



<b>2.1.4</b>	<b>Easy English Policy</b>
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Applies to:
All MIDLAS staff, board members, clients and volunteers

Version: 1
Date approved: 20/1/2011
Next review date: 12/7/2011

<b>Policy context:</b> This policy relates to	
Standards or other internal requirements	

**POLICY STATEMENT**

This policy refers to documents being made available in alternative formats, i.e. Easy English versions of forms, documents, policies etc. MIDLAS will provide Easy English Versions of all documents including but not limited to; Permission to obtain Information, Authority to Act, Letter of Engagement and the MIDLAS Client Service Charter where deemed appropriate, or on request.

**PROCEDURES**

Easy English versions will be made available by the respective MIDLAS staff member in electronic or hard copy where the standard version is considered inappropriate.

All Easy English electronic versions are available from the laptops, ipads or server.

Staff assist by reading and explaining documents to clients. Documents can be read electronically to clients using the iPad technology.

**DOCUMENTATION**

Documents related to this policy	
<ol style="list-style-type: none"> <li>1. Permission to Obtain Information_Easy English Version</li> <li>2. Authority to Act_Easy English Version</li> <li>3. Client Complaint_Easy English Version Policy</li> <li>4. Letter of Engagement_Easy English Version</li> </ol>	
Forms, record keeping or other organisational documents	Easy English documents