



Disability Agenda Scotland (DAS) – Accessible Information Protocol

Accessible information requirements

1. As a principle, DAS commits that if someone needs a particular format, we will aim to provide it. You should be given information in a way you can understand. You can expect to be given information in a format or language that meets your needs (for example in audio format or British Sign Language (BSL)).
2. For any key publication, we will make this available in large print, audio CD, easy read, braille and BSL simultaneously. We will also provide the word document on request for people who use screen readers.
3. DAS will endeavour to provide information in accessible formats. All papers and documents will be available at the very least 12 Arial font.
4. We will also aim to provide papers in braille, easy read and other formats on request. However, it may not always be possible, given the key audiences and resources, to make all documents available in these formats.
5. If anyone (whether within DAS members, the general public or others) has any comments or queries about our publications and materials, whether in terms of content or format, we ask that they contact DAS to discuss and we will do our best to meet their needs and consider their feedback.

To note: There is a budget implication for the DAS budget and member organisations need to support DAS through time and cost. DAS member organisations will offer support in kind to deliver accessible formats of DAS materials to meet the communication needs of their membership.