Digital Accessibility Policy

1. Training

1.1. All CMS Users will be expected to attend 'Digital Accessibility Training for CMS Users'.

1.2. All staff who create content to be added to the University web site by CMS users will be expected to attend 'Digital Accessibility Training for Managers'.

1.3. All staff who create content on Blackboard will be expected to attend 'Creating Accessible Learning Materials' training sessions, or bespoke departmental sessions.

2. Guidance

2.1. Guidance and advice will be made available to all staff in order to enable them to meet accessibility standards.

3. Existing Content

3.1. All CMS users will be expected to review content they created prior to September 2019 to ensure that it is accessible.

3.2. Where existing CMS content is made available as an archive and is therefore outside of the scope of the legislation, users will inform the Digital Accessibility team, so this content can be excluded from compliance checks.

3.3. Where existing CMS content is still being actively used, the content must be updated to ensure it is accessible, with support from the Digital Accessibility team.

3.4. Staff who create content on Blackboard will be expected to review teaching materials created prior to September 2019 to ensure that they are accessible.

3.5. Existing teaching materials must be updated to ensure that they are accessible, with support from the Digital Accessibility Team.

4. New Content

4.1. All CMS users will be expected to follow the guidelines provided to ensure that their content is as accessible as possible.

4.2. All staff who create teaching materials will be expected to follow the guidelines provided to ensure that their content is as accessible as possible.

5. New Websites and Web-based Systems

5.1. Internal

5.1.1. When creating new websites or web-based systems, digital accessibility will be considered at an early stage in the process.

5.1.2. Websites and systems will be tested against the WCAG 2.1 AA digital accessibility standard to ensure compliance.

5.1.3. An accessibility Statement will be created in tandem with the development of the website or system, and this statement will be made available when the website or system is launched.

5.2. Third-party

5.2.1. Any third-party who is engaged to design websites or web-based systems must ensure they meet the WCAG 2.1 AA digital accessibility standard.

5.2.2. Evidence that the website or web-based system complies with the standards will be required before accepting delivery of the website or system.

6. Procurement

6.1. When procuring web-based systems and software, digital accessibility will be considered at an early stage in the process.

6.2. Digital accessibility requirements will always be part of the specifications used in the procurement process.

6.3. Systems or software which do not meet accessibility standards will not be purchased unless there is no viable alternative.

6.4. When reviewing or renewing web-based systems and software, digital accessibility will be considered at an early stage in the process.

6.5. If existing web-based systems or software do not meet accessibility standards, they will not be renewed unless there is no other viable alternative.

7. Communication

7.1. Methods of communication will be clearly stated so that users can contact us with queries and complaints related to digital accessibility.