

# Accessibility Policy

Seagull Media House CIC

Last Updated: 2<sup>nd</sup> December 2025

Approved by the Board of Directors

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## 1. Purpose of This Policy

Seagull Media House CIC (“the Company”) is committed to ensuring that all individuals—regardless of disability, neurodiversity, health condition, socio-economic background, or access needs—can fully participate in our activities, creative programmes, productions, events, and community services.

This policy outlines our approach to accessibility, inclusion, reasonable adjustments, and removing barriers.

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## 2. Scope

This policy applies to:

- All Directors, staff, freelancers, facilitators, mentors, and volunteers
  - All participants, audience members, visitors, and partners
  - All workshops, programmes, productions, events, and online activities
  - All physical and virtual spaces used by the Company
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## 3. Our Commitment to Accessibility

Seagull Media House CIC is committed to:

1. Creating environments where everyone feels welcome and able to participate

2. Removing barriers to engagement in creative and educational activities
  3. Providing reasonable adjustments to meet individual needs
  4. Ensuring compliance with the Equality Act 2010
  5. Embedding accessibility into programme design and creative decision-making
  6. Consulting participants on their access needs
  7. Continual improvement and inclusive practice
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## **4. Key Principles**

### **4.1 Dignity & Respect**

Everyone should be treated respectfully and with sensitivity to their needs.

### **4.2 Person-Centred Support**

Accessibility adjustments will be shaped around the individual, not assumptions.

### **4.3 Early Communication**

We ask participants to share access needs early, and we communicate available support clearly in advance.

### **4.4 Confidentiality**

All information about disabilities, health conditions, and access needs is confidential and handled in line with GDPR.

### **4.5 Co-Creation**

We work with participants to identify barriers and find solutions collaboratively.

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## **5. Types of Accessibility Support**

We aim to accommodate a broad range of needs, including:

## 5.1 Physical Access

- Step-free venues wherever possible
- Accessible toilets
- Priority seating
- Clear signage and accessible pathways
- Spaces arranged to allow wheelchair access

If a venue is not fully accessible, we will:

- Clearly communicate limitations in advance
  - Offer alternative formats or spaces where possible
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## 5.2 Neurodiversity & Cognitive Access

Support may include:

- Clear instructions in writing and verbally
  - Visual schedules and simple breakdowns
  - Multi-sensory teaching where appropriate
  - Quiet spaces or low-sensory areas
  - Flexibility around participation methods
  - Providing content warnings and sensory considerations (lights, sound, crowds)
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## 5.3 Communication & Language Access

We aim to provide:

- Easy-read versions of key documents
- Dyslexia-friendly formatting

- Large-print materials
- Visual aids in workshops
- Allowing support workers or interpreters to attend

Where possible, and with advance notice, we will explore:

- BSL interpretation
  - Captioning or transcripts of digital content
  - Audio descriptions for filmed work
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## **5.4 Financial Accessibility**

We will seek to:

- Offer low-cost or subsidised access to training and community programmes
  - Provide free or low-cost ticket options where possible
  - Offer loaned materials, props, or equipment
  - Remove financial barriers to participation wherever feasible
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## **5.5 Digital Accessibility**

Our online and remote activities will aim to include:

- Accessible video formats
  - Clear audio
  - Subtitles or captions where possible
  - Screen-reader-friendly documents
  - Options for off-camera participation
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## 6. Reasonable Adjustments

We will provide reasonable adjustments including (but not limited to):

- Flexible session times or break schedules
- Reserved seating or early entry
- Adapted instructions or materials
- Support for sensory or communication needs
- Alternative formats for creative tasks
- Permission for support workers or carers to attend
- Adjusted performance or audition expectations

Requests for adjustments should be made to:

[Admin@seagullmediahouse.com](mailto:Admin@seagullmediahouse.com)

The Company will make every effort to meet requests where safe, feasible, and proportionate.

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## 7. Responsibilities

### 7.1 Directors

- Ensure accessibility is resourced appropriately
- Review implementation annually
- Promote equality and accessibility across strategy and operations

### 7.2 Staff, Facilitators & Volunteers

- Make spaces and activities accessible
- Follow this policy in all planning and delivery

- Respond to access needs with sensitivity and professionalism
- Report barriers and propose improvements
- Complete accessibility training where provided

### **7.3 Participants & Visitors**

- Communicate access needs early where possible
  - Treat others respectfully
  - Follow safety instructions designed to protect all attendees
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## **8. Accessibility in Events & Productions**

All events (including fairs, talent shows, workshops, and performances) must include:

- Pre-event accessibility information in promotional materials
- Clear signage in venues
- Staff briefed on accessibility and safeguarding
- Quiet spaces where possible
- Monitoring and reduction of sensory triggers (e.g., loud sounds, strobe lights)
- Accessibility considerations in seating and stage arrangement
- Ramps or step-free access if available

A full Accessibility Checklist will be completed for each event.

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## **9. Reporting Barriers or Concerns**

Feedback on accessibility can be provided:

- Verbally to event staff
- By email: [Contact@seagullmediahouse.com](mailto:Contact@seagullmediahouse.com)
- Through a feedback form
- Through a safeguarding or incident report if appropriate

All concerns will be reviewed promptly and sensitively.

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## 10. Continuous Improvement

The Company commits to:

- Regularly reviewing accessibility practices
  - Seeking input from disabled, neurodiverse, and underrepresented participants
  - Improving venues, equipment, communication, and training
  - Embedding accessibility into organisational development
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## 11. Legal Framework

This policy is aligned with:

- Equality Act 2010
  - Human Rights Act 1998
  - Health and Safety at Work Act 1974
  - GDPR (UK)
  - CIC Regulator guidance on inclusion and community benefit
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# 12. Policy Review

This policy will be reviewed annually or sooner if necessary.

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# 13. Approval

Last Reviewed: 2<sup>nd</sup> December 2025

Next Review Due: 2<sup>nd</sup> December 2026

Approval from Director(s):

Name: Kieran Lomas

Signature:   
Signed by:  
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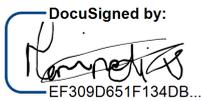
Approval from Advisors:

Name: Marina Oliveira

Name: Jasmine Woodard-Harris

Name: Josh Jenkins

Signatures:

  
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