



Accessibility for Ontarians with Disabilities Act (AODA), 2005

Integrated Accessibility Standards – Multi Year Plan 2020-2024

Multi-Year Accessibility Plan for Trafalgar Castle School

This Multi-Year Accessibility Plan outlines the policies and actions that Trafalgar Castle School has put in place to improve opportunities for people with disabilities from 2020 to 2024.

Statement of Commitment

Trafalgar Castle School is committed to meeting its obligations under the Accessibility for Ontarians with Disabilities Act (AODA) and the related Integrated Accessibility Standards Regulations (IASR).

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.

Trafalgar Castle School will review and update its Multi-Year Accessibility Plan at least once every five (5) years and as required.

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

All employees, board members, volunteers and other staff members at **Trafalgar Castle School** are required to complete training on Ontario's accessibility laws and on the Human Rights Code as it relates to people with disabilities.

New employees, volunteers and board members will be provided with the training needed to meet Ontario's accessibility laws during their orientation or within a reasonable timeframe from their start date. Training will be provided in a way that best suits the duties of employees, board members, volunteers and other staff members.

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:

- 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 AA by January 1, 2021.

Libraries of Educational and Training Institutions

Our library collection includes books in print, online ebooks and audio books as well as digital subscription resources. Upon request, alternative formats can be sourced.

Accessible Feedback

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

Accessible Formats & Communication Supports

Trafalgar Castle School will ensure all publicly available information is made accessible upon request. This information will be provided in a timely manner that takes into account the person's accessibility needs due to disability.

Trafalgar Castle School will, upon request, provide accessible or conversion-ready formats of library print resources and materials as well as digital and multimedia resources or materials.

Employment

Trafalgar Castle School is committed to fair and accessible employment practices. The following practices are in place.

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 provide individualized workplace emergency response information to employees who have a disability should they require it. We will remind employees that this information is available.

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

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

Review Process

Trafalgar Castle School will review and monitor our Multi-Year Accessibility Plan as needed, and at least every 5 years.

For More Information

For more information on this accessibility plan, please contact:

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Accessible formats of this document are available upon request.