



Trinity College Dublin
Coláiste na Tríonóide, Baile Átha Cliath
The University of Dublin

Procedures and Guidelines in relation to the provision of Irish Sign Language/English Interpretation

1. Objective

Trinity College Dublin, the University of Dublin seeks to facilitate Deaf students, staff, and visitors who wish to attend Trinity-organised events, workshops, seminars, etc. with the provision of Irish Sign Language (ISL) interpreting.

These procedures outline the roles and responsibilities of those responsible for the provision of ISL services.

2. Scope

These procedures relate to all Trinity-organised events, including (but not limited to) events run by central University offices, by Faculties, Schools and Departments, and by student groups, clubs and societies.

The term “event” comprises meetings, training courses, research seminars, conferences, exams, social and cultural events, and other events that a student, staff member or visitor would reasonably expect to attend.

These procedures do not apply to externally-organised events using Trinity as a venue. The organisers of those events are responsible for ensuring the provision and payment of ISL interpretation at the event if requested.

3. Associated Policies

Trinity’s commitment to equality in all aspects of activity – employment, education, and service provision – is enshrined in its [Equality Policy](#), which also commits Trinity to identifying and redressing any barriers to full participation in University life.

Trinity adopted an [Accessible Information Policy](#) in 2009 that outlines its responsibility for ensuring that Trinity activities, events, and information are accessible to all. The provision of

ISL/English interpretation is covered under the [‘Trinity Organised Events’](#) section of that policy.

Trinity also operates codes of practice in relation to reasonable accommodation such as ISL provision for [deaf students](#) and [staff](#).

4. Organising Events

4.1 Notice of ISL Requirement

In general, due to the constraints in terms of demand and supply of ISL services, a minimum of **two weeks’ notice** is required to source ISL interpretation services. In this context, event organisers, as far as practicable, should advertise and publicise their events at least one month in advance, in order to facilitate any requests for ISL provision at the event. This applies to all events including meetings.

Deaf students, staff and visitors attending Trinity-organised events are requested to notify the event organiser of any ISL interpretation requirement at least two weeks in advance of the event, where possible.

4.2 Publicising a Trinity Event

When publicising events it is **essential** that you ensure there is a standard accessibility contact statement on all publicity materials. This includes print ads, web pages, and information flyers. An example of this statement is:

‘Please indicate if you have any access requirements, such as ISL/English interpreting, so that we can facilitate you in attending this event’

If a Deaf person is attending and/or presenting, and has indicated their attendance at your event, always check with the Deaf person to determine if an ISL interpreter is required.

5. Organising ISL Interpretation

For the majority of events, ISL interpretation is provided on an ‘as required’ basis. Once the event organiser has been notified of the requirement, they must be proactive in ensuring the provision of ISL interpretation at the event, by contacting the ISL supplier (see 5.2 for contact details) to check if they have an interpreter available to work at the event, and if so, to get a quote from them for the ISL service required (see 5.3 for advice). The event organiser must then request a Purchase Order (PO) number from the relevant payment-processing department (Human Resources or Disability Service) to secure the ISL booking. It is also important that the event organiser keeps the Deaf participant informed of relevant developments throughout.

This table indicates the procedures for organising ISL interpretation in different contexts:

Participant	Event	Interpreter booked by:	Payment processed by:
Deaf Student¹	College examinations	Disability Service	Disability Service
	School/Department examinations	School/Department ²	Disability Service
	Other Trinity-organised events (please contact the Disability Officer to discuss)	Event Organiser	Disability Service
Deaf Staff	All Trinity-organised events	Event Organiser	Human Resources
Deaf Visitor	All Trinity-organised events	Event Organiser	Disability Service

5.1. Payment Contacts

Disability Service: Caroline Morgan, camorgan@tcd.ie, 01-896-3971

Human Resources: Service Desk, hr@tcd.ie, 01-896-3333

5.2 Preferred Suppliers

The following suppliers must be used when booking ISL interpretation for a Trinity event.

Bridge Interpreting

Phone: +353 87 9046594

Email: bookings@bridgeinterpreting.ie

Web: www.bridgeinterpreting.ie

The current rate (including VAT) at the time of publication for a half day is €145 (the minimum callout rate), and a full day is €290.

Bookings are normally for a half day (3 hours) or a full day (6 hours).

¹ These provisions apply to students who have registered with the Disability Service and for whom ISL interpretation has been identified as a reasonable accommodation

² Schools and Departments are informed of their students' reasonable accommodations by the Disability Service via LENS reports

Irish Remote Interpreting Service (IRIS)

Facilitates short (up to 20-minute) meetings where the interpreter is online (via Skype or Oovoo) at a remote location. The annual fee is paid by Trinity.

More information: <http://slis.ie/index.php/services/>

5.3 Key things to be aware of when booking an ISL interpreter

The context for the provision of ISL interpretation can vary depending on event participation and attendance. Interpreters are not subject-specific experts, nor are they familiar with Trinity culture, procedures, or terminology. As a result, the onus for providing preparation to the interpreter is with the event organiser.

Always request terms and conditions from the interpretation provider, so that you know what contractual arrangement you are agreeing to. Key things to look for are:

- The ISL interpretation rate
- Minimum booking time - often set at two hours
- Will more than one ISL interpreter be required? For example, if the event is more than 2 hours long or highly interactive
- Preparation charges - for example, when a large public event is organised, it is recommended that the sign language interpreter visit a venue prior to the event to check their position on stage, lighting, and other factors
- Travel costs - to get to the meeting or event
- Cancellation charges - payable where the appointment or event is cancelled within a certain time limit (often within 24 or 48 hours before the meeting/event)

6. Complaints

If ISL interpretation has not been provided in accordance with these procedures, please follow the Disability Act 2005 complaints procedure outlined at <http://www.tcd.ie/disability/links/Complaints.php>.

7. Queries

Any queries about these procedures and guidelines may be directed to the Equality Officer, Ms Aoife Crawford (equality@tcd.ie, 01-896-3282).

8. Review

These procedures and guidelines will be reviewed by the Equality Committee at the end of its first full year of implementation (2017-2018), and every three years thereafter.