



**BANK OF ENGLAND**

## **Accessibility for disabled people**

**To ensure that services that we provide to members of the public are accessible to disabled people.**

Our premises are only open to the public for banking services, the purchase of publications, the Museum and facilities for hire at Roehampton.

To provide these services we have:

- consulted our disabled staff;
- conducted accessibility audits;
- made access to our premises easier by a combination of physical and procedural changes;
- trained our staff on disabled issues;
- provided a mechanism for feedback /comments;
- implemented continual review of policy and procedures.

## **To ensure that our premises are accessible to disabled visitors**

Access for visitors, other than for services to the public, is restricted by security procedures and subject to prior notification.

For disabled visitors, the Bank host will agree arrangements on an individual basis.

## **To ensure that our premises are accessible to disabled staff**

For existing disabled staff we have discussed accessibility requirements on an individual basis and agreed the provision of facilities, including reasonable adjustments or alternative arrangements.

Accessibility requirements and reasonable adjustments or alternative arrangements will be agreed with new staff during the recruitment process.

## **Recruitment for disabled people**

The Bank uses the Department of Education & Skills “Positive about Disabled People” symbol as a means of signifying that it is taking positive action. In the context of recruitment, this includes a guaranteed interview scheme whereby an interview is given to **any** disabled person applying for an advertised vacancy who meets the minimum criteria for the job. For disabled applicants the recruitment team will contact them to ensure that any appropriate adjustments are made for them to have an equal and fair chance in the selection process. This could include giving additional time in selection tests for those candidates who have been diagnosed as having dyslexia; sourcing Braille versions of selection tests or getting

specialist software installed for visually impaired candidates; ensuring that the selection centre environment is accessible for someone with mobility impairment; arranging for a sign-language interpreter to be available throughout the selection process etc.

## **Training**

Training is available for staff who regularly deal with external visitors, members of the public and who organise events. The objective of this training is to ensure these staff have a good understanding of the Bank's buildings and facilities. It also covers issues of etiquette and confidence when dealing with disabled people.

## **Disabled staff**

The Bank has been a member of the Employers' Forum on Disability since 1990. The group recognises that there are still barriers to the employment of disabled people, and has set an agenda for change to which members have committed:

- Developing an Equal Opportunities Policy.
- Setting an action plan including targets.
- Providing training for all.
- Monitoring the present position and monitor progress in achieving objectives.
- Reviewing recruitment, selection, promotion and training procedures regularly.
- Drawing up clear and justifiable job criteria.
- Offering pre-employment training.
- Considering your organisation's image.
- Considering flexible working.
- Developing links with local community groups, organisations and schools.



Relaunched by the Department of Employment in 1993; the "two ticks" symbol can be shown on letterheads, recruitment notices etc as a means of signifying that an employer is taking positive action with regard to disabled people. The Bank is a symbol user, which requires action on five points:

- Recruiting on ability, not disability.
- Making every effort to retain staff who become disabled.
- Consulting with disabled staff about their needs.
- Monitoring disability statistically.
- Publicising progress.