Document Still under Construction

VERSION 1: Accessibility Statement

USING THE WEBSITE (ie 'things that work well')

Instances of 'click here' have been replaced with more meaningful descriptions of where the link will take the user.

Keyboard only navigation is quite good but could do with improvement. Check number of keypresses to get around the screen.

Screen reader (for the blind) works quite well.

Colour contrast – need to check it again. Comment seems to be lost.

HighContrast (Chrome) showed only 3 errors.

Navigation by headings (using Headings Map Plugin) works quite well. Need to revise numbers a little.

TIPS & TOOLS (ALSO REPEATED IN THE TIPS & TOOLS DOCUMENT)

1) **COLOUR/CONTRAST OPTIMISATION**. You can change colours instantly by using the extension:
'HighContrast'for the Chrome browser:
https://chrome.google.com/webstore/detail/highcontrast/djcfdncoelnlbldjfhinnjlhdjlikmph?hl=en
or
'NoSquint' for the Firefox browser: https://addons.mozilla.org/en-US/firefox/addon/nosquint/

2) **MAGNIFICATION OF TEXT**. You can use CTRL + to magnify the text on the screen and CTRL – to make it smaller again.

3) '**TEXT TO SPEECH' TOOL FOR TEXT SELECTED BY THE USER**. Use the extension 'Selection Reader (Text to Speech) for Chrome
https://chrome.google.com/webstore/detail/selection-reader-text-to/fdffijlhedcdiblbingmagmdnokokgbi
or
The Southampton AT bar for Windows https://www.atbar.org/atbar-windows/

4) **'SCREEN READER'** plugin (for the blind user). Try ChromeVox:
https://chrome.google.com/webstore/detail/chromevox/kgejglhpjiefppelpmljglcjbhoiplfn
Note that **to** enable or disable it you need to go into Chrome > More Tools > Extensions to switch on/off.

5) **NAVIGATION BY HEADINGS** (using Headings Map Plugin).

Headings Map plugin for Chrome available at:
https://chrome.google.com/webstore/detail/headingsmap/flbjommegcjonpdmenkdiocc lhjacmbi?hl=en
Headings Map plugin for Firefox available at:
https://addons.mozilla.org/en-GB/firefox/addon/headingsmap/

Editing work on this document done up to this point – 27/12/2019

HOW ACCESSIBLE IS YOUR WEBSITE (ie 'things that may be a problem)

How can you save people wasting time trying to do something that you know won't work?
Add your brief notes here:
Check whether you can get everywhere without using a mouse!
Check whether you can't get to some options from some web pages.
Positive focus: "We know there are errors that are non-compliant. We don't want you to waste your time trying to do x, y and z"

WHAT TO DO IF YOU CAN'T ACCESS PARTS OF THE WEBSITE (ie known unknowns)

You need to consider what formats you currently offer, how you might go about offering other formats, who would handle the requests. Who would be responsible for providing them? This information may already be in place in which case you might simply add a link from the accessibility statement.
Add your brief notes here:
Note questions for other people involved to consider

REPORTING ACCESSIBILITY PROBLEMS (ie unknown unknowns)

How do people inform you or your colleagues about accessibility problems you're not already aware of? What do they do if they're not happy with the answer?
Add your brief notes here:
 Note questions for other people involved in the process to consider
How do people report this? Should there be a reporting form?
Distinguish between things we can fix and things we need the web site creator to fix. May impact on length of time to fix. Need to give clarity to the user. Need good feedback loop to user. Don't leave them hanging.
What to do if user not happy with the answer. Escalation process. What would we do?
Need to get the Council involved. The Clerk shouldn't be making all the decisions.

CONTACTING US BY PHONE OR VISITING US IN PERSON

Different people have different accessibility needs. How can you help a disabled person contact you in the way that will work best for them? Is your office wheelchair accessible? Where's the disability parking? What are phone or email options etc.? This information may already be in place in which case you might simply add a link from the accessibility statement.
Add your brief notes here:
Put info on web site as well as in Accessibility Statement.

TECHNICAL INFORMATION ABOUT THIS WEBSITE'S ACCESSIBILITY

This website is partially compliant with the Web Content Accessibility Guidelines version 2.1 AA standard, due to the non-compliances listed below.

ISSUES WITH TECHNOLOGY

CAN BE REPETITIVE IN THIS SECTION. Need to be more specific on some things.

This is the hardest bit and will require quite a detailed familiarity with your accessibility features. It involves expanding the known issues in the section 'How accessible your web site is', describing the problem in more detail and saying what you're doing about it (or not doing about it if you are claiming exemption).

You may need to speak to your website provider about the timescale or cost involved in fixing problems you identified.

As a rough guide, here's a list or easy to hard things to fix.

Easy to implement or test

> Page titles
> Meaningful hyperlink text -
> Text alternatives for images (where needed). Mark as decorative or add null alt text for eyecandy.
> Transcripts for video or captions
> Colour contrast
> Captions for video
> Heading structure for pages
> Reflow and magnification
> Skip links for keyboard users
> Keyboard accessibility for menus, video controls etc.
> Scene description for video
> Sign language for videos
> Screenreader accessible forms and interactivities
> Screenreader error trapping

Challenging to implement or test

Within this section you will explain any compliance failures that you know about but can't tackle for one reason or another - for example Disproportionate Burdens or out of scope content (e.g. Archives).

Add your brief notes here:
Need to give people specific info.
NEED TO DO OWN INTERNAL RISK ASSESSMENT. Whoever makes the decision is responsible for that decision – should be the Parish Council who makes the decision.

HOW WE TESTED

This is designed to demonstrate both confidence and competence so it covers

- when the testing was done (the accessibility statement is expected to be updated annually)
- who tested it and how pages to be sampled were chosen, e.g*., We tested it ourselves etc. as we have technical competence and to keep budget down.*
- a link to your test report.

Add your brief notes here:

WHAT WE'RE DOING TO IMPROVE ACCESSIBILITY

This section may have been covered adequately in the section on Issues with technology above but if not, then this is a good opportunity to identify your accessibility priorities. You are NOT expected to be perfect in one go but you ARE expected to have clear actions that progressively reduce barriers for your users.

Add your brief notes here:

THIS IS A KEY PART OF THE STATEMENT. SHOWS ATTITUDE AND COMMITMENT TO MAKING SITE MORE ACCESSIBLE.

EXPLAIN PLANS FOR THE FUTURE, IF ASPECTS NOT COMPLIANT NOW. HAVE TO EXPLAIN IT AGAINST BUDGET CONSTRAINTS.

CONCLUDING REMARKS

This is not a one off exercise. You are expected to update the statement annually and reduce 'disproportionate burden' claims as your expertise and awareness improves. Keep this document safe.

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Further references:

View the legislation in full

Link to sample statement from GDS

Gov.uk provide guidance on making your website accessible and publishing an accessibility statement. It's useful but quite generic. It covers these areas:

1. Deadlines
2. 1. Decide how to check your website or app for accessibility problems
3. 2. Make a plan to fix any accessibility problems you find
4. 3. Publish your accessibility statement
5. 4. Make sure new features are accessible
6. Get support or advice

The gov.uk website will add guidance over the next few months; check back regularly.

In the meantime you may find this detailed guidance prepared by the University of Kent and Kent County Council to be a useful background.

Nice example from

Kent County Council - https://www.kent.gov.uk/about-the-council/about-the-website/accessibility-statement

NHS - https://digital.nhs.uk/about-nhs-digital/accessibility