



Accreditation

Bruce Castle Museum
Haringey Council

Access policy 2019-2024

Version	Version 1.0
Officer Lead	Deborah Hedgecock Curator (Museum & Archive Manager) 020 8808 8772
Date produced	March 2019
Next Review Date	July 2024
Approved at Cabinet Lead Member signing	23 August 2019

Access Policy

Name of museum: Bruce Castle Museum

Name of governing body: Haringey Council

Date approved by governing body: 23 August 2019

Date to be reviewed: annual internal review – July 2020

Date to be renewed: July 2024

Policy Statement

1. Purpose

The access policy should be reviewed on a yearly basis. The policy informs all museum and archive staff at Bruce Castle Museum, other Council officers and elected Members. Its purpose is to be used as a tool within the Forward Plan for the Service.

2. Introduction

2.1 Haringey Council is committed to ensuring that the needs and aspirations of all sections of its wide and diverse community positively influence service delivery. Bruce Castle Museum (Haringey Archive and Museum Service) fully supports this commitment and to the principles and guidance laid out in Haringey Council's Equal Opportunities Policy, and related documents.

2.2 The Policy takes account of The Museum Association's 'Code of Practice for Museum Governing Bodies' and the 'Code of Conduct for Museum Professionals', together with the former MGC's Guidelines on Disability for Museums and Galleries in the United Kingdom' and the Resource Disability Portfolio (now Arts Council England and its Equality Action Plan Guidance).

2.3 This Policy will uphold the statutory requirements of the Equality Act 2010.

3. Aims and objectives

3.1 The overall aim of the policy is to ensure that access in its broadest sense is central to the planning, delivery and evaluation of its services. **Promoting equality and inclusion through fair and accessible services**

3.2 Haringey Archive and Museum Service is committed to ensuring that its services promote equality and are accessible, inclusive and fair to all, including those with: disabilities; from different communities with varied cultural backgrounds; of all ages from small children to elders; and those with special educational needs. The Service is therefore working to overcome the main barriers to access in the following ways:

Barrier	Museum and Archive Service Aim
Organisational	<ul style="list-style-type: none"> • Ensure that all staff continue to be trained in customer care, equalities and disability awareness
Physical	<ul style="list-style-type: none"> • continue to develop physical access to buildings and facilities in its care, including their approaches, interiors and facilities. • all information to follow best-practice guidelines in terms of colour contrasts, typefaces, font sizes, etc.
Sensory	<ul style="list-style-type: none"> • plan interpretation to broaden access for people with sensory impairments (in both special exhibitions and when refreshing or redeveloping permanent displays). Eg audio interpretation, sign language and Braille, objects to touch and handle, smells boxes • ensure publicity information is accessible to a broad audience
Intellectual	<ul style="list-style-type: none"> • ensure information can be conveyed at different levels by layering interpretation and including panels, objects, open display objects to investigate and hands-on activities and trails, thereby suiting different learning styles and interests • use plain English in all written interpretation and communications • use lively and engaging interpretation wherever appropriate, to share our stories with a wider range of people
Social and cultural	<ul style="list-style-type: none"> • ensure a range of subjects in the special exhibitions and events programmes to appeal to a broad spectrum of visitors • plan at least one project per year which is community-centred • develop/ sustain community links • a collections development policy that reflects the present communities of Haringey • reflect people from different cultural backgrounds / communities and disabled people in the collections, interpretation, event planning and publicity material
Financial	<ul style="list-style-type: none"> • maintain free entrance • maintain affordable shop products and refreshments

4. Consultation and evaluation

Haringey Archive and Museum Service will:

- 4.1 Consult other users through surveys, comments forms etc, and non-visitors, through focus groups
- 4.2 Make sure that we identify specific needs and barriers through consultation and respond appropriately
- 4.3 Monitor the visitor make-up to measure this policy's effectiveness in attracting a broader profile of visitors as well as increasing numbers.
- 4.4 Evaluate projects and exhibitions to ensure they meet their access targets
- 4.5 Ensure full compliance with the Council's Equality Impact Assessment (EIA) procedure to ensure that we give due regard to the impact and potential impact on all people in developing and delivering services

5. Implementation of the Policy

- 5.1 All the Museum and Archive staff will be made aware of this policy, which will be included in induction packs for new members of staff.
- 5.2 Access issues will continue to be key to the planning and delivery of all special exhibitions
- 5.3 Monitoring of the policy will be undertaken by Haringey Archives & Museum Service Management Team to ensure that all parts of the Service are aiming to meet the requirements agreed in this policy.
- 5.4 Comments, whether suggestions or complaints, will be responded to by a representative of the Management Team. Copies of the comment and response will be circulated to all staff.
- 5.5 Companies who undertake work for the Service will be selected and contracted in accordance with the Council's Procurement Strategy.
- 5.6 The policy will be made available to any member of the public who requests a copy.