



THE BISHOP STRACHAN SCHOOL

# INTEGRATED ACCESSIBILITY STANDARDS POLICY

The following policy has been established by The Bishop Strachan School (BSS) to govern the provision of services with Regulation 191/11, “Integrated Accessibility Standards” (“Regulation”) under the *Accessibility for Ontarians with Disabilities Act, 2005*.

These standards are developed to break down barriers and increase accessibility for persons with disabilities in the areas of information and communications and employment.

BSS is governed by this policy as well as the Accessibility Standards for Customer Service Policy and the *Accessibility for Ontarians with Disabilities Act, 2005* in meeting the accessibility needs of persons with disabilities.

## COMMITMENT

BSS is committed to treating all people in a way that allows them to maintain their dignity and independence. We believe in integration and equal opportunity. We are committed to meeting the needs of persons with disabilities in a timely manner, and will do so by preventing and removing barriers to accessibility and meeting accessibility requirements under the Accessibility for Ontarians with Disabilities Act.

This policy will be implemented in accordance with the time frames established by the Regulation and as set out below.

## ACCESSIBILITY PLAN

BSS will develop, maintain and document an Accessibility Plan outlining the School’s strategy to prevent and remove barriers from its workplace and to improve opportunities for persons with disabilities. Once completed, the Accessibility Plan will be reviewed and updated at least once every five years. Upon request, we will provide a copy of the Accessibility Plan in an accessible format.  
*Compliance Date: January 1, 2014*

## TRAINING EMPLOYEES AND VOLUNTEERS

BSS will ensure that training is provided on the requirements of the accessibility standards referred to in the Regulation and continue to provide training on the *Human Rights Code* as it pertains to persons with disabilities, to:

- all its employees and volunteers;
- all persons who participate in developing BSS's policies; and,
- all other persons who provide goods, services or facilities on behalf of the School.

The training will be appropriate to the duties of the employees, volunteers and other persons. Employees will be trained when changes are made to the Accessibility Policy. New employees will be provided with the training module as part of the offer package.

BSS will keep a record of the training it provides.

*Compliance Date: January 1, 2015*

## INFORMATION AND COMMUNICATIONS STANDARDS

### **FEEDBACK**

BSS will continue to ensure that its process for receiving and responding to feedback is accessible to persons with disabilities by providing, or arranging for the provision of, accessible formats and communications supports, upon request.

*Compliance Date: January 1, 2015*

### **ACCESSIBLE FORMATS AND COMMUNICATION SUPPORTS**

Upon request, BSS will provide, or will arrange for the provision of accessible formats and communication supports for persons with disabilities in a timely manner that takes into account the person's accessibility needs due to disability.

BSS will consult with the person making the request in determining the suitability of an accessible format or communication support.

*Compliance Date: January 1, 2016*

### **ACCESSIBLE WEBSITES AND WEB CONTENT**

BSS will ensure that our internet websites, including web content, conform to the World Wide Web Consortium Web Content Accessibility Guidelines (WCAG) 2.0, at Level AA except where this is impracticable.

*Compliance Date: January 1, 2014*

## EMPLOYMENT STANDARDS

### **RECRUITMENT**

BSS will notify its employees and the public about the availability of accommodation for applicants with disabilities in its recruitment process.

*Compliance Date: January 1, 2016*

### **RECRUITMENT, ASSESSMENT OR SELECTION PROCESS**

BSS will notify job applicants that accommodations are available throughout the recruitment and selection process.

If a selected applicant requests an accommodation, BSS will consult with the applicant and provide, or arrange for the provision of, a suitable accommodation in a manner that takes into account the applicant's accessibility needs due to disability.

*Compliance Date: January 1, 2016*

### **NOTICE TO SUCCESSFUL APPLICANTS**

When making offers of employment, BSS will notify the successful applicant of its policies for accommodating employees with disabilities.

*Compliance Date: January 1, 2016*

### **INFORMING EMPLOYEES OF SUPPORTS**

BSS will continue to inform its employees of its policies (and any updates to those policies) used to support employees with disabilities, including policies on the provision of job accommodations that take into account an employee's accessibility needs due to disability. This information will be provided to new employees as soon as practicable after commencing employment.

*Compliance Date: January 1, 2016*

### **ACCESSIBLE FORMATS AND COMMUNICATION SUPPORTS FOR EMPLOYEES**

Upon the request of an employee with a disability, BSS will consult with the employee to provide, or arrange for the provision of, accessible formats and communication supports for information that is needed to perform his/her job and information that is generally available to other employees. In determining the suitability of an accessible format or communication support, BSS will consult with the employee making the request.

*Compliance Date: January 1, 2016*

### **WORKPLACE EMERGENCY RESPONSE INFORMATION**

BSS will provide individualized workplace emergency response information to employees who have a disability, if the disability is such that the individualized information is necessary, and if BSS is aware of the need for accommodation due to the employee's disability. BSS will provide this information as soon as practicable after becoming aware of the need for accommodation.

Where the employee requires assistance, BSS will, with the consent of the employee, provide the workplace emergency response information to the person designated by BSS to provide assistance to the employee.

BSS will review the individualized workplace emergency response information when the employee moves to a different location in the organization or when the employee's overall accommodations needs or plans are reviewed.

*Compliance Date: January 1, 2012*

### **DOCUMENTED INDIVIDUAL ACCOMODATION PLANS**

BSS will maintain a written process for the development of documented individual accommodation plans for employees with disabilities.

If requested, information regarding accessible formats and communications supports provided will also be included in individual accommodation plans.

In addition, the plans will include individualized workplace emergency response information (where required), and will identify any other accommodation that is to be provided.

*Compliance Date: January 1, 2016*

### **RETURN TO WORK PROCESS**

BSS will maintain a documented return to work process for its employees who have been absent from work due to a disability and who require disability-related accommodations in order to return to work. The return to work process outlines the steps BSS will take to facilitate the return to work and will include documented individual accommodation plans as part of the process. This return to work process will not replace or override any other return to work process created by or under any other statute.

*Compliance Date: January 1, 2016*

### **PERFORMANCE MANAGEMENT, CAREER DEVELOPMENT AND ADVANCEMENT AND REDEPLOYMENT**

BSS will take into account the accessibility needs of employees with disabilities, as well as individual accommodation plans, when conducting performance management, providing career development and advancement to employees, or when redeploying employees.

*Compliance Date: January 1, 2016*

## **QUESTIONS ABOUT THIS POLICY?**

This policy has been developed to break down barriers and increase accessibility for persons with disabilities in the areas of information and communications and employment. If you have a question about the policy, or if the purpose of a policy is not understood, please contact Yvonne Michalek, at [ymichalek@bss.on.ca](mailto:ymichalek@bss.on.ca) or 416-483-4325 extension 1690 or 298 Lonsdale Road, Toronto, ON M4V 1X2