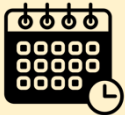


Beacon Films – Access and Support Policy



This policy was last checked by the board

March 15th 2023

This policy is due to be checked again by the board by

March 15th 2024



The person in charge of this policy is the **Development Director**
(Will Sadler)



In this policy **we/our** means Beacon Films

You/your means Beacon Films project member – someone who
attends our project activity



Our support policy tells you what support we can give people
who join in our projects and activities.

1/ Beacon Films should always aim to create an accessible environment for all project members



We will hold our activity in wheelchair-accessible venues with an accessible toilet facility



The activities will be suitable for learning disabled and autistic people. Everyone is included.



Where possible and needed, our venue will include a Changing Place



We support everyone who takes part in our activity to complete their own **Access and Support Plan**. This means we can plan how you can be included in the project and agree any support you need.



The only support Beacon Films can offer is support that is

- agreed between us and you, as well as [if appropriate] your parents, carers or supporters **AND**
- written into in your **Access and Support Plan**.



All the information we hold on the **Access and Support Plan** is used and stored according to our Data Protection Policy. (You can download this at www.beaconfilms.org.uk/policies)



Our **support co-ordinator** attends activity where needed, to support the group. They also plan how we meet your individual needs.



Our **support co-ordinator** is trained in First Aid (to Emergency First Aid at Work standard) and be the first aider for the activity where they are present.

2/ Communications



When you sign up as a member with us, we will ask you how you communicate.



We will do everything we can to meet your communication requirements. This may include:



- Offering a range of communication options, particularly by email and / or by post.



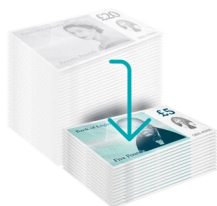
- Converting documents into Easy Read



- Getting to know you so we can do better at understanding you.



- Having a budget line in our core budget for communication support that we may need to pay for, like BSL interpreters.



- If something costs a lot of money we may not be able to afford to pay for unlimited communication support, but we will always work with you to try and find a solution.

3/ One-to-one and two-to-one support



If – in our sole opinion – someone needs either significant one-to-one support, or any two-to-one support, then they must bring their own **support worker**.



Our **support co-ordinator** can help your **support worker**, but only if:

1. it says so in your **Access and Support Plan AND**
2. Our **support co-ordinator** only ever follows the instructions of your **support worker**



You (and/or your parent, carer or supporter) must understand that neither our **support co-ordinator** nor Beacon Films can be held liable for anything that happens whilst following instructions in good faith.

4/ Help with medication



If someone must give your medication to you, then you must bring your own **support worker**. If you can take your medication without any help, our **support co-ordinator** can help to **remind, prepare and record** the process with you. They **cannot** give the medication to you.



Our **support co-ordinator** must have the right information and training. We require our support co-ordinator to have a Level 1 certificate in *Safe Handling of Medicines*.



The **Access and Support Plan** must be updated at least three days before any medication is brought to Beacon Films



Any medication brought to Beacon Films must be in its original packaging.



The medication record must be completed.



Our workers (including the support co-ordinator) must **NOT** handle or store **controlled drugs**.



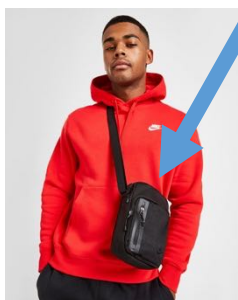
You can only bring a **controlled drug** with you to Beacon Films if a doctor (or other appropriately qualified clinician) has authorised you to carry the **controlled drug** around with you



You can only bring a **controlled drug** with you to Beacon Films if it comes with a **protocol** (instructions of what to do if the controlled drug needs to be used)



Also, if you bring a controlled drug with you to Beacon Films, you must **either**:



a) Keep the **controlled drug** in a satchel bag (provided by Beacon Films), wear the bag at **all times**, and understand that **only a paramedic (or other clinician)** can take the **controlled drug** out of the bag.

AND / OR



b) Bring your own appropriately qualified **support worker** who will be solely responsible for risk assessing and administering the medication



The Beacon Films **support co-ordinator** must be confident that ALL medication brought to Beacon Films medication is being stored and handled in the interests of everyone's safety. If they believe it is not, then the medication cannot be brought to Beacon Films and our decision is final.

The **support co-ordinator** may also have to ask the people that manage the building / location we are in, if they are happy with the medication being on site.



If the support co-ordinator suspects a **medication error** (a mistake) they will inform the person who took the medication, the person listed as the 'first emergency contact' in your **Access and Support Plan**, and seek medical advice via 999 or 111 as appropriate.



Any medication / pharmaceutical advice must be sought by calling 111 and speaking to a clinician, using information leaflets that are provided with the medication and / or advice from a qualified pharmacist.