



## Making sure everyone is included in your Fun Palace

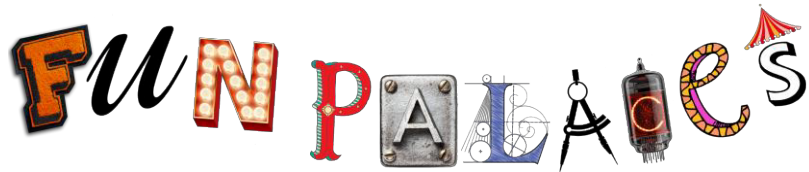
**Talk to people.** Connect with local branches of Scope, Mencap, Age UK, MIND, Connect the Elderly, and those running activities or taking part in activities around you. If you are able-bodied speak to people living with health conditions, disabled people, deaf/Deaf people about contributing as Makers as well as joining in.

**Be radically accessible** – pay attention to inclusivity from the start - make work and activities that others can join in. Could you ask a local BSL student to interpret for you on the day? Could they teach others at your Fun Palace to sign simple things? Can you find someone who could pick people up in the local area who would find public transport difficult to navigate? Pro-actively and radically accessible:

- Have you thought about making work for and with specific groups, or handing over for those groups to make for others? For example, reminiscence games, gardening, and music activities can be [incredibly beneficial people with dementia](#).
- The community around [Enabled By Design](#) list things that make their lives better/more fun, from [Wheelchair costume making](#), to [hacks around everyday life](#) to make tasks easier, better, and more simple.
- there's a great blog on our site from Annie Bannister about [making a sensory garden](#)
- Mencap have a good guide on [welcoming people with a learning disability to your venue](#) and [communicating with people with a learning disability](#)
- Age UK wrote a great blog for us '[Five Top Tips for Making a Fun Palace With and For Older People](#)'
- Voluntary Arts also have some great resources including [Events Checklist: disability and access](#), [Creating a welcoming environment](#) and [Welcoming people with a learning disability](#)

**One easy to adapt thing is your print** – from signs to programme notes, often they're too wordy and using a tiny font. Think about where signs are placed, the font type and size in handouts and produce a large print version for those who might prefer or need it. Here's a quick [guide from the Sensory Trust on font types and sizes here](#) and some great resources on the [Sign Design Society here](#)

There are **standards that websites should follow**, brilliantly [summarised here](#) by South Bank University, and small things can make a big difference – such as adding descriptions to key [image's 'alt' tags](#) so that screen readers can describe them.



There are also useful guidelines for online and offline content from the [British Dyslexia Association](#).

If you're producing video content and uploading it, **YouTube have a simple closed captioning feature** that will mean you can caption everything you upload – there are [really clear instructions here](#).

**Try to be clear about how accessible your venue is** – your Fun Palace pages allows you to list technologies that might be available and you can also explain more about how people can access the Fun Palace, as well as invite people to contact you if they have specific requirements you could adjust for. Check the basics; accessible toilets, wide corridors, good lighting, clear signage, tables that wheelchairs with arm rests can fit under, seating for those who cannot stand for long amounts of time. Does it have a hearing loop? Ramped access? Could you hire a ramp or hearing loop system for those with hearing aids, or ask a hearing loop or ramp provider to donate a system/ramp for the day of the Fun Palace?

**Actively think about how others access your activities, building, print, and online materials.**

A small amount of thought and time on your part will make a huge difference for someone else. Remember to delegate if you can – find someone with time to look after this one job, ask around if there are any occupational therapists, or teachers specialising in SEN, or health and social care professionals in your networks who will know this already and might be willing to help out.

**Above all, remember that Fun Palaces are about making *with* rather than *for*.**