

## **BATOD's policy on access requirements**

This is a comprehensive guide for the use of communication support at any of our BATOD events (conferences, workshops, seminars etc.) Communication support includes; BSL interpreters, lipspeakers, notetakers and STTR (palantypists).

We hope this will prove useful for you in understanding what preparation needs to be undertaken prior to running a session/talk when you have communication support present.

This guide has been designed with members from DToD (d/Deaf Teachers of the Deaf) in conjunction with BATOD to meet the needs of all members at BATOD events.

The aim is to understand better;

- 1. When it's appropriate to book communication support, and how many you'll need**
- 2. When and how to book them**
- 3. What preparation needs to be undertaken prior to the event**
- 4. What arrangements need to be undertaken at the event for communication support**
- 5. Understanding how and why AtW can pay for the communication support or whether BATOD pays**

- 1. When it's appropriate to book communication support, and how many you'll need**

When organising a workshop, seminar, meeting or conference, plan for communication support as soon as you have the date and venue confirmed.

Liaise with your d/Deaf ToDs as to what access requirements they have (BSL interpreters. STTR etc). For guidance, any event more than an hour and a half requires two BSL interpreters/STTRs.

## **2. When and how to book them**

Communication support is high in demand and low in supply so it is advised to book as early as possible to secure them (i.e. at least 3 months in advance).

BSL Interpreters can be found via 'find a communication professional' on [www.nrcpd.org.uk](http://www.nrcpd.org.uk). Ideally, you will want to book local interpreters to the area of the event to keep travel costs down.

Some d/Deaf ToD members have preferred interpreters, particularly if they are leading or presenting at a workshop/conference. Please liaise with them regarding this.

STTR (Palatypists): [www.myclartext.com](http://www.myclartext.com), [www.aimedia.tv](http://www.aimedia.tv),  
[www.121captions.com](http://www.121captions.com)

## **3. What preparation needs to be undertaken prior to the event**

Communication support works best when they have access to preparation material ahead of the event. This means; presentation slides (even in their draft format), list of terminology that is 'new' for communication support staff not familiar with the topic. It is ideal to allow communication support to have this one week prior to the event for optimum performance. Please email all your preparation to the workshop/conference/meeting lead person or to the communication support directly.

## **4. What arrangements need to be undertaken at the event for communication support**

BSL interpreters: please ensure there is ample room next to the main speaker/s for the BSL interpreters, and that they can be seen clearly. Two chairs should be provided for BSL interpreters, sitting opposite the audience, and near the speaker/s.

Please ensure that seats at the front in the audience are reserved for those needing access to BSL interpreters.

STTR: Can sit anywhere as long as they can hear the speaker/s clearly. For this reason, it is ideal to use Soundfield, so that the audience can hear the speaker/s and the STTRs if at the back, can hear them. Please allow them extra time ahead of the event starting to set-up and ensure technology is working. Check with STTR ahead of the event as to what technology is required for the set up to work (i.e. unencrypted laptop) etc.

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## **5. Understanding how and why AtW can pay for the communication support or whether BATOD pays**

Some d/Deaf ToDs have an AtW budget, which includes training related to their employment. This generally includes the BATOD Conferences and local BATOD CPD opportunities. However, it does not include volunteer roles, i.e. NEC, local BATOD meeting. Everyone's budget and needs will vary from person to person.

(source: <https://www.gov.uk/government/publications/access-to-work-factsheet/access-to-work-factsheet-for-customers>)

Liaise with d/Deaf ToDs requesting communication support whether they are able to use their AtW to cover costs. For BATOD's conferences, we ask d/Deaf ToDs to use their AtW to pay for one BSL interpreter for half a day, or one STTR for a full day. If they are able to contribute more, it is welcomed, but not expected. BATOD will cover the remaining fees for communication support.

Where Access to Work cannot be used, BATOD will cover the fees of communication support. Carol Thomson, BATOD Treasurer, will liaise with you regarding this.

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