

Intent			
This 2023 to 2028 accessibility plan outlines the policies and actions that St. Clement's School will put in place to improve opportunities for people with disabilities in accordance with the requirements communicated under the Accessibility for Ontarians with Disabilities Act (AODA) and Integrated Accessibility Standards, Ontario Regulation 191/11 .			
Accessibility Requirement	Barriers Identified	Strategies to Remove & Prevent Barriers	Responsibility and Timeline
Training (General Requirements) <ul style="list-style-type: none"> On Accessibility for Ontarians with Disabilities Act, 2005; On the Ontario Human Rights Code as it pertains to persons with disabilities 	None	Provide on-line training to all employees, Board members and volunteers. Provide a reasonable amount of time to complete the training. Provide in person updates at All Staff Meeting annually during August Professional Development Week. All staff must complete an annual Policy review and sign-off indicating they have read and understood our Integrated Accessibility, and Customer Service policies.	Director of HR <ul style="list-style-type: none"> Completed and continue to provide to all new staff members Annual policy review by all staff in August including guidelines for implementation
Accessible websites and web content - *New Sites* (Information and Communications Standard) All websites and web content <ul style="list-style-type: none"> Internet websites and web content conform with the World Wide Web Consortium Web Content Accessibility Guidelines (WCAG) 2.0 Level AA 	None	Guidelines for this standard have been provided to both the Exec. Dir. of Advancement and the Dir. of IT. New website up and running. It is AODA compliant. Website is continually updated and reviewed. Continue to provide, upon request, accessible formats and communication supports	Executive Director of Advancement and Director of IT <ul style="list-style-type: none"> Completed and ongoing

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<p>Feedback (Information and Communications Standard)</p> <ul style="list-style-type: none"> Make feedback mechanisms available to people with disabilities in accessible formats or with appropriate communication supports, on request 	<p>None</p>	<p>Provide feedback processes with multiple methods, such as over the phone or by email, online surveys.</p> <p>Continue to ask our community what would be helpful to participate in providing feedback to the School.</p> <p>In future, on survey requests we will include an accessible format request statement such as “SCS welcomes and encourages feedback on the accessibility of this survey. Accessible formats or other appropriate communication support are available on request”.</p>	<p>Administration Team – Director of Administrative Operations – completed and will continue to review and revise as needed</p>
<p>Libraries of Educational and Training Institutions (Information and Communication Standard)</p> <ul style="list-style-type: none"> On request, provide accessible or conversion-ready formats of library materials, where they are available. 	<p>No requests for accessible formats have been made to date.</p> <p>There may be some materials that are not available currently.</p>	<p>Looking into the software to convert formats.</p> <p>The CIS Librarians have agreed to share materials as the need arise when accessible formats are not available within the school. Many of the providers of online resources have implemented accessible format solutions that in turn support SCS in delivery to our students.</p> <p>Last resort, should we be unable to find the specific resource in accessible format required, people will be assisted in accessing resources from the Toronto Public Library.</p>	<p>Head of Library Information Services supported by the Admin Team</p> <p>Digital or multimedia resources or materials Dec. 2019</p>

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<p>Accessible formats and communication supports (Information and Communication Standard):</p> <ul style="list-style-type: none"> Provide information and communicate in an accessible manner about our services and facilities to people with disabilities on request. 	<p>Currently performed on an informal ad hoc basis, as requests come in.</p> <p>Current barriers not commonly known.</p> <p>Branding elements: font sizes and colours to be assessed</p>	<p>Ongoing reviews are required to identify what is currently available and what we may need to consider in the future.</p> <p>Assess any requests made to date and ensure there is a solution for sharing information in an accessible way to address these requests.</p> <p>Currently communicate in accessible electronic formats such as MS Word, and consider arranging for the most appropriate solution to meet the need, such as Braille, accessible audio formats, large print, text transcripts of visual and audio information, reading the written information aloud to the person directly, exchanging hand-written notes (or providing a note taker or communication assistant), captioning or audio description, assistive listening systems, augmentative and alternative communication methods and strategies such as the use of letter, word or picture boards, and devices that speak out messages, sign language interpretation and intervener services, repeating, clarifying or restating information</p>	<p>Admin Team led by the Executive Director of Advancement, the Director of IT and the Director of Administration</p> <p>– completed and will continue to review and revise as needed</p> <p>- Branding guidelines updated in 2022.</p>
<p>Emergency Safety Information</p>		<p>Emergency fire evacuation procedures are provided to all staff for review annually, along with emergency drills.</p> <p>Fire Exit information is posted in viewable spaces in each classroom and office of the building.</p> <p>All visitors are required to sign in and out at the school office when visiting. When an individual need assistance in an emergency, the School Office takes note of accommodation needs.</p>	<p>Associate Director of Administrative Operations</p> <p>Ongoing</p>

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<p>Recruitment, Assessment, Selection and Hiring: (Employment Standard)</p> <ul style="list-style-type: none"> • Notify internal and external applicants about providing accommodation where needed. • Provide suitable accommodation that takes into account the applicant's accessibility needs due to disability, for selected applicants to participate in the recruitment, assessment and selection process. • Notify successful applicants of accommodation policies when offering employment. 	<p>Need for revised wording on job postings to ensure applicants know they may request accommodations in the recruitment process.</p>	<p>Review completed of all recruitment, assessment, selection and hiring processes and documents.</p> <p>Review of recruitment and hiring processes and documents. Updated job posting with the following notification: St. Clement's is an equal opportunity employer and we encourage applications from all qualified candidates. Accommodations will be provided upon request to support applicants with disabilities throughout our recruitment process. Should you require an accommodation please advise us during our initial conversation and we will work with you to meet your needs. Updated the SCS website that we accommodate the needs of people with disabilities in our hiring process.</p> <p>If an applicant or successful candidate requests accommodation, will discuss their needs with them and make adjustments to support them.</p> <p>Review and update on an ongoing basis.</p>	<p>Director of HR</p> <p>- Completed and compliant</p>

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<p>Informing employees of supports and consulting with them in determining the suitability of an accessible support (Employment Standard)</p> <ul style="list-style-type: none"> • Inform new and existing employees of policies used to support employees with disabilities • Provide updated information to employees whenever there is a change to an existing policies on the provision of job accommodations that take into account an employee's accessibility needs due to disability • Consult with employees with disabilities to provide them with accessible supports to do their jobs effectively and provide information available to all employees 	<p>Managed on a case by case basis</p>	<p>A review conducted of all employment processes that people with disabilities may require for accommodation; identified how and when to inform our employees about how we will accommodate them and that we will consult with them in finding the solution.</p> <p>An example of how we supported a staff member's learning disability was for us to acquire the note pages of on-line training modules for review and follow up to the webinars.</p> <p>Annual review of Accessibility policies by all staff.</p> <p>New staff provided an overview on Orientation Day to inform who to contact should they require supports.</p>	<p>Director of HR with the assistance of the Admin Team</p> <p>- Completed</p>
<p>Documents Individual Accommodation Plans (Employment Standard)</p> <ul style="list-style-type: none"> • Develop and implement a written process for the development of documented individual accommodation plans for employees with disabilities • Provide a clear and consistent approach for accommodating employees with disabilities at work • Protect the privacy of personal information when developing individual plans 	<p>Currently managed on a case by case basis.</p>	<p>Developed an Accommodation Policy covering the process, confidentiality, monitoring, duties and responsibilities, developing individual plans, and records management.</p>	<p>Director of HR with the assistance of the Admin Team</p> <p>- Completed</p>

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<p>Return to Work Process (Employment Standard)</p> <ul style="list-style-type: none"> Develop and have in place a return to work process for employees Outline the steps the School will take to facilitate the return to work of employees who were absent because their disability required them to be away from work 	<p>Currently managed on a case by case basis.</p>	<p>Developed return to work processes within the Accommodation Policy for employees returning from a disability. Consistently apply each process to individuals returning to work from similar disabilities.</p> <p>This will be a living ongoing and expanding process.</p>	<p>Director of HR with the assistance of the Admin Team</p> <p>- Completed and compliant</p>
<p>Performance Management (Employment Standard)</p> <ul style="list-style-type: none"> As the performance management processes are developed and or refined, processes consider the accessibility needs of employees with disabilities 	<p>None identified.</p>	<p>Continually review the SCS performance review processes, solicit feedback from employees on how to improve in this area.</p> <p>Provide documents in accessible formats upon request.</p>	<p>Director of HR and Admin Team</p> <p>– completed and will continue to review and revise as needed</p>
<p>Career Development and Advancement (Employment Standard)</p> <ul style="list-style-type: none"> Provide career development and advancement opportunities taking into account the accessibility needs of employees with disabilities 	<p>None identified.</p>	<p>Review individual accommodation plan for adjustments needed for new responsibilities assigned to a person with a disability.</p> <p>Provide accommodation required for learning new skills or take on more responsibilities.</p>	<p>Director of HR and Admin Team</p> <p>– completed and will continue to review and revise as needed</p>