



Adjustment plans - checklist for commissioners

This January 2021, we updated the [‘making reasonable adjustments’ guidance on the website](#) to include more information about making adjustments. This guidance asks that local commissioners sign off these plans to consider the health and safety implications and costs of making adjustments.

When reviewing adjustment plans commissioners should refer to the below checklist:

- What are the adjustments identified in the adjustment plan?
- Will the adjustments remove a barrier for the volunteer or young member?
- Do the adjustments have health and safety implications? If yes, what are the implications?
- Do the adjustments cost money?
- Do the adjustments require additional volunteer support?
- Do the adjustments require changes to a building or physical space? *This adjustment includes staircases, kerbs, floor surfaces and paving, car parks, entrances and exits (including emergency escape routes), doors and gates, toilets, lighting and ventilation, lifts, escalators and furniture.* If yes, what changes?
- Do the adjustments require additional equipment?

If you need further information about making adjustments, please visit:

<https://www.girlguiding.org.uk/making-guiding-happen/running-your-unit/including-all/including-members-with-additional-needs/making-reasonable-adjustments/>

This checklist may have indicated that you need further support from HQ to consider making an adjustment. Please contact the Inclusion Team at inclusion@girlguiding.org.uk for additional support if there are health and safety implications or costs.