ACCESS REQUIREMENTS

Spike Island believes in the Social Model of Disability and is committed to creating the best possible working environment for artists. This form is sent to all artists we work with to help us identify the best ways to provide what the artist needs in terms of access, communication and the environment they work in.

This form is broken into several sections, these are:

* GENERAL
* COMMUNICATION AND HEARING SUPPORT
* PHYSICAL AND ENVIRONMENTAL
* SIGHTED SUPPORT
* MENTAL HEALTH AND WELLBEING
* TRAVEL AND ACCOMMODATION

Please complete the sections relevant to you, providing as much detail as you would like. We will use this information to help us to support you and build your access requirements into our planning.

Depending on how many sections you wish to complete this form may take between 2-8 minutes to fill in.

We are aware that access is an ongoing conversation, so please feel free to raise any concerns or additional requirements at any point. Please do not hesitate to send us an alternative or additional form if you have your own.

GENERAL

1. Name:

2. Preferred pronouns:

3. Do you have any childcare requirements? If YES, please provide details:

COMMUNICATION AND HEARING SUPPORT

Please use this section to tell us the best way to contact you and if you have any d/Deaf or hearing-impaired access requirements.

1. Please tell us your preferred communication method, check all that apply:

[ ]  Phone

[ ]  Email

[ ]  Text message

[ ]  Video call e.g. Skype / FaceTime / Zoom etc.

[ ]  Other (please specify below)

2. Please tell us your preferred format for written information e.g. contract, schedules, proofing documents, check all that apply.

[ ]  Standard

[ ]  Large Print

[ ]  Braille

[ ]  Audio

[ ]  Other (please specify below)

3. Do you require communication support? For example, for a talk, event or meeting? Check all that apply.

[ ]  British Sign Language

[ ]  Sign Supported English

[ ]  Lip Reading

[ ]  Speech to text

[ ]  Loop

[ ]  Other (please specify below)

4. Any other comments or information you feel it would be useful for us to know?

PHYSICAL AND ENVIRONMENTAL

Please use this section to tell us about any environmental access requirements you may have when at Spike Island.

1. Do you require wheelchair/level access? Check only one box.

[ ]  Yes

[ ]  No

[ ]  Sometimes

2. Do you have limited mobility that would restrict walking distance or navigating steps? Check only one box.

[ ]  No

[ ]  Yes

[ ]  Sometimes

3. Are there any environmental requirements we should be aware of? For example, lighting levels, room temperatures etc.?

4. Do you work with a Personal Assistant? Check only one box.

[ ]  Yes

[ ]  No

5. Any other comments or information you feel it would be useful for us to know?

SIGHTED SUPPORT

1. If you have any visual impairment, please provide details below.

2. For orientation reasons would you like to be met from public transport? Check only one box.

[ ]  Yes

[ ]  No

3. If appropriate, please choose when you need a sighted guide. Check all that apply.

[ ]  When visiting/working at Spike Island

[ ]  Travelling to and from Spike Island

[ ]  At accommodation

[ ]  Other (please specify below):

4. Will you bring any of your own support we need to be aware of e.g. a guide dog? Please provide details:

5. Are you supported by a Personal Assistant at work? Check only one box.

[ ]  Yes

[ ]  No

6. Any other comments or information you feel it would be useful for us to know?

MENTAL HEALTH AND WELLBEING / NEURODIVERSITY

1. Please provide us with information that will help us to support your mental health and wellbeing or neurodiversity during your time with us.

2. Preferred working hours, start times, and any considerations around working hour capacity. If a flexible approach to start/finish times would benefit you during your time with Spike Island, please provide details:

3. Do you require a stim room or private space? If YES, please provide details:

4. Do you require a workspace with minimal noise? If YES, please provide any details of any specific noises that can disturb you:

5. Are you supported by a Personal Assistant at work? Check only one box.

[ ]  Yes

[ ]  No

[ ]  Sometimes

6. Any other comments or information you feel it would be useful for us to know?

TRAVEL & ACCOMMODATION

If you are travelling to Spike Island to work with us, please complete this section.

1. While at Spike Island for site visits, installation, events, workshops etc., do you require accessible transport and accommodation or have any other related access requirements? For example, a ground floor room or to be met at the station.

2. Do you require accommodation to include an adapted shower room/bathroom? Check only one box.

[ ]  Yes

[ ]  No

3. Do you have any other requirements relating to hotel accommodation e.g. close to lift or ground floor?

4. Do you hold a disability railcard? (If we need to arrange public transport for you)

Check only one box.

[ ]  Yes

[ ]  No

5. Do you have any specific travel requirements e.g. regular breaks for Guide Dog, seating requirements etc?

6. Will you require travel or accommodation for a Personal Assistant? Check only one box.

[ ]  Yes

[ ]  No

7. Any other comments or information you feel it would be useful for us to know?

We have tried to cover the most common access requirements / barriers people face at work within this form. If there is anything we missed that you would find helpful or more information you would like us to know please use this section to do so.

Please let us know anything else that will help us work together:

Are you happy for this information to be shared with the whole Spike Island team? If not, please state which members of staff you would like to be informed of your access requirements.