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| **Policy Name :** | **Equality and Inclusion events** |
| Date last reviewed: | N/A |
| Approved by: | Jake Furby (Secretary) on behalf of the committee |
| Date: | 27/05/2017 |

# **Introduction**

This document was adapted from the Green Party The Young Greens ‘Organising Accessible Events’. This guide was written to provide information about how to organise accessible events, it is referenced to the Equality Act 2010. As an equality and diversity, human rights and inclusive charity, we strive to make all of ours events accessible. This is not an exhaustive guide, but provides guidance on how to work towards organising in a more accessible way.

The guide is separated into different headings, but this does not mean we do not recognise the interplay of multiple, overlapping identities and the various access needs that arise as a result.

## **Star System**

This guide has a star system, which you can use to judge how accessible your event is. You should aim to achieve at least 7/10 stars, no matter how small the event is. Most of these suggestions don’t cost anything to implement, just require a bit of planning.

You gain starts by following all the applicable suggestions in each section.

**Star ratings:**

10/10 outstanding

9/10 excellent

8/10 very good

7/10 good

6/10 fairly accessible

5/10 and below: poor accessibility

Every protected characteristic has 2 stars available.

## **Women \*\***

* Advertise in advanced so work and childcare can be arranged if necessary.
* Have an access fund if people are likely to be travelling from further away, and advertise it with the event so that it is affordable for people to join. The pay gap and the women’s tax mean women have less to spend on things.
* Have a safe space policy (last page of this guide)
* For larger events and events spanning multiple days, have a central point of contact, such as phone number. The phone should been switched on and within in your reach at all times, follow up on any reports immediately.

## **Disabled People \*\***

* Find an accessible venue. Accessibility covers many aspects: wheelchair access (including doors to rooms and toilets), hearing loops, clear signage, easy access, a lift to accommodate wheelchairs, and alarm system in toilets; sockets, door handles, taps and light switches should be easy to reach.
* Advertise the accessibility information of the venue beforehand so that people can make an informed decision about whether or not to go to the event.
* Some people find loud noises painful. Instead use ‘jazz hands’ to express agreement and praise. This should be explained by the facilitator at the start of the event.
* Reserve a quiet space room for people to have a rest.
* Publish schedule in advance so that people who might feel anxious about going have a better sense of what is going on during the day.
* Have at least a 10 minute break for every 2 hours of activity.
* Be aware that not everyone is visibly disabled and they still may require assistance.

## **LGBT + \*\***

* Do not assume gender identity. Not assuming gender identity sometimes conflicts with pro-active measures to combat discrimination against women, but this can be solved by doing a pronoun round at the start of a small group event, and if labels are being produced an option to have pronouns: them, she, he etc.
* If a venue does not have gender-neutral toilets ask the venue management beforehand if they consider for the event to have gender neutral toilets.
* Do not assume a person’s sexual orientation.
* Use inclusive language, i.e can I have your attention please instead of ladies and gentlemen.

## **Ethnicity \*\***

* Train your organisation in the safe space policy and be prepared to intervene when it is breached.
* Don’t talk about historical subjects or international politics from a Western-centric point of view.
* Don’t be dismissive about faiths that you do not belong to.
* Provide a space for prayer.

## **Neurodiverse\*\***

* Use scent free spaces, hire interprets, organise sensory-friendly events, consider captioning, and organise alcohol and smoke-free events.
* Embrace different forms of communication and do not pressure people to engage in socialising. Don’t make assumptions about body language or eye contacts.
* Have clear instructions how to get to the venue.
* Avoid making last minute changes to an event.

## **Safe Space Policy**

This policy covers any York LGBT Forum space, or York LGBT Forum event. York LGBT Forum is committed to providing an inclusive and supportive space for all people. This policy is applicable to our whole community, whether an individual or a member within a group. York LGBT Forum believes all people who access our services should be free from intimidation or harassment, resulting from prejudice or discrimination on the grounds of age, disability, marital or maternity/paternity status, race, religious beliefs, sexual orientation, gender identity, trans status, socio-economic status, or ideology or culture, or any other form of distinction. York LGBT Forum will arrange mitigation to ensure the safety of our members and ensure a balance of opinions at any academic discussion or debate. Freedom of speech is important, yet intention to incite hatred is never acceptable. York LGBT Forum recognises discrimination can occur wherever it is not consciously challenged. Therefore the event organiser is responsible for upholding this policy at any event, and York LGBT Forum members, volunteers or elected committee officers may act in accordance with this policy within York LGBT Forum spaces. Any person in a York LGBT Forum space or attending a York LGBT Forum event is accountable for their own language and behaviour. If behaviour is reported that is not in accordance with this policy, members may be asked to leave immediately by volunteers, other members, or an elected committee officer.

Next Review Date: 27/05/2019