relevant in regards to our thought processes and planning of events and looking to make reasonable adjustments as and where we need to make them.

It must be noted that the Equality Act 2010 (the “Equality Act”) does not address disability access and engagement issues verbatim, and issues around Diversity, Inclusion and Equality must be considered in any activity organised by Maidenhead Lions Club.

It should also be noted that because the venues used by Clubs, Districts and Multiple Districts are not owned by our organisation, we have no authority to tell those venues how they should approach disability issues. We should, therefore, be mindful of disability issues when selecting venues for club meetings, events, etc.

## **DEFINITIONS**

To be clear, the definitions we shall be using to identify ourselves as a Club or Association in respect of this Policy will be as follows: -

### **Associations**

An Association is a group of 25 or more members which has rules to control how someone becomes a member, involving a genuine selection process. This covers the fact that becoming a member of Maidenhead Lions Club is by invitation only and has a form of selection process prior to being formally badged. In terms of the Equality Act, organisations such as ours are included in this definition.

### **Clubs with fewer than 25 members**

According to the Equality Act, Clubs with fewer than 25 members are not Associations in Equality Law. It is regarded as an ‘Informal Club’ and not covered by Equality Law at all. However, Lions Clubs have a duty to comply with Equality and Disability legislation because of the nature of the work we do.

## **DUTY OF CARE**

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When a new member joins Maidenhead Lions Club ("the Club"), the Membership Officer or Club Secretary, and the Health & Safety Officer need to ascertain whether that member has a disability or impairment that may require any adjustments to be made for their future involvement.

The Club must think in advance about disabled members before finding venues for meetings, Charters, and events. Venues used for Club/Zone meetings and events will vary considerably. It should also be borne in mind that Listed buildings are exempt from Access to Buildings legislation, as are some buildings that are managed by an outside Building Management Company. Landlords of these buildings maintain that they have no obligation to make any changes to their building under the legislation. Therefore, if members of Maidenhead Lions Club fall into the categories of Disabled or Vulnerable Persons, we must consider them before choosing venues.

In addition, the term "reasonable adjustments" is one that has yet to be tested in a Court of Law here in the UK. Therefore, there is no uniform definition of this phrase at present. The Equality Act advises that the word reasonable means: -

- How effective the change will be in assisting disabled people in general or a particular service user or member.
- Whether it can actually be done.
- The cost, and the organisation's resources and size.

An organisation/venue can consider whether any proposed adjustment is practical. The easier an adjustment is, the more likely it is to be reasonable.

### ACCESS TO BUILDINGS

#### Entrance to the Building

**Below is a simple checklist that needs to be undertaken prior to holding any meetings or other events where disabled people, either Club members or members of the general public will be present.**

- Are there disabled parking spaces outside, and do they conform to the advice given in the legislation? It should be noted that because Lions meetings will be held on properties belonging to individuals and organisations outside of Lions, we will **not** have any jurisdiction in this regard. Under the legislation, where the parking provision at any venue exceeds 50 spaces, 4 spaces should be given over to disabled parking. In smaller car parks, one space should be given over to disabled parking.
- Is the pavement outside the premises free of potholes, uneven surfaces, etc.?
- Is the route to the building free of leaves, snow and ice?

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- Is all vegetation cut back from paths leading up to the entrance?
- If the route is not level, is there a slip-resistant ramp with handrails available?
- Are all paths free of obstacles, such as litter bins?
- Is the external lighting good enough to help people find their way to the premises?
- Do you have alternative access, or a ramp, for people in wheelchairs?
- If the main entrance is not level, or is inaccessible and hard to change in some other way, is there a rear or side entrance where level access is possible?
- Do the steps have a clearly visible handrail? The handrail should be in a contrasting colour so that it is clearly distinguishable.
- Are the steps themselves clearly visible? In other words, are the edges of each step highlighted in a contrasting colour from the rest of the step? Painting steps a different colour from the surrounding surfaces makes them easier for visually impaired people to see.
- Is the door opening wide enough for all users?
- Is the door handle low enough for a wheelchair user to reach easily? The current guidance is that it should be at a maximum height of 1000mm.
- Do the entrance mats cause any obstruction? The floor surface must be even.
- If a door-closer is fitted, does it have a delayed or slow-action closure mechanism?

### **INSIDE THE BUILDING**

- For those who are confined to a wheelchair, is there a lift or stairlift in the building? If lifts are installed, do they have enough room for powered wheelchairs, which are larger than manual wheelchairs? If neither of these is available, the next question you should be addressing is whether members with disabilities can join in the meeting online and, if so, does the building have Wi-fi so that this can be achieved? There is a section below regarding Communication in Meetings where this subject is addressed.
- What level of signage is there?
- Is the signage clear? In other words, is the signage clear and easy to read and in colours that contrast with the wall or pillar upon which it is placed?

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- Are aisles, corridors and areas near doors free of obstacles and wide enough for wheelchairs to manoeuvre?
- Are all floor surfaces as level as possible without the need for major adjustments? In other words, are mats and joins between different floors, etc., flush with the floor and each other.
- Also, does the colour of the floor contrast with the colour of the skirting board and wall?
- Does the colour of the doors contrast with the door surround and wall? Is the handle clear to see for those with sight impairment?
- Is there sufficient provision for those with hearing impairments, i.e. hearing loops.

### **Toilets**

**The following simple checks should be undertaken: -**

- Are the toilets accessible, both in terms of getting to and using them?
- Is there a disabled accessible toilet on site?
- If not, is the door wide enough to be accessed for a wheelchair user and outward-opening?
- Are there grab rails fitted? If not, they need to be. The colour of those rails should contrast with the surroundings for those with sight impairments.
- Ensure floor surfaces are non-slip.
- The floor surfaces should be of a contrasting colour to the walls and other surroundings.
- The sink should be low enough to be accessed by a wheelchair user.

### **COMMUNICATION IN MEETINGS, Etc.**

**The Club, should, where necessary, consider utilising online technology such as Skype or Zoom for meetings. This has already been used successfully by other Clubs in our Multiple District. There may be members of our organisation who will have both sight and hearing impairments.**

- In respect of hearing impairments, it should be borne in mind that hearing loops, which are fitted to many buildings, do not always work with all hearing aids.

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- Should a member need to have a document in a different format or language, then it is the responsibility of the Club to make every reasonable adjustment to support that member's engagement.
- Therefore, before organising meetings and events, the Club needs to ascertain whether the attendees have any specific needs in respect of disability and plan for them **before** the event/meeting takes place.

### AUTISM

**The general overview of Autism throughout this section is taken directly from the Autistic Society website.**

Autism is a lifelong developmental disability that affects how people perceive the world and interact with others.

Autistic people see, hear and feel the world differently from other people. If you are Autistic, you are Autistic for life; Autism is **not** an illness or disease and **cannot** be 'cured'. Often, people feel being Autistic is a fundamental aspect of their identity.

Autism is a spectrum condition. All Autistic people share certain difficulties, but being Autistic will affect them in different ways. Some Autistic people also have learning disabilities, mental health issues or other conditions, meaning people need different levels of support. All people on the Autism Spectrum learn and develop. With the right sort of support, all can be helped to live a more fulfilling life of their own choosing.

### Autism and Lionism

**Below are the guidelines we need to aware of when we either have members of our Club who are Autistic or when we are interacting with those members of our communities who are Autistic: -**

#### Verbal and Non-Verbal Interaction with Autistic Club Members or Autistic Members in your Community

All members must consider carefully how they communicate with Club members in meetings, when we are conducting our events or on an individual one-to-one basis and members of the community who they know to be Autistic. Autistic people have difficulties interpreting both verbal and non-verbal language, such as gestures or tone of voice. Many will have a very literal understanding of language and think people will always mean exactly what they say. They may find it difficult to understand facial expressions or tone of voice. If you are giving praise to an Autistic person, either because they have achieved something of note or given good service within the Club or a member of the community has done something noteworthy and of value to that community, make it clear that they are being praised for what they are doing.

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When we attend Lions meetings or events, the social aspect may give rise to jokes or sarcasm. These may need explaining to Autistic members.

Autistic people often have difficulty “reading” other people – recognising or understanding others’ feelings and intentions and expressing their own emotions. This can make it very hard for them to navigate the social world. They may:

- appear to be insensitive;
- seek out time alone when overloaded by other people;
- not seek comfort from other people; or
- appear to behave ‘strangely’ or in a way thought to be socially inappropriate.

### **Meetings and Events**

- Some Autistic people may not be able to speak or have fairly limited speech. They will often understand more of what other people say to them than they can express, yet may struggle with vagueness or abstract concepts. Some Autistic people benefit from using or prefer to use, alternative means of communication, such as sign language or visual symbols. Some can communicate effectively without speech.
- Other Autistic people will have good language skills, but they may still find it hard to understand the expectations of others within conversations, perhaps repeating what the other person has just said (this is called Echolalia) or talk at length about their own interests.
- Autistic people need to have routine. Last-minute changes to meetings or events should be avoided. The world can seem a very unpredictable and confusing place to Autistic people, who often prefer to have a daily routine so that they know what is going to happen every day.
- If the Club is undertaking a new activity, it is important that we give an Autistic member all the detail they need to understand that activity and enough time for them to sort it out in their own mind. The use of rules can also be important. It may be difficult for an Autistic person to take a different approach to something once they have been taught the “right” way to do it. People on the Autism spectrum may not be comfortable with the idea of change, but may be able to cope better if they can prepare for changes in advance.
- Autistic people may also experience over- or under-sensitivity to sounds, touch, tastes, smells, light, colours, temperatures or pain. For example, they may find certain background sounds, which other people ignore or block out, unbearably loud or distracting. This can cause anxiety or even physical pain. Or they may be fascinated by lights or spinning objects. The Club should not use venues where there could, or will be, loud noise or flashing lights. If the Club is aware that there is a risk of incidences where either one or both of these things could happen, they warn their Autistic member or Autistic community members who are attending in advance so that they know what to expect.
- A person with Autism may be highly focused in one area, which could relate to anything from, for example, activities associated with Information Technology, the environment or organisational ideas and skills. We should take time to understand what those activities are so that if that person can focus on one particular Club activity that fits in with this focus, they are given the opportunity to do so.

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- A person with Autism may need space to get away if things become overloaded. Be aware of this during all Club meetings and activities. Those with Autism are often 'high-functioning', intelligent, but their behaviour may contradict this.
- People with Autism often make use of visual signals and clues to support their attempts to understand the world they live in.

### FUNDRAISING AND OTHER EVENTS

*The Club Health & Safety Officer should include a section relating to the disabled within the Health & Safety Risk Assessment they carry out for each fundraising event. This should include the relevant aspects of the checklists mentioned in the Access to Buildings section of this Policy.*

### DIGNITY OF THE DISABLED

You must, at all times, protect the dignity of a disabled person, as follows: -

- There will be confidential information that a disabled member may share with you about their condition throughout their membership. It is imperative that you do not share this information with anyone other than a person whom that disabled person has given you express permission to do so. All information that is medical in nature is totally confidential!
- If a disabled member is going through a particularly difficult time in regards to their health, they may wish to share that with other members and you must respect their wish to do so. Correspondingly, you may not mention to any other member about any health issue unless the disabled member has given you permission to do so.
- If a member has a non-visible disability that they wish to keep private from Club Officers or District/Multiple District Officers, other than the Club Secretary, you must respect their right to such privacy.
- Do not divulge details of any treatment a disabled member may be going through unless you have been given specific permission to do so.
- It is the responsibility of the disabled member to advise the President or other senior member of the Club of any drug treatment they may be going through that might result in a health emergency at a meeting or event, the existence and location of any emergency notes or information stored on a MedicAlert bracelet or Message in a Bottle.
- Do not make assumptions about a person's disability. You should ask them whether they can undertake any task or not and what assistance they need to carry out any given task or activity, or participate in meetings. Let them tell you what they are capable of!
- The Club President or Club Secretary should take the time to confidentially speak to a disabled member, both at the point of joining and periodically during their membership, to

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ensure that the disabled member is happy with how things are going and what other assistance may be needed to help them. The member will feel a much more valued part of the Club if you communicate effectively with them!