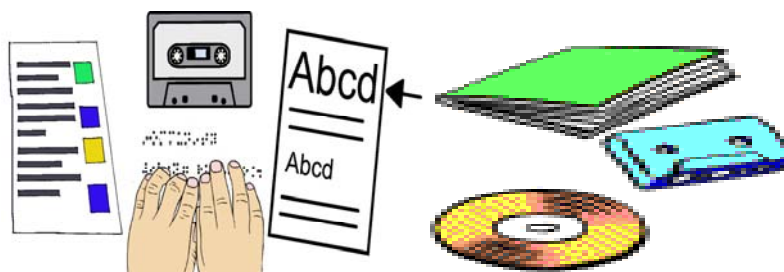


**NORTHERN IRELAND PRACTICE AND EDUCATION  
COUNCIL FOR NURSING AND MIDWIFERY**

## **Accessible Formats Policy**



**Making sure that people get information  
in ways that suits their needs**



**Easy to read**

**March 2014**

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<https://nipec.hscni.net/>




This is an Easy Read version of the accessible formats policy.



You can also get a copy by looking on our website:

<https://nipec.hscni.net/>

If you want us to send you a paper copy of this Equality Scheme, you can contact Janet Hall, our Corporate Services Manager, in any of the following ways.

	<p>Telephone: 0300 300 0066</p>
	<p>For Text Relay, if you are deaf and have a text phone and want to contact someone who is not deaf, please use 18001 0300 300 0066. Someone else will help you to talk to this person using your text phone.</p>
	<p>Email: <a href="mailto:enquiries@nipec.hscni.net">enquiries@nipec.hscni.net</a></p>

We will consider any request for this document in another format or language.

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## Introduction and what this policy will do for you

We in health and social care want people to have a fair and equal chance to use our services and information.

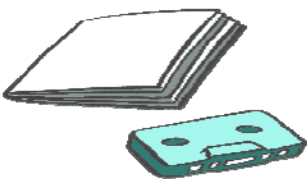
We believe that providing written information in ways that suit people's needs helps us to do this.

We provide lots of different types of information.

- Information about how you can contact us
- Information about our policies
- Information about what we do
- Information about what things we need to do because the law tells us we must

We want people to understand the different types of information we provide.

We also want our staff to think about the way they provide information.



**This policy is called “Accessible Formats Policy”**

Accessible information means making information easier to understand. This includes providing information in a format that is accessible for people with different needs.

This policy tells you about why accessible information is important.

It tells you how we are going to make information easier for you to get.

This policy will help make it easier for you to make sense of information you get from us.

It also tells you how we are going to check out how well we are doing.



## **What some words mean**

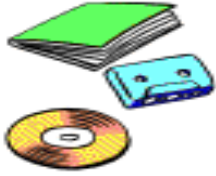
When we say “we” in this report we mean the Northern Ireland Practice and Education Council (NIPEC).

When we say health and social care services we mean for example, hospital services, doctors, dentists, social services for children and adults. We also mean people who work in offices to support others.

When we say criteria we mean things that we take on board to make decisions.

When we say priorities we mean what we are going to do first.

When we say alternative formats we mean different ways that help people understand information, such as large print or braille for people who have difficulties seeing or sign language for people who have difficulties hearing.



## Why is accessible information important?

It is your right to get information in a way that helps you to better understand the message.

Good information helps you to make choices.

Good information also helps you make decisions on things that affect you.

If information uses too many big words it is hard for people to understand the main points.

## What are accessible formats?

Accessible information is about the words we use.

It is about using plain language.

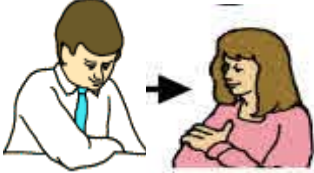

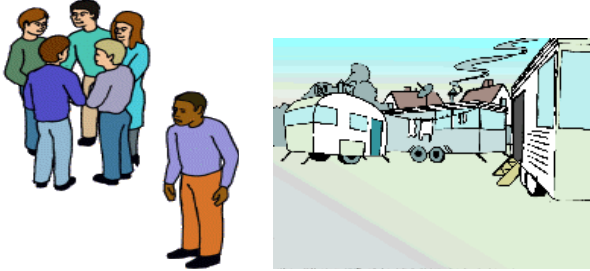


It about using words that are easy to understand.


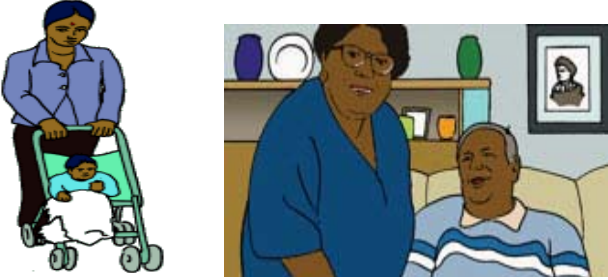

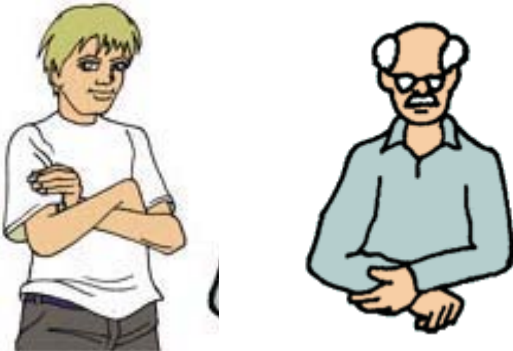


Our equality law says we need to make sure that we take into account the needs of 9 equality groups.

Accessible formats include videos, files you can listen to, documents in large print and documents in other languages.

## The 9 equality groups are:

	<p>Men and women</p>
	<p>Disabled people</p>
	<p>People from ethnic minorities. These are people who come from another country or whose families came to Northern Ireland from another country. It includes Irish Travellers</p>
	<p>People with different religions or beliefs</p>
	<p>People who have different sexual orientations. Sexual orientation means a man and woman attracted to each other, two men attracted to each other or two women attracted to each other</p>

	<p>People with different political views</p>
	<p>People who care for their children or care for other adults who are sick or have a disability</p>
	<p>People who are married, in a civil partnership (between two men or between two women), single, widowed or divorced</p>
	<p>Younger people and older people</p>

Human rights law and other disability laws also tell us how we need to make our information about our services easy for people to get.



## Some people we need to think about when producing information



- People who are blind or have some problem seeing things
- People who are deaf or have other problems hearing things
- People with physical disabilities
- People with learning disabilities
- Older people
- Younger people
- People who do not speak English and need information in their own language

Accessible information is about thinking about how some people need information.

## Some different ways that people need information to suit their needs are:



- Braille
- Easy Read
- Large print
- Pictures
- Symbols

- Audio formatto let you hear what is said
- Translations into other languages
- Sign language for people who are deaf
- Email

### **The types of documents that we need to think about when producing information are:**

- Large reports
- Information leaflets
- Papers for meetings
- Newsletters
- Policies
- Job descriptions
- Emails and text messages
- Internet

### **How we will make decisions about what to produce?**

We provide lots of information on our services and what we do.

We do not have enough money to produce all our information in different ways.

We have to make decisions on what information we will produce in this way. It is also about what information we will produce first. This is called “prioritising”.

We need to make sure that the decision on what we produce is fair and reasonable.

When making decisions we will think about the following things:

- The type of information we are providing
- Is this information about how people can contact us?
- Is the information about how people can make a complaint?
- Is the information about what people can expect from our organisation?

## Equality and Human Rights



The law tells us that we need to look at what we can do to make things better for people.

We have looked at our policy to see what we could do.

We have written this down in a document called a ‘screening template’.

You can get a copy of this on our website.

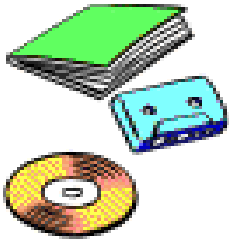


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**How we will check out how well we are doing at the end of the first year.**

We will look at the number of people who made use of our policy.



We will look at all the different ways that we provided information.



We will look at what things we could do better.

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