

GENERAL SYNOD

General Synod Accessibility Policy

Summary

This document outlines the various measures the Business Committee has taken to date to ensure the General Synod is inclusive of all its members.

Papers and resources

1. General Synod papers and other resources are available in electronic and hard copy and follow the “[Accessible communications format](#)” guidelines as described by the Office for Disability Issues. All papers, where possible, are printed:
 - In a minimum of font size 12.
 - Using Arial font type (except for some legislation which can only be produced in Times New Roman).
 - With black text on white paper.
 - On A4 sized paper.
2. The Synod Office also produces Microsoft Word versions of papers which are available on request. This will enable members to modify documents to their personal reading preferences.
3. The Church of England website and the General Synod webpages are compliant with WCAG 2.0, a technical standard designed to show how to make web content accessible to people with disabilities. For more information, [please visit our website](#).

Venue accessibility

4. The General Synod meets in Church House, Westminster when meeting in London and meets at the University of York when meeting in York. Both venues have full lift access.
5. Accessibility requirements are prioritised when assigning overnight accommodation at York University. Please ensure you detail any requirements when asked on future booking forms.
6. If you are concerned about getting around the building(s) during the General Synod meeting, please call or write to the General Synod Office. We can answer any questions you have. We can also arrange site visits, if possible.
7. If issues of accessibility arise at any point during a meeting of the General Synod, please contact the Synod Office immediately so we can help.

During the General Synod meeting

8. The Business Committee has agreed that all videos shown during the General Synod Business must have subtitles. There are also strict guidelines for preparing slides and projected material.
9. Hearing loop systems are available in London and in York. If you have any questions about this facility, please ask at the Information Desk on arrival to the General Synod meeting.
10. Fringe meeting organisers will be asked to ensure any material they provide meets these same standards.
11. Provisions have been put in place should you need to bring an assistant to a group of sessions. To discuss these, please contact the Synod Office directly.

Worship

12. Worship takes place throughout General Synod meetings and underpins its work.
13. There are a number of different options available to members with regard to the worship booklet:
 - Text is projected onto the screens when in the main chamber.
 - A limited number of large print worship booklets are available at the Information Desk.
 - Electronic versions of the worship booklet can be emailed to members on request.
14. If you would like to get involved with Synod worship, or simply have suggestions on how we make worship more inclusive, please contact the Synod Chaplain via the Synod Office.

Future improvements

15. The Business Committee and Synod Office are continually looking for ways the General Synod can be more inclusive. We encourage you to submit any recommendations to us through the Synod Office
16. If you would like to read more widely about the work the Church is doing to welcome disabled people, [visit our website](#).

The General Synod Business Committee
January 2019