

Example “**Access & Support Plan**” or “**Access Rider**” Template

Please note:

- This is an example only.
- **Very often**, someone will prefer to provide their own plan / rider in their own format and not want to fill in a template. (Example here)
- But if someone needs some prompts to complete it, there is a list of suggestions below.
- The plan / rider is **the start**, of the conversation, not the end.
- After receiving the plan, it is good practice to call the individual, and have an open conversation about what their access and support requirements are.
- But make sure that any adjustments or support you will provide ends up in writing, and most importantly, agreed / signed off by the individual you are supporting.
- Consider your responsibilities under GDPR as you may be handling confidential or sensitive information. As part of the follow up conversation discuss who on your team you will need to share the information with, and why, and get permission to do so.

Please tell us **what we can do** to support you whilst working for us.

This could include (but is not limited to):-

- Wheelchair-accessible locations and accessible bathroom facilities
- Changing Place facility
- Dropped curb directions to the location
- Other types of accessible directions
- Designated time-out space
- Formatting our communications in a way that is accessible for you
- Support with timekeeping or self-management
- Preventing / noticing and knowing what to do in the event of an allergic reaction