

# Digital Accessibility Policy

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## **1.0 Introduction**

- 1.1 The University aspires to make digital content and systems as inclusive and accessible as possible. It also has a legal duty to meet relevant regulations in this context, such as the Equality Act 2010 and the Public Sector Bodies (Websites and Mobile Applications) Accessibility Regulations 2018 (the regulations)
- 1.2 The Equality Act 2010 includes a general duty to make reasonable

3.5 The policy does not apply to:

3.5.1 Any digital system that is not funded, controlled, or developed by the

- 4.8 If something is not in an accessible format, and an alternative format is requested by a user, the University shall provide an accessible format to the user.

## **5.0 Governance, Roles and Responsibilities**

- 5.1 A governance structure for digital accessibility is outlined below to support the statements set out in this policy.
- 5.2 Digital Governance Group is accountable for ensuring that the University adheres to The Regulations.
- 5.3 Digital Accessibility Officer is accountable for developing a suitable strategy and framework to support the University in meeting its accessibility goals and for monitoring and enforcing its implementation.
- 5.4 Digital Accessibility Officer will be responsible for addressing queries regarding technical compliance with accessibility web standards and for resolving issues where reports of non-compliance with standards are identified across the University. The Legal Services Department will advise and support the Digital Accessibility Officer to resolve issues where incidences of non-compliance with the Accessibility Regulations are identified with the University.
- 5.5 Accessibility Champion for each School and professional services function will be identified to support colleagues in meeting the accessibility regulations.
- 5.6 Digital Accessibility Officer  
Accessibility Statements and the overall consistency of information provided  
  
it meeting minimum legal requirements.
- 5.7 Sponsor of each digital system and service will be responsible and accountable for the accessibility of that digital system and service, and for creating, publishing and keeping accessibility statements up to date for their allocated digital system and service.
- 5.8 Digital Accessibility Officer will be responsible for the Creation and maintenance of accessible templates.
- 5.9 Digital Accessibility Officer will be central point of contact for staff and student requests for an alternative format where what has been provided does not meet the Accessibility Regulations or is required as a result of an agreed reasonable adjustment.
- 5.10 Cyber & Information Security Group will be responsible for carrying out a disproportionate burden assessment and reaching a conclusion, where Digital Accessibility Officer has determined that there is a case to consider.
- 5.11 All staff will be responsible for the compliance of any content they produce for a digital system or service, and for attending accessibility training made available by the University and observing the requirements of this policy,
- 5.12 If you experience any issue, please report it to  
**[WebAccessibilityTeam@reading.ac.uk](mailto:WebAccessibilityTeam@reading.ac.uk)**

- 5.13 Digital Governance Group are the owner of the Policy and if required will escalate to Governance
- 5.14 Digital Accessibility Officer is responsible for overseeing the training, and audits

## **6.0 Accessibility statement**

- 6.1 All distinct websites authored by the University, all individual modules on the VLE and all purchased third party software and web-based systems must have a published accessibility statement that is compliant with the Accessibility Regulations and guidelines laid out by the Government Digital Service (GDS).
- 6.2 EachEach

