

Digital Access Requirements Form 20/21

BOP is committed to creating working environment which is as accessible as possible for each person we work with - even when we are all working remotely.

This form is sent to everyone we work with to help us identify the best ways to provide what you need in terms of access, communication and the environment you work in.

This is not an equality monitoring form (these are issued separately, are anonymous and are about us understanding the makeup of our company and who we work with).

This form is broken into several sections, these are:

- Communication
- Hearing support
- Physical and Environmental
- Sighted Support
- Mental Health and Wellbeing

Please complete the sections relevant to you and provide as detailed answers as possible.

We will use this information to help us to support you & build your access requirements into our project and production planning. All information is kept confidential.

Depending on how many sections you complete this form may take between 2-8 minutes to complete.

If you have any questions do not hesitate to get in touch.

* Required

Email address *

Your email

Next

Page 1 of 7

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Digital Access Requirements Form 20/21

* Required

Communication

Please use this section to tell us about your communication requirements

Tell us how you are comfortable being contacted by us by ticking the relevant box next to each contact method: *

	Preferred contact method	This contact method is fine	This contact method is ok	I do not to use this contact method unless absolutely necessary	I cannot use this contact method
Email	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Text message	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Phone call	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
WhatsApp voice message	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



What online meeting types are you happy to use? (tick as many as apply) We will discuss our use of different digital platforms in due course: *

- Video call
- Voice only call (online)
- Instant messaging (typed text)
- Other:

What format do you require written information to be in e.g. resources, scripts, schedules: (please tick) *

- Standard
- Large Print
- Screen reader compatible
- Audio
- Specific text / background colours
- Other:

Is there any other information about your communication requirements that you feel it would be useful for us to know? (e.g. I use speech to text in order to communicate in writing, I may be unsure about when it is my turn to speak etc.).

Your answer

[Back](#)

[Next](#)

Page 2 of 7

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Digital Access Requirements Form 20/21

Hearing support

Please use this section to tell us if you have any d/Deaf or hearing impaired access requirements.

Do you require any of the following communication support during online meetings?

	British Sign Language	Sign Supported English	Lip Reading	Speech to text
Yes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
No	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Is there any other information about your hearing support requirements that you feel it would be useful for us to know? (e.g. not sure how to access Sign Language Interpreter on Zoom, preferences around how you interact during video calls)

Your answer

[Back](#)

[Next](#)

Page 3 of 7

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Digital Access Requirements Form 20/21

Physical and Environmental

Please use this section to tell us about any environmental access requirements that we may need to consider in relation to your digital working

Is there any information about your physical / environmental requirements that you feel it would be useful for us to know (e.g. flexible start / finish times due to fatigue or pain, seizure information etc.).

Your answer

[Back](#)

[Next](#)

Page 4 of 7

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Digital Access Requirements Form 20/21

Sighted support

If you have any visual impairment please provide details below.

Is there any information regarding your sighted support requirements that you feel it would be useful for us to know? (e.g. do you use a screen reader, your preferences around how you interact during video calls, etc.).

Your answer

[Back](#)

[Next](#)

Page 5 of 7

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Digital Access Requirements Form 20/21

Mental Health and Wellbeing

Please provide us with information that will help us to support your wellbeing during your time with us.

Is there any information regarding your mental health and wellbeing requirements that you feel it would be useful for us to know? (e.g. flexible start / finish times, things which may be triggering, what you need during a panic attack etc.).

Your answer

[Back](#)

[Next](#)

Page 6 of 7

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Digital Access Requirements Form 20/21

Anything else?

We have tried to cover the most common access requirements / barriers people may face within this form. However, we understand that working remotely is very different to working in-person. If there is anything we missed or more information you would like us to know please use this section to do so.

Do you have a Personal Assistant?

- Yes, I require them to be present at all online meetings
- Yes, I may require them to attend some of the online meetings
- Yes, but I don't require them to attend any of the online meetings
- Sometimes - Please provide more info below
- No
- I prefer not to disclose this information

Any further information about your Personal Assistant(s) that you feel may be relevant for us to know.

Your answer

Please let us know anything else that you feel will help us to work together effectively:

Your answer



Send me a copy of my responses.



[Back](#)

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Page 7 of 7

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