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**Writing your accessibility policy: a framework**

These points below will provide the framework for your accessibility document

* **Title**
* **Created date/updated date**
* **Preamble/Background/Purpose/Introduction**: one or two paragraphs that explains (for anyone who would not normally know) why your organisation has this policy.
* **Definitions:** You may want or need to define the terms used, such as the official name of the organisation followed by its working title if the two are different.
* **Responsibilities:** Brief paragraphs or bullet points that list what job title and/or department is responsible for designing and implementing the policy.
* **When will the policy be reviewed?** (Usually annually by the board).
* **Implementation:** It is important to state that the implementation of the policy via the action steps is the responsibility of *the whole of organisation,* as well as the key department/s*.*
* **Resources and costs:** If there are anticipated costs associated with the policy (e.g. staff time, web development, marketing, staff training), consult on these items and also refer to budgets in action plans.
* **Contact information:** Listthe office or unit with primary responsibility and their contact details. You may want to list the “stakeholders”: (i.e. staff and other interested parties) who had input into the document so they are not forgotten in the next review.
* **Review:** Put approved by (the board) date and then date of next review. Align this with the board’s annual policy review calendar so it is not missed and they can see actions have been taken.
* **Action steps (a supplement):** Series of steps (in bullet points if possible) that relate to the above policy statement and explains what, where and by whom. What steps/actions are being undertaken so that accessibility can happen? Include the assigned “job title role” and department (not person) in the organisation that has responsibility for action plans and further policy reviews.

**See example of an accessibility policy by NZ Chorus.**

