**Process for requesting building adaptations for children with physical disabilities**

There are times when a child attending a school will require some alterations to the environment to enable personal hygiene routines to take place; to facilitate independent mobility or to enable them to navigate around the schools with greater ease.

There is a duty and an expectation that schools will, in the first instance, make [**‘reasonable adjustments’**](https://www.equalityhumanrights.com/en/publication-download/reasonable-adjustments-disabled-pupils)in order to meet the needs of any disabled pupils (or adults who may work at or visit the school). Examples of reasonable adjustments might include:

* Identifying alternative routes around the school
* Swapping classrooms for a year group or particular subject
* Rearranging classroom layout and furniture
* Undertaking general maintenance work that could affect any child, such as repairing broken slabs

The Authority also expects that schools will undertake works that amount to £500 or less. However, in some instances it is not possible to meet all needs through considering existing alternatives, and building adaptations may need to be undertaken. If such a need is identified, there is a procedure in place to assess the need and consider whether adaptations are possible:

1. School notifies PNI Specialist Teacher (or PNI ST identifies the need themselves)
2. PNI Specialist Teacher liaises with any relevant therapists and will visit the school to make preliminary assessment of the need and identify possible solutions
3. PNI Specialist Teacher submits a report to the Access Initiative Meeting panel (AIM), outlining the recommendations for their consideration. The Panel meets approximately half-termly
4. AIM considers the request and, if agreed, a surveyor will be commissioned to undertake a feasibility study (often together with the PNI Specialist Teacher)
5. The feasibility study and estimated costs are resubmitted to the AIM Panel, who consider them and make a decision whether to proceed with the work or not
6. If agreed, the surveyor liaises with the school and puts the project out to tender. The surveyor is the key person in overseeing the project until completion

If you have any queries regarding building adaptations in schools, please contact your PNI Specialist Teacher.