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| **360 Accessibility Audit****Section 12 – Books, leaflets and screens** |
| Completed by |  |
| Question | Comments and action |
| Are your service and hymn/song books readable – minimum 12 point font with 1.5 line spacing. |  |
| Are service and hymn/song books provided in large print? (Minimum 18 point font) |  |
| If you project liturgy and songs/hymns on a screen, is a large print printed version available for those who cannot see the screen? |  |
| Note: It is good to talk to those you know who require large print to see how large and what colours and contrast is best for them. Minimum large print is 18 point font with good line spacing. Many find cream or yellow paper easier to read but others may have a personal preference. |
| Do you think about Dyslexic readers (1 in 10 of your congregation) when producing service sheets, publications, emails and circulars? |  |
| Note: Making your printed material and communications more accessible for dyslexic readers will in fact make them more accessible and understandable for everyone. Using clear fonts, well ordered paragraphs and sections, concise text and language, printing black text on pastel colours and matt paper. A useful downloadable guide can be found at: <https://www.bdadyslexia.org.uk/advice/employers/creating-a-dyslexia-friendly-workplace/dyslexia-friendly-style-guide>Other useful guidance can be found at:<https://www.dyslexic.com/quick-guide-making-content-accessible/><https://exceptionalindividuals.com/about-us/blog/our-top-10-dyslexia-friendly-fonts/> |
| Is it possible to post the liturgy and song words for download from your website the day before the service for conversion to accessible formats?  |  |
| Note: Those who use braille can load onto a portable braille display to use during the service etc. Others might bring an iPad and view the service in large print and suitable contrast during the service. Someone interpreting for a Deaf or deafblind person can do this better if they have read the liturgy beforehand. People with sensory processing issues often like to know what is going to happen before they attend. |
| If you use a screen, is it possible to connect a device via ‘Bluetooth’ so the display can be viewed on a phone or tablet in the pew? |  |

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| If you have a main screen at the front, do you have smaller monitors around the building that people can get closer to? |  |
| Do you have any liturgy or hymns available in Braille? |  |
| Do you publish news sheets? If so, are these readable and available in large print and Braille? |  |
| Is the news also posted on your website for those who use screen readers to access? |  |
| Could you produce an audio recording of your news sheet that can be distributed on CD and/or posted on your website/Facebook page? |  |
| If you use a screen, are the operators trained and confident in using the technology? |  |
| When using a screen, do you use colours that give maximum contrast and readability? |  |
| If you use worship videos downloaded or from other sources, do you make sure the words are well presented and readable? |  |
| Do you think about the images you project and how these might be triggers for some conditions? |  |
| (Note: Intentional or unintentional flashing images and fast moving slides can be difficult for people for a whole variety of reasons. Particularly for those with some eye conditions, people with epilepsy and those who are autistic. Getting the font size and colour contrast right for projections is vital. See Grove Book W 247 ‘How to present words for worship in print and on screen’ for a useful guide. |
| Are PowerPoint slides read or explained for those who cannot see them? |  |

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| Are video clips audio described as they happen? Are there subtitles? |  |
| (Note: Video soundtracks can be difficult to hear using a hearing aid and hearing loop because of the combination of dialogue and music/background noises. Subtitles will increase access for those with hearing loss but make sure these are really readable. |