Ort Gallery | Prompt Sheet for Access Requirements

The intention of this document is to support staff, freelancers, directors and volunteers working within our organisation to think and talk through their access requirements with the rest of the team or 1 to 1.

You might already have a list of what you need and what support you require, others are still learning and unlearning about what it means to work in a space that truly supports you and wants to offer you all the support we can give you. We appreciate this is a process.

Please use the prompt below to ask yourself whether you require any of the following support:

1. Pronouns
	1. What are your preferred pronouns?
	2. How do you like to be called?
	3. Is there anything else you need us to know in regards to your preferences?
2. Physical Access
	1. We have an access guide and video we can send you ahead of visiting Ort Gallery so you can prepare yourself for the visit.
	2. We have step free access to the gallery floor.
	3. Do you require support in finding your way around?
	4. Do you require support when it comes to parking, accessing the venue, the office, the bathroom, the quiet room?
	5. Do you require specific lighting?
	6. Do you require arrangements that keep noise to a minimum?
	7. What are your requirements in regards to lifting, working at height, handiwork?
3. Mental Access
	1. Ort Gallery strives to be a safe space. We want people to feel comfortable and ask them to bring their whole self in. We will always empathise with someone's specific situation and listen to them properly taking on board what is being said (even when it is criticism).
	2. We understand that people have limits and we will respect these.
	3. Ahead of visiting please read our access guide or watch the video. Please feel free to call or email if you have any concerns or questions.
	4. We have updated our recruitment methods to be as flexible as possible offering pre-application chats, using simple language on the job description, we removed "essential criteria" completely, we accept voice or video recorded applications, we send questions ahead of the interview, we pledge to interview anyone who identifies as disabled or from a local postcode who meets the basic criteria, we make the interview process informal, we ensure our interview panel is diverse, we ask for access requirements, we send feedback to all applicants.
	5. We are happy to meet you at the door.
	6. We are happy to book travel to Ort Gallery for you.
	7. Does it help you to get a breakdown of how a day will go for example when hanging an exhibition, a list of what happens when?
	8. Do you require regular breaks?
	9. Do you require routine?
	10. Do you require extra notice of changes?
	11. Do you require an access or support worker to come with you to meetings/work/etc?
	12. Do you have cultural beliefs you'd like us to respect that we might not understand or be aware of?
	13. Do you require us to print documents for you?
4. Invisible disabilities and Chronic Illness
	1. It is up to you whether you would like to share your invisible disabilities with the Ort Gallery team. However, we want you to know that we take you for who you are and we will listen to you when you tell us that you need support.
	2. Unless your condition, illness or disability requires ongoing access support we understand that things might change for you and that you may feel different from one day to the next. We will empathise with how you feel on the day and try and support you as best as you can.
	3. Please inform us in whichever way works best for you, that you need other types of support at any given time. We will always do our best to support you.
	4. We hope this list will help you think through the kind of things that might help you express your needs when they occur.
5. Bringing your whole self in
	1. We acknowledge that different people come to work from very different places and experiences. We acknowledge that there is a strong correlation between race, disability, gender identity, class and success in the arts. We will therefore take this conversation seriously and explore within our team how we can support each other to bring our whole self in, what is professional and what is unprofessional, what boundaries there are and how we can break through them.
	2. We will endeavour to listen in a supportive and radical manner, by giving you space and time to speak, by listening to what is being said and what is not being said, we will have 15 minute check ins at the start of each session to allow you time to just be in the space and share what is going on.
	3. When voicing concerns or barriers we will do our best to take this seriously and support you by giving you help, time or space. We will endeavour to never make you feel like you are alone or incapable of completing a task.
	4. We will support you to enjoy or even love your job.
	5. We will endeavour to empathise with your situation at all times.
6. Allowing Emotions
	1. We encourage all emotions in the workplace and do not consider crying, being quiet or getting angry (and other forms of emotions) as unprofessional.
	2. We expect you to keep everyone else safe.
7. Allowing the expressions of thoughts
	1. We endeavour to listen to what is being said radically and to always try to empathise with what is happening without judgement.
	2. We will make space for people to express themselves.
	3. We will be quiet to we can listen.
	4. We know we don't always have to respond.
8. Swearing
	1. We encourage all forms of expression in the workplace and do not consider swearing unprofessional.
	2. However we ask you to assess your surroundings and who else is in the room.
	3. We do not encourage swearing when children are present.
9. Dependents
	1. We acknowledge the toll caring for a dependent takes on individuals.
	2. We will support you by speaking to you about your dependents and what kind of support you may need in this regard, be this time off, bringing dependents to the work place or identifying services that could support you.
10. Needing time off
	1. Just like for physical illness we will give you time off for mentally ill health.
	2. We will encourage conversations in the team about mental health to take away stigma and stereotypes.
11. Needing rest
	1. Rest is radical, rest is needed. Please ask us when you need to rest.
	2. How do you take rest?
	3. We will work with partners and funders to avoid putting unnecessary pressure on you.
12. Quiet spaces / Breakout rooms
	1. Some people requite quiet spaces they can make use of when they get overwhelmed or when there are too many people around them.
	2. What do you require in the space e.g. somewhere to lie down, blackouts, seating, a window etc.
13. Space for meditation or prayer
	1. We respect people's beliefs. This means we will endeavour to change our space or working methods to make you feel safe and welcome.
	2. Please let us know what and when you need space, time or a change in how things are done to accommodate your beliefs or faith.
	3. We will allow prayer or meditation breaks and endeavour to offer quiet spaces for this purpose.
14. Signposting to services
	1. We are an arts venue with no professional knowledge in regards to mental, physical illness or disability. However we want to offer support and we will pay for counselling or therapy hours (or other services) if we have the available funds.
	2. We will signpost you to relevant services in the community when we feel unable to support you. This will always be done with your permission.
15. Counselling
	1. Wherever financially possible we will support you with accessing counselling or therapy.
	2. If not possible we will signpost you to available services.
16. Travel & Accommodation
	1. Please tell us when and how you can use public transport options and if/when you cannot.
	2. Please tell us if you are travelling with a support worker driver or travel buddy.
	3. If we are booking public transport, then please inform us of any requirements - e.g. quiet coach, forward-facing seat.
	4. If we are booking your accommodation, please tell us if you need a quiet, private bedroom or one-bedroom apartment. Specify if a hotel, shared property, private Airbnb etc. is needed. Any physical access needs to be required for accommodation, e.g. lift, ramp, number of steps, bungalow, stairs, no spiral staircases etc.
	5. Any support necessary from the venue/partner organisation/workplace to communicate where the accommodation is and if you have arrived there safely.
	6. Any requirements around the venue/partner organisation/workplace arranging late check-outs (e.g. after evening performances)
	7. If you will be travelling with anyone else (e.g. a support worker, carer or access assistant), detail what accommodation arrangements need to be made for them (e.g. adjoining hotel rooms or 2 bed rented accommodation so that they are fully supported).

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