



Multi-Year Accessibility Plan for Trafalgar Castle School

This Multi-Year Accessibility Plan outlines the policies and actions that Trafalgar Castle School will put in place to improve opportunities for people with disabilities.

Statement of Commitment

Trafalgar Castle School is committed to treating all people in a way that allows them to maintain their dignity and independence. We believe in integration and equal opportunity. We are committed to meeting the needs of people with disabilities in a timely manner, and will do so meeting accessibility requirements under the Accessibility for Ontarians with Disabilities Act and by preventing and removing barriers to accessibility where feasible.

We have also established a policy on Accessibility Standards for Customer Service which can be found on our website.

Accessible Emergency Information

Trafalgar Castle School is committed to providing customers and clients with publicly available emergency information in an accessible way upon request. We will also provide employees with disabilities with individualized emergency response information when necessary.

We are committed to maintaining a safe workplace for all employees and will review this information on an annual basis or as circumstances require.

Training

Trafalgar Castle School will provide training to employees, volunteers and other staff members on Ontario's accessibility laws and on the Human Rights Code as it relates to people with disabilities. Training will be provided in a way that best suits the duties of employees, volunteers and other staff members.

We will ensure employees are provided with the training needed to meet Ontario's accessibility laws by **January 1, 2015**.

We will also provide educators with accessibility awareness training related to accessible program or course delivery and instruction and we will keep records of this training.

Information and Communications

Trafalgar Castle School is committed to meeting the communication needs of people with disabilities. We will consult with people with disabilities to determine their information and communication needs.

Trafalgar Castle School will provide students who have disabilities with the following in an accessible format by **January 1, 2013**:

- educational and training materials and/or resources
- student records and
- course and program information

Trafalgar Castle School will ensure all new websites and content on those sites conform with WCAG 2.0, Level A by **January 1, 2014** and all internet websites and web content on those sites will conform with WCAG 2.0, Level AA by **January 1, 2021**.

Trafalgar Castle School will ensure existing feedback processes are accessible to people with disabilities upon request by **January 1, 2015**. We will accept feedback in multiple formats, such as by telephone, email, mail and in person.

Trafalgar Castle School will ensure all publicly available information is made accessible upon request by **January 1, 2016**. This information will be provided in a timely manner that takes into account the person's accessibility needs due to disability and will be at a cost that is no more than the regular cost charged to other persons.

Trafalgar Castle School will, upon request, provide accessible or conversion-ready formats of library print resources and materials when they are available, by **January 1, 2015** and digital and multimedia resources or materials by **January 1, 2020**.

Employment

Trafalgar Castle School is committed to fair and accessible employment practices. The following practices will be in place by **January 1, 2016**.

We will notify the public and employees about the availability of accommodations for applicants with disabilities. We will include a statement on job postings indicating our commitment to providing accommodations for persons with disabilities and a request to inform us if they require accommodation.

If a job applicant requests accommodation, we will consult with them and make adjustments that best suit their needs. We will also notify successful applicants of our policies for accommodating employees with disabilities.

We will develop individual accommodation plans and return-to-work policies for employees that have been absent due to a disability.

We will ensure the accessibility needs of employees with disabilities are taken into account when using performance management, career development and redeployment processes.

For More Information

For more information on this accessibility plan, please contact:

Peggy Watt, Human Resources Manager

(905) 668-3358 x354

Email: watt.peggy@trafalgarcastle.com

Accessible formats of this document are available upon request.