

Accessible Spaces Checklist

How to use the Accessible Spaces Checklist

Once you've decided where your event is taking place and know the spaces involved, you can then find the sections of the checklist you'll need to use.

You should always consider the items in the ['thinking about all Scout spaces'](#) section of the checklist.

The other sections cover [being indoors](#), [being outside](#), [Nights Away](#), [being online and in digital spaces](#), and [travel](#). They give more specific guidance relevant to that space. For example, if you're organising a Trustee Board meeting in a Group's usual indoor meeting place, you should consider the items in the 'thinking about all Scout spaces' and 'thinking about being indoors'.

Use the checklist throughout your planning

For this tool to be as useful as possible, try and use the checklist at multiple points during your planning process. Some items on this checklist are relevant for early stages of planning, such as deciding on your venue. Others, such as sharing resources in accessible formats, may not be relevant until later in the planning process.

Anyone involved in running the event, activity or meeting should work together to consider each item on the checklist, which may involve speaking to relevant members, parents and carers, or volunteers.

Use the checklist to reflect

After the Scout activity, meeting or event has happened, you can use this tool to reflect on what worked well, what could've gone better, and what could be improved if you did it again.

You should also give any attendees, including young people, the opportunity to share what they think went well and what could be improved. You may wish to share this resource with them to support conversations and reflection sessions.

Have conversations

Try not to use this tool as a replacement for talking directly with volunteers or young people and their parents or carers about their individual needs. They're the experts for their own needs. Our guidance around [working in partnership with parents and carers](#) is designed to help you have these conversations.

Alternative formats

This is the PDF version of the Accessible Spaces Checklist, intended to be used as a printable resource. Use the column on the right-hand side to tick items you've completed or cross off items that aren't relevant to your space.

You may want to keep notes alongside this checklist for things that have multiple steps or that you need to return to later. Each section of the checklist is on a separate page, so you only need to print out the relevant pages for the space you're organising.

A plain text version of this resource can be found on the Scout website by visiting the [Accessible Spaces Checklist webpage](#).

Example

1st Anytown Scout Group are holding a Beaver Sleepover at their usual meeting place, a rented building near the town centre. Throughout their planning process, they use the Accessible Spaces Checklist to help make their event more accessible for attendees with additional needs. For this specific event, the planning team decide the relevant checklists are 'all Scout spaces' and 'being indoors'.

As the sleepover is taking place in their usual meeting place, the 'being indoors' checklist has been used to carry out routine accessibility checks on the building by the Group Lead Volunteer and their team. This means some of the items on this checklist were not carried out specifically for this event, but the notes have been carried over from when the checklist was used to assess the building.

Thinking about all Scout spaces

Here's a list of things you should consider in all Scout spaces, from Section nights, Trustee meetings, and Beaver sleepovers, to international camps, visiting a fire station and kayaking on the local river:

All Scout spaces		
Have you...	Done	Notes
<p>Shared the Yellow Card with all attendees, as well as parents/carers of all young people attending?</p> <p>Made sure all adult volunteers have read and understood it?</p>	✓	<p>We have the Yellow Card displayed in multiple places in our usual meeting place. It is also included in the pre-Nights Away pack that we give to parents/carers in advance of the event.</p> <p>When new volunteers join our group, our Group Lead Volunteer makes time to go through any policies or learning with them to make sure they understand them.</p>
<p>Given everyone (including volunteers, parents/carers, or support workers) opportunities to share their own or their young person's access needs?</p> <p>Done this in plenty of time to accommodate any adjustments and follow up with people where needed?</p>	✓	<p>We follow up with parents/carers around any information provided on the Activity Information Form. We give parents/carers and Beavers the opportunity to have a conversation with a member of our team to discuss and make plans for any access requirements.</p> <p>In this instance, one parent requested a 1-1 meeting to discuss the young person's medication needs.</p>
<p>Shared access need requirements with the relevant and appropriate volunteers and site managers/owners?</p>	✓	<p>All access needs are shared with the volunteers attending the event. In this case, this is the usual Beaver Volunteer team and two volunteers from another Section within our Group.</p>
<p>Checked individual support plans or adjustment plans that're in place?</p>	✓	<p>We check in with our parents/carers ahead of events to see if there is any information that needs updating.</p>

All Scout spaces		
Have you...	Done	Notes
Remember, this information should be reviewed regularly, such as on a termly basis.		In this instance, all of the information is up to date and just needs to be shared with the extra volunteers attending the Beaver sleepover so they can provide appropriate support when needed.
<p>Considered reasonable adjustments and support needs in risk assessments?</p> <p>This may include:</p> <ul style="list-style-type: none"> having additional volunteers above the required Adult to Young Person ratios present (See POR 4.4.1 – 4.4.6) any equipment or physical changes to the space. For example, if you're using a temporary ramp, it needs to be risk assessed. 	✓	One of our volunteers needs a raised camp bed to sleep in. This was included in our risk assessment as a potential trip hazard.
<p>Planned safe escape routes from the premises for everyone involved?</p> <p>Make sure:</p> <ul style="list-style-type: none"> your assembly points are accessible to someone using a mobility aid (such as wheelchairs) or with a visual/hearing impairment you have Personal Emergency Evacuation Plans in place where needed. Use the government's Fire safety risk assessment: means of escape for disabled people to help you. 	✓	<p>The week before the Beaver sleepover, we'll do a walkthrough of the evacuation protocol with the young people during a Beaver meeting. This is part of their Safety badge.</p> <p>Throughout the event, we'll make sure the accessible exit is kept clear, including making sure that no parked cars block the ramp.</p>
Provided appropriate disposal methods for sharps, contaminated waste, and period products?	✓	A sharps bin is kept in a secure location that young people don't have access to and there are hygiene waste bins available in

All Scout spaces		
Have you...	Done	Notes
This waste may need to be appropriately stored and disposed of afterwards.		all bathrooms in the building. Disposal of this waste is part of the typical upkeep of this building.
<p>Shared location information, including parking and accessibility details?</p> <p>You could also include images, videos, or 3D tours and a list of available facilities.</p>	✓	While our young people are familiar with the building, we share images of how the room is set up for Nights Away events in our pre-Nights Away pack because this looks different to usual.
<p>Shared an itinerary?</p> <p>Make sure your itinerary:</p> <ul style="list-style-type: none"> allows enough time for moving between activities (including time for movement/refreshment/sensory breaks and time for those with limited mobility) is shared with your Group in advance includes breaks during longer activities for movement/refreshment/sensory needs clearly lists timeframes, such as 9:00am-9:15am (15 minutes) 	✓	We share an itinerary as part of the pre-Nights Away pack. This has activity summaries and timings, as well as images and symbols to make this accessible to Beavers.
<p>Provided short, clear, and direct instructions/details at the start of activities?</p> <p>Make sure:</p> <ul style="list-style-type: none"> people can access information and instructions throughout you provide verbal and/or visual prompts and reminders when coming to the end of activities. 	✓	One activity taking place during this event is making a turtle out of recycled materials. We have made examples of the craft at different stages so the Beavers have a visual step-by-step of how to complete the activity. One of our volunteers will be responsible for giving verbal prompts and countdowns throughout the activity.

All Scout spaces		
Have you...	Done	Notes
Provided visual supports that are long-lasting for weekly use, outdoors, trips, local events or Nights Away?	✓	A visual timetable will be on display on our noticeboard throughout the Beaver sleepover and this will be used by our volunteers to help Beavers move between activities.
<p>Provided alternative forms of information for those who need it?</p> <p>This might include:</p> <ul style="list-style-type: none"> • large text • easy read • different coloured backgrounds • transcripts • visual and audio resources • Braille • dyslexic-friendly fonts • good contrast between text colours and the background colour. 	✓	Of the pre-Nights Away packs that were given to parents/carers and volunteers, we created two on different coloured backgrounds and one was shared online instead of on paper. Before distributing the packs, we asked what the best way for people to receive the information was so we could meet everyone's needs and avoid creating unnecessary paper waste.
<p>Put hearing loop system in place if needed?</p> <p>Checked your presenters/speakers/volunteers know how to work this?</p>	✓	N/A
Provided a British Sign Language (BSL) interpreter if needed?	✓	N/A
Given advance warning for any flickering lights, strobe lighting or flash photography?	✓	N/A
<p>Provided suitable equipment for everyone to take part in activities?</p> <p>If you need specialist equipment, see if you can borrow it from another Group or apply to the Additional Needs Grant.</p>	✓	The volunteer who needs a raised camp bed brought their own from home.

All Scout spaces		
Have you...	Done	Notes
<p>Planned activities and games so they're accessible to everyone who wants to take part?</p> <p>All our activities on the Activity Finder have advice on how to adapt activities to make them more accessible.</p>	✓	Several of our Beavers struggle with the competitive nature of some games, so we have organised non-competitive games for this event.
<p>Planned some alternative activities (quieter, less physically and mentally demanding) that can run alongside the wider group?</p>	✓	There is a quiet corner available that has colouring in and puzzle games that are themed around the term's badge work. The quiet corner also has a Lego station where Beavers can work on their Builder badge throughout the term if they don't want to take part in other activities.
<p>Considered adapting badge requirements?</p>	✓	N/A
<p>Adapted the uniform requirements to meet anyone's accessibility needs?</p> <p>See POR 10.3 Safety Considerations, 'The wellbeing of members must take precedence over formality of dress' and 10.11 Special Groups Uniform.</p>	✓	N/A, this is a non-uniformed event
<p>Made sensory aids, such as fidget toys and ear defenders available?</p> <p>You could encourage people to bring their own or provide them.</p>	✓	A sensory toolkit is available for those who need it. This contains sensory regulating tools, such as finger tracing patterns, tactile fidget toys, spare ear defenders. Attendees are encouraged to bring their own fidget toys and ear defenders if needed.
<p>Made quiet spaces available, such as a sensory room/tent/area?</p> <p>National Autistic Society has more information available around creating accessible environments.</p>	✓	There is a quiet corner available for young members with quiet activities. This is where the sensory toolkit is kept.

All Scout spaces		
Have you...	Done	Notes
<p>Provided space for service/support dogs to attend with room for them to stay next to their human?</p> <p>Made sure you have a designated space for dog toileting needs and another for them to eat and drink?</p>	✓	N/A
<p>Considered dietary requirements if you're providing catering?</p> <p>When thinking about dietary requirements, consider intolerances, allergies, food and texture sensitivities, eating problems, eating disorders and any other medical needs, such as diabetes.</p>	✓	Several of our young people have nut allergies, so care was taken to make sure no products containing nuts were on the meal plan. We've also asked attendees not to bring any nuts if they want to bring their own snacks (eg. chocolate).
<p>Provided any meal plans in advance?</p>	✓	Meal plans are shared in advance as part of the pre-Nights Away pack. This allows us to make any adaptations. In this instance, one Beaver will be bringing a packed lunch instead and we will be making a separate portion with texturally challenging ingredients removed for another.
<p>Made people aware if they'll need to stand?</p> <p>Make sure:</p> <ul style="list-style-type: none"> • you reserve seating for people who may need it • the seating is accessible (for example, has backs) • someone in a wheelchair can navigate the space and feel included in standing activities and seating arrangements. 	✓	N/A
<p>Provided reserved seating/standing at the front for anyone who may need to lip read or has visual/hearing impairments?</p>	✓	N/A

Thinking about being indoors

Here are all the things you need to consider when running a Scout activity, meeting, or event indoors:

Being indoors		
Have you...	Done	Notes
<p>Checked nearby parking and travel to the building is accessible?</p> <p>This includes:</p> <ul style="list-style-type: none"> onsite parking disabled parking bays suitable public transport options available suitable walking routes and safe crossing points for people to cross any roads to get to the building. 	✓	The building has its own car park and is situated on a residential street with traffic calming measures.
<p>Checked pavements and pathways around the building are wide, smooth, and well lit?</p>	✓	We have installed new motion sensor lights outside of the building. There are some broken pavement tiles on the paths near the building.
<p>Checked the kerbs near the building dropped or if there's kerb ramps available?</p>	✓	There are dropped kerbs outside the entrances to the building.
<p>Made sure there's an accessible entrance to the building?</p> <p>This includes:</p> <ul style="list-style-type: none"> clear signage good lighting a ramp automatic doors or doors that can be safely propped open. Always consider fire safety when propping doors open. 	✓	Our trustee board has allocated some funds to add clear signage to the accessible entrance.

Being indoors		
Have you...	Done	Notes
<p>Checked whether someone may need to climb stairs to reach the space inside the building?</p> <p>If so:</p> <ul style="list-style-type: none"> • Do these stairs have handrails? • Are the steps clearly defined with yellow markings? • Is there an alternative lift, stairlift or ramp? • Could you use a downstairs or ground floor space instead? 	✓	N/A
<p>Made sure internal doors, passageways and turning areas are wide enough to fit comfortably through in a wheelchair and mobility scooter?</p>	✓	Using average measurements, we realised the internal doors are not wheelchair accessible. We are planning to meet with the building owner to see if we can make any changes to improve the accessibility of the building.
<p>Checked doors are light enough to be opened or propped open safely?</p> <p>Always consider fire safety when propping doors open.</p>	✓	Doors are light enough to be opened.
<p>Checked glass doors are clearly marked?</p>	✓	N/A
<p>Provided clear signage, including size, colour, and placement?</p> <p>Provided braille, visual image, audio or large print alternatives?</p>	✓	For the Beavers sleepover, we have made sure that off limit signs are positioned correctly for Beavers to see them.
<p>Checked there are accessible bathroom and kitchen facilities, including showers if needed? And are these clearly signposted?</p>	✓	All section volunteer teams are

Being indoors		
Have you...	Done	Notes
		responsible for regularly checking the safety cord in the bathroom is hanging freely.
Do you have a RADAR key if needed?	✓	N/A
<p>Tested the room acoustics?</p> <p>You should check if:</p> <ul style="list-style-type: none"> • people at the back of the room can hear clearly • you can dampen echoes • there's noise interference from attached rooms or outside. Remember to check this with the windows open and closed, and with and without heating systems operating. 	✓	We keep the kitchen hatch closed when not in use as this interferes with the room acoustics.

Thinking about Nights Away

Here are all the things you need to consider when going on Nights Away:

Nights Away		
Have you...	Done	Notes
<p>Thought about how you can help those attending know what to expect on a Nights Away event?</p> <p>You could hold a meeting or camp preparation session for young people, volunteers and parents or carers.</p> <p>This could include:</p> <ul style="list-style-type: none"> • a practice run of setting up tents and sleeping bags • chatting about how sleeping in a tent sounds and feels, what to do if you wake up in the night, how to respect each other's privacy, feeling homesick, and more • making sure people have the chance to ask any questions they might have. 	✓	<p>The Beaver meeting the week before the event will be focused on supporting the young people to attend. It will also contribute to several badges for the Beavers. This includes:</p> <ul style="list-style-type: none"> - running through evacuation plans in case of emergency - holding a log chew (informal forum) for the young people to ask questions, share worries about the event, and get support from other Beavers - getting the Beavers used to some of the changes that will happen for the sleepover. For example, we will practice sleeping in the dark and play sleeping lions with the lights turned off. <p>Other information to help Beavers prepare for the event is included in the pre-Nights Away pack that we have shared with parents/carers and volunteers. This includes the itinerary, meal plans, pictures of the room set up, and a code of conduct (including how to respect other's privacy and keeping their belongings together).</p>
<p>Made plans for any incidents or accidents, such as bedwetting, sleepwalking or sickness?</p> <p>This may include:</p> <ul style="list-style-type: none"> • keeping floors clean and tidy for any who may sleepwalk or having extra supervision in place • having discrete disposal methods for bedwetting products, such as pull-ups. 	✓	<p>All young people will be given an individual spot to keep all of their belongings together and out the way so the floor can be kept clean and tidy.</p> <p>Individual plans have been made with parents/carers for any young people who are at a higher risk of having bedwetting and/or sleepwalking incidents. We have spare clothes and bedding in case of any unforeseen incidents. All young people will be reminded what they should do if they have an accident or feel unwell/scared during the night at the beginning of the event.</p>

Nights Away		
Have you...	Done	Notes
<p>Planned how people are getting their belongings from the drop off point to their accommodation?</p> <p>If people aren't able to do this, make sure there's other options available. For example, could they bring their car onsite to unpack?</p>	✓	N/A
Offered indoor accommodation to those who need it?	✓	N/A
Planned how and where attendees can store motorised equipment, such as electric wheelchairs and scooters that need to be stored under cover?	✓	N/A
<p>Got access to plug sockets and fridges?</p> <p>For example, to charge mobility aids, charge spare batteries, or store medication in fridges.</p>	✓	The building has access to mains and has a fridge in the kitchen.