

Access and Inclusion Champions Audit Tool

Audit Process

This audit tool is designed to specifically focus on auditing access and inclusion across your experience with an organisation from start to finish.

The individual should take part in a combination of three creative activities, performances, exhibitions, events, rehearsals, meetings, according to what is on at the time and what the organisation is interested in learning more about.

As a reminder you can do this as a voice recording, pictures and notes, whatever works for you.

Please remember that the findings from all three experiences should influence the recommendations made in the final section.

Experience 1:

Before

It was easy to find out what events, activities or performances were happening.

Yes or no?

Additional comments

I used one of the following to find out what was happening - website, social media, word of mouth, leaflets, etc. Please say which one.

I see people on the website or social media/marketing materials that look like me.

I understood the different events, performances, activities that I could take part in.

From the options available, there was something I wanted to get involved in.

It was easy to book a ticket or register for a place on a workshop.

I was asked in advance about any access needs I had.

It was easy to find out how to get to the venue.

It was easy to plan my travel to the venue.

I felt my needs had been taken into account when deciding the time, location and content of the activity.

I felt confident to attend my chosen activity.

My parent or carer felt confident for me to attend my chosen activity.

Anything else? Any other comments you want to make?



Experience 1:

During

The venue was easy to find.

Yes or no?

Additional comments

There was a ramp into the building.

It was easy to open the doors throughout the building.

It was easy to move around the building throughout my visit.

The signs were clearly visible and understandable.

I was able to take part throughout and join in.

Everybody was able to take part and join in.

The words used during the event, performance or workshop were easy to understand.

I felt welcome when I arrived.

I felt able to ask for help if needed.

I felt included throughout.

Anything else? Any other comments you want to make?

Experience 1:

After

It was possible for me to give feedback in the moment about my experience.

Yes or no?

Additional comments

I understood about future performances, events and workshops I could get involved in.

I feel like my feedback will be listened to and taken seriously.

Was it too loud?

Were you treated well?

Did you feel you were treated differently to other people?

Were your needs accommodated?

Was there anything that triggers sensory problems?

Were your allergies accommodated for?

I want to visit again.

Anything else? Any other comments you want to make?

Experience 2:

Before

It was easy to find out what events, activities or performances were happening.

Yes or no?

Additional comments

I used one of the following to find out what was happening - website, social media, word of mouth, leaflets, etc. Please say which one.

I see people on the website or social media/marketing materials that look like me.

I understood the different events, performances, activities that I could take part in.

From the options available, there was something I wanted to get involved in.

It was easy to book a ticket or register for a place on a workshop.

I was asked in advance about any access needs I had.

It was easy to find out how to get to the venue.

It was easy to plan my travel to the venue.

I felt my needs had been taken into account when deciding the time, location and content of the activity.

I felt confident to attend my chosen activity.

My parent or carer felt confident for me to attend my chosen activity.

Anything else? Any other comments you want to make?



Experience 2:

During

The venue was easy to find.

Yes or no?

Additional comments

There was a ramp into the building.

It was easy to open the doors throughout the building.

It was easy to move around the building throughout my visit.

The signs were clearly visible and understandable.

I was able to take part throughout and join in.

Everybody was able to take part and join in.

The words used during the event, performance or workshop were easy to understand.

I felt welcome when I arrived.

I felt able to ask for help if needed.

I felt included throughout.

Anything else? Any other comments you want to make?

Experience 2:

After

It was possible for me to give feedback in the moment about my experience.

Yes or no?

Additional comments

I understood about future performances, events and workshops I could get involved in.

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Was it too loud?

Were you treated well?

Did you feel you were treated differently to other people?

Were your needs accommodated?

Was there anything that triggers sensory problems?

Were your allergies accommodated for?

I want to visit again.

Anything else? Any other comments you want to make?

Experience 3:

Before

It was easy to find out what events, activities or performances were happening.

Yes or no?

Additional comments

I used one of the following to find out what was happening - website, social media, word of mouth, leaflets, etc. Please say which one.

I see people on the website or social media/marketing materials that look like me.

I understood the different events, performances, activities that I could take part in.

From the options available, there was something I wanted to get involved in.

It was easy to book a ticket or register for a place on a workshop.

I was asked in advance about any access needs I had.

It was easy to find out how to get to the venue.

It was easy to plan my travel to the venue.

I felt my needs had been taken into account when deciding the time, location and content of the activity.

I felt confident to attend my chosen activity.

My parent or carer felt confident for me to attend my chosen activity.

Anything else? Any other comments you want to make?



Experience 3:

During

The venue was easy to find.

Yes or no?

Additional comments

There was a ramp into the building.

It was easy to open the doors throughout the building.

It was easy to move around the building throughout my visit.

The signs were clearly visible and understandable.

I was able to take part throughout and join in.

Everybody was able to take part and join in.

The words used during the event, performance or workshop were easy to understand.

I felt welcome when I arrived.

I felt able to ask for help if needed.

I felt included throughout.

Anything else? Any other comments you want to make?

Experience 3:

After

It was possible for me to give feedback in the moment about my experience.

Yes or no?

Additional comments

I understood about future performances, events and workshops I could get involved in.

I feel like my feedback will be listened to and taken seriously.

Was it too loud?

Were you treated well?

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I want to visit again.

Anything else? Any other comments you want to make?

Recommendations for this Organisation:

Short-term (within the next 3 months)

Recommendation 1:

Recommendation 2:

Recommendation 3:



Medium-term (within the next 6 months)

Recommendation 1:

Recommendation 2:

Recommendation 3:



Long-term (within the next 12 months)

Recommendation 1:

Recommendation 2:

Recommendation 3: