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**WGGB Writers’ Access Rider**

The information provided in the Access Rider is confidential to the writer and provided to the contractor to inform them of reasonable adjustments which may be required to enable the writer to undertake their obligations. It should not be shared with anyone not listed below without the written consent of the freelancer.

A copy of the Rider will be held by both the freelancer and their named contractor and, if appropriate, HR.

Access riders are living documents and may change in the future, depending on the needs of the writer.

This document is for writers to fill in – please save this document and fill in each of the fields below, using, customising and deleting the examples to suit your individual circumstances.

If you require this document in an alternative format please email [admin@writersguild.org.uk](mailto:admin@writersguild.org.uk)

**Engagement details**

Name of Writer:

Name of Contractor:

Role of Writer:

Dates of engagement:

**Sharing the Access Rider**

Who does the Rider go to:

How long is the Rider to be kept by them:

**Details about my disability and how it affects my work**

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| --- |
| My health condition or impairment interacts with barriers within and/or outside the workplace to create the following impact(s) on me. (Please also indicate if these impairments fluctuate)  This may include:   * Effect on co-ordination, dexterity, or mobility * Effect on mental health * Effect on hearing, speech or visual impairment * Effect on ability to interact socially with colleagues * Effect of particular working environments (for example, open-plan offices) * Attending medical or counselling appointments   **Example 1**  I am visually impaired. My condition does not fluctuate and has the following impacts:   * Travelling can be difficult for me, especially if I am following an unfamiliar route or travelling to a new destination * Trip hazards are always a concern * I am unable to see laptop screens, as they are too small * It is difficult for me to see visuals in presentations/when screens are shared * I am unable to read many facial and body language cues   **Example 2**  I have ADHD and a mental health condition, both of which can affect my energy levels, physical health and ability to carry out day-to-day tasks  Impairments include:  ● Processing information  ● Perceiving and understanding communication  ● Time management  ● Planning and preparation  ● Sensory overload  ● Feeling emotionally overwhelmed  ● Rejection sensitivity dysphoria  ● Executive dysfunction  ● Poor working memory  These create difficulties in:  ● Getting started on big or multi-step projects (leading to procrastination and not meeting deadlines)  ● Sequencing thoughts and ideas coherently  ● Being in a busy environment for an extended period of time  ● Receiving and responding to notes and feedback  ● Following conversations, retaining and recalling information  ● Remembering dates/appointments  ● Balancing multiple projects and switching tasks |

**I require the following reasonable adjustment to be made**

|  |
| --- |
| What adjustments can be made by the Contractor to enable you to undertake your role?  How can the impact of your disability on your work be reduced of removed?  Think about each of the points detailed in the previous section.  **Example 1**  **Mobility/physical meetings**   * Travelling to be kept to a minimum or, where possible, to be done outside peak times. I may also need additional time to research travel plans. It would be helpful, where possible, to attend story conferences virtually. * I need pathways to be kept clear and tidy at in-person meetings. * I will need presenters to read out/explain visuals when presented with them. * Having notes feedback via email is preferable.   **IT**   * I need to use a separate, large monitor. This will also mean not working solely on a laptop*.*   **Example 2**  **Script development & writing**   * Talking through an idea with a dramaturg/script editor or collaborator at the early stages will help me to discover what’s at the heart of my idea, and establish what’s missing more quickly. * Regular check-ins help to keep me on track.     **Communication**   * Written communication should be as clear, specific and actionable as possible. * Break emails (and if possible, documents) into smaller, more manageable sections/paragraphs with a large font - 14 point is ideal.   **Planning**   * Provide a clear timeline of the project activity indicating when tasks are due. * Reminders ahead of deadlines. * Break down prep work and information to be read into smaller, more manageable sections OR prioritise information to reduce my feeling of being overwhelmed. * Space to process in between conversations. * Time to make decisions. * Provide someone to take notes in meetings, noting what was discussed and any action points. Please deliver notes in good time. Alternatively, allow recording of meetings, or a support worker to attend to provide administrative support. * Outline the roles and responsibilities of team members on a project, and the chain of command, so I know who to reach out for help if needed.   **My ideal feedback process**   * Opening with what the reader liked about the script, followed by notes as open-ended questions. * If offering direct and suggestive feedback, please provide examples. * If notes are given verbally/face to face/on Zoom, please follow up with written notes as soon as possible. * If notes are provided in writing in the first instance, I need to be able to follow up with a phone/Zoom conversation after 24 hours. |

**Emergency contacts (optional)**

This section is optional, and the freelancer is under no obligation to provide these details, but can choose to fill out contact details for one or more of the sections below.

If I’m not well or there are any urgent concerns about my well-being, I’m willing for the Contractor to contact any of the following emergency contacts in the order of preference indicated below. These can be family, friends or an agent.

1

Name:

Relationship to you:

Telephone number(s):

2

Name:

Relationship to you:

Telephone number(s):