

AUTHOR CARE

ACCESS REQUIREMENTS FORM



This form is based on the [Disability Arts Online Access Form Open Template](#). It is designed to provide support to disabled authors, neurodivergent authors and authors with chronic health conditions.

It is a confidential document, must only be shared with the consent of the individual, and must only be shown to relevant parties as agreed with the individual.

Purpose of this form:

- Provide a record of agreed support and reasonable adjustments
- Reduce the need to reassess adjustments for new contracts or projects
- Provide a basis for future conversations about support and reasonable adjustments
- Enable the author to raise awareness with others as they wish

This form covers societal and environmental barriers relating to:

- Disabled people with visible disabilities (such as wheelchair users)
- Those with non-visible or 'hidden' conditions or differences (such as people living with fluctuating health conditions and people with mental health problems)
- Neurodivergent people

Where this form will be kept and shared:

- The content of this form is strictly confidential
- The party contracting the author will keep a copy on the author's confidential record
 - In case of a change of contact within the contracting party, e.g. a change of editor or agent, the form will be passed confidentially to the new contact to ensure that all involved are aware of any agreements made
- The author will retain a copy to share with any relevant parties at their discretion
- This form should be re-submitted by the author in case of any changes to the author's access needs to ensure the support and any reasonable adjustments are still appropriate and effective

If you have any questions about the design or implementation of this Access Requirements Form, please contact the Society of Authors at info@societyofauthors.org

How to fill in this form:

Work through the sections, describing any reasonable adjustments you need in order to work.

You can find examples of potential requirements [here](#). Feel free to leave any irrelevant sections blank.

About This Access Requirements Form

To support the author's work, they request the following adjustments to help ensure they can contribute effectively and comfortably and complete the work agreed.

'Contractor' in this form refers to any party entering into a contract or agreement with the author e.g. an agency, publishing house, event or festival organiser.

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The Social Model

This document has been adapted from the [Disability Arts Online Access Form Open Template](#) to help agents, publishers, producers, venues, event organisers and other collaborators understand how they can best support the author with regards to their individual access needs.

This form uses the social model of disability. The social model of disability is the understanding that disability is something that is created by society. This is because disabled people face barriers that stop them from taking part in society in the same way as non-disabled people.

Consent To Process Special Category Data

The United Kingdom General Data Protection Regulation (UK GDPR) requires that we, [insert name of publisher or agency], treat all of your personal data with care. You will find full details of our privacy policy here: [insert link to the publisher or agency's privacy policy or description of where it can be found].

Certain types of data are referred to as 'special category data' and we are required to treat this data even more carefully. Indeed, we are prohibited from dealing with (referred to as 'processing') that type of data unless one of the six lawful bases for processing data exists and one of the ten exceptions set out in Article 9(2) of the UK GDPR apply. One of those exceptions is that you (the data subject) has given explicit consent to the processing of that personal data for one or more specified purposes.

Article 9(1) of the UK GDPR states that special category data is information that reveals a person's 'racial or ethnic origin, political opinions, religious or philosophical beliefs, or trade union membership, and the processing of genetic data, biometric data for the purpose of uniquely identifying a natural person, data concerning health or data concerning a natural person's sex life or sexual orientation'.

In order to support your physical and mental health conditions, we need to process special category data about you. The special category data that we need to process relates to:

- Health (your physical health, mental health and health conditions)
- Genetic data

We need to process your data generally for the purposes of:

- Providing you with support and reasonable adjustments
- Reducing the need to reassess adjustments for new contracts or projects

- Providing a basis for future conversations about your support and reasonable adjustments
- Enabling you to raise awareness with others (publishers, agents, producers and parties to contracts or projects you are working on) regarding the support and reasonable adjustments you need
- Informing publishers, agents, producers and parties to contracts or projects you are working on of the support and reasonable adjustments you need

Where we process special category personal data, we will ensure we are permitted to do so under data protection laws, eg:

- we have your explicit consent
- the processing is necessary to protect your (or someone else's) vital interests where you are physically or legally incapable of giving consent, or
- the processing is necessary to establish, exercise or defend legal claims

We have analysed our potential use of this special category data and have concluded that we cannot support your physical and mental health conditions on contracts or projects unless we process this special category data in the manner set out above. For that reason, we regard the processing as necessary, targeted and proportionate for this specific purpose.

If you are happy for us to process this special category data in the manner set out above, please sign and return to us a copy of this consent notice. This will signify that you have understood the nature of the personal information that we need to process, the purpose of the processing and that you have consented to us doing so.

We confirm that we will collect, retain, and process only the minimum amount of data necessary, ensuring its security at all times. Access to this data will be restricted to those who need it for processing, such as publishers, agents, producers, and parties involved in contracts or projects you are working on.

Your special category personal data may be shared with selected third parties, including publishers, agents, producers, and parties to contracts or projects you are working on, for the same purposes outlined in this form. These third parties will be contractually obligated, through data sharing or processing agreements, to handle the personal data securely and in compliance with all applicable data protection laws, including the UK GDPR.

You always retain the right to:

- a) request information from us about any third parties with whom your personal data has been shared;
- b) request information directly from any such third party regarding the personal data they hold about you; and
- c) request that we and/or any such third party delete the personal data held about you.

All special category data processed under this notice will be treated as confidential. The publishers, agents, producers, parties to contracts or projects you are working on or any other party with access to this data is obligated to respect the confidential nature of the information and must not disclose it without your explicit consent.

We will keep a record of this consent and we will revisit it from time to time to ensure that it continues to remain relevant and necessary.

Signed:

Author Name:

Date:

This document is dated to help keep track of different versions that might need to be submitted.

Conditions/Disabilities

Briefly list your disabilities and/or long-term health conditions that might require reasonable adjustments to help you deliver your work.

N.B. This section is contentious as it can over emphasise the medical model of disability and create a sense that access needs can only be justified through detailing diagnosis (which may not be accessible in the first place). Some access forms include these details, others do not. This section is included in case you wish to use it, but if you would prefer not to detail your conditions you can take out this section or leave it blank.

The author has/experiences the following:

Any pertinent condition/s or disability/ies:

Description:

Give any further day-to-day details about your condition(s):

Communications

Requirements could include:

- *Email or telephone communication only.*
- *Large print, screen reader accessible, plain English, or keyboard navigable documents.*
- *Feedback preferences e.g. in writing or verbally, with written follow-ups.*
- *Pronouns and preferred names.*

Describe here any requirements for communications:

Work, Events and Performances

Requirements could include:

- *The number of days or hours that you can work at a time, plus start and end times*
- *A full lunch hour, regular breaks (give details of regularity)*
- *Any dietary needs*
- *Non-alcoholic drinks during residencies, events and rehearsals and in dressing rooms.*
- *Whether you need help or are unable to lift or carry heavy things (e.g. setting up for events and get ins)*
- *Longer or flexible deadlines, more reminders of deadlines e.g. X number of weeks, reminders 1 week before*

Describe here your working hours and other needs:

Meetings, Event Spaces and Quiet Spaces

Requirements could include:

- *A quiet space without mirrors, or if required for meetings that participants can be mindful of many voices talking over one another, no or minimal fluorescent lighting.*
- *A quiet private room where you can lie down, with blanket and cushions needs to be provided. If this is not possible then a quiet, private room or quiet space with a comfy chair, blanket and cushions. Detail whether you can also bring cushions and a yoga mat if given notice.*
- *Maximum length of meetings and events.*
- *The venue offering a tour, with a quiet room clearly signposted.*
- *Sending a clear overview and schedule of the day well in advance of commencing work.*
- *Audience or attendee proximity, use of masks.*
- *Any lighting or noise arrangements e.g. use natural light as much as possible.*
- *How close any quiet rooms need to be to you to be accessible.*

Describe here any working conditions or arrangements that need to be in place for you to work, including any rest or quiet space requirements:

Marketing

Example clause:

Where the author is listed on your website or on any information relating to bookings originating from the event organiser or venue, the access information for the event and venue should be listed, e.g. wheelchair access, sign language interpreters, quiet spaces, audio induction loops, guides in alternative formats and audio descriptions.

Please indicate here whether you would like the following clause to be included in your contracts and agreements:

If you would like to include an alternative clause, please give it here:

Photography and Filming

Requirements could include:

- *Advance consultation on any photography or filming.*
- *No flash photography.*
- *Whether you're able to stay and take photos and selfies after events.*

Describe here any requirements for photography and filming:

Travel

General Travel

Requirements could include:

- *If, when and how you can use public transport options and if and when you cannot.*
- *Whether you need to travel with a support worker, driver or travel buddy.*
- *Any requirements for booking public transport - e.g. quiet coach, forward-facing seat, extra seat.*
- *Clear directions to venues, car parks, and accommodation needs to be given in XX amount of time for you to plan ahead.*
- *Avoiding travel and instead working virtually via Zoom or other online conference facility.*

You can also include whether your travel needs vary depending on symptoms e.g. 'There may be occasions where XX needs to take taxis door-to-door instead of public transport. This needs to be considered in terms of budgeting and will be addressed by the contractor if additional support is possible.'

Describe what travel adjustments you need:

Record here whether the contractor can cover/contribute to these costs (e.g. taxis):

Long distance travel

Requirements could include:

- *Whether you need to travel separately to workdays for rest e.g. if starting on Monday, travel happens on a Sunday, if the event finishes on a Friday, travel happens on a Saturday.*
- *An additional night for rest if an event finishes late, with travel back the next day.*

Describe here any additional arrangements that need to be made due to travelling longer distances:

International travel

Requirements could include:

- *Extra rest days after longer travel periods before project start dates e.g. If I am travelling internationally, I need at least XX number of recovery days before starting work.*

Describe here any additional arrangements needed for travelling internationally:

Accommodation

Requirements could include:

- *A quiet, private bedroom or one-bedroom apartment is required within XX minutes from the venue. Specify if a hotel, shared property, private Airbnb etc. is needed. Any physical access needs to be required for accommodation, e.g. lift, ramp, number of steps, bungalow, stairs, no spiral staircases etc.*
- *Any support necessary from the venue, partner organisation or workplace to communicate where the accommodation is and if you have arrived there safely.*
- *Any requirements around the venue, partner organisation or workplace arranging late check-outs, e.g. after evening events.*
- *If you will be travelling with anyone else, e.g. a support worker, carer or access assistant, accommodation arrangements that need to be made for them (e.g. adjoining hotel rooms or 2 bed rented accommodation so that they are fully supported).*

Describe any accommodation requirements:

Contracting

This document will be available prior to booking along with any technical forms (if applicable), and contracts should be drawn up taking both these documents into consideration.

Example clause:

[Contractor] has read the Access Requirements Form provided and is committed to providing reasonable adjustments to ensure that this project is accessible and suitable for the author.

[Name of organisation contact] will be your main point of contact throughout the project, leading on the arrangement of these measures.

Indicate here whether you would like contractors to include the above clause, or a similar clause, in any letter of agreement or contract as a condition of your engagement:

If you would like an alternative clause to be included, please give it here:

Costs

Requirements could include:

- Support worker, access worker or assistant day rate – give the rate of pay
- Support worker, access worker or assistant travel and accommodation
- Project-specific equipment you need to purchase to make the work accessible whilst you are working on the project.

Authors can find out about Access to Work grants here: [Access to Work: get support if you have a disability or health condition: Eligibility - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/access-to-work-get-support-if-you-have-a-disability-or-health-condition-eligibility)

Describe here any support costs that need to be covered by the organisation:

Staff Contact

Name of the person(s) who the venue, contractor or event organiser can speak to about your Author Care Form and arranging access requirements.

Name:

Telephone:

Email:

Emergency Contacts

Give 2 emergency contacts here

Name:

Telephone:

Email:

Name:

Telephone:

Email:

Further Reading

Include here any useful website links around your condition(s) and/or disability, access and race or disability justice that feel relevant to you and the ethics of how you work: