

# Access and inclusion checklist (General)

## For Volunteer Involving Organisations

**Acknowledgement:** This resource has been adapted from the MAGIC Project resource developed at Sector Connect Incorporated. Please refer to the resource 'Missed Business Guide' for further detail on the access and inclusion checklist: <https://sectorconnect.org.au/wp-content/uploads/2023/04/SC-updated-missed-business-guide-06-22-003.pdf>

Does your organisation:	Yes	No
<b>Promote inclusive communities</b>		
Welcoming attitude toward all volunteers, regardless of difference in ability, culture, language, religion, gender, or sexuality		
<b>Think differently about volunteer service</b>		
Staff who treat volunteers of all abilities with respect		
Staff who are willing to assist		
Staff who communicate clearly		
Staff who are trained in emergency evacuation procedures to assist all volunteers, including those with disability		
Welcoming staff trained in disability awareness		
Alternatives to visible and audible information		
Information available in alternative formats, e.g. large print		
Accessible website or social media, e.g. Facebook, with information about services		
<b>Celebrate diversity</b>		
Celebrations/events/activities to mark important times such as International Day of People with Disability, various awareness days/weeks		

Does your organisation:	Yes	No
Make sure it is easy and safe to use		
Clear path of travel into premises		
Accessible parking close to the premises		
Accessible public transport close to the premises		
Wide self-opening or easy to open doors		
Colour contrast door frames		
Step free access		
Handrails and contrasting edges on any steps		
Clear internal and external signage		
Clear and wide internal walkways		
Accessible height service or reception counters		
Information/brochure displays at an accessible height		
Good internal and external lighting		
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Low pile carpet or slip resistant flooring		
Ramp or lift access to all levels		
Seating is available if volunteers need to wait		
Access to a clearly marked accessible toilet		
Colour contrast between walls, floors and fittings		
Consider the benefits of including people with disability		
Accessible and equitable volunteer recruitment processes		
Volunteers with disability		
Volunteers who are carers of people with disability		
Flexible working conditions		
Provision of reasonable adjustments for volunteers with disability		
A clear policy around workplace diversity		
Comments		
Recommendations		