

CSCIC	CSCIC P01 Diversity and Inclusion Policy	ISSUE UPDATED	3 11/2/2020
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Document	CSCICP01 Diversity and Inclusion
Compiled by	Anna Bonallack, CEO CSCIC
Scope	<p>This policy applies to all employees and volunteers who take part in CSCIC events.</p> <p>CSCIC strives to ensure that it complies with its legal obligations under The Equal Pay Act 1970, Sex Discrimination Act 1975, Race Relations Act 1976, Disability Discrimination Act 1995, Human Rights Act 1998, Employment Equality (Sexual Orientation) Regulations 2003, Race Relations (Amendment) Act 2000, Parental Leave Directive, Equal Treatment Directive 2000, Employment Equality (Religion or Belief) Regulations 2003, Employment Rights Act 1996, Gender Recognition Act 2005, and Protection from Harassment Act 1997.</p>
Approved by	Chris Jockel (CJ)
	Dominic Thomas (DT)

Version	Description	Date
2	<p>A Bonallack changed to CEO</p> <p>Addition: specific inclusion training is written into policy for all employees and directors, and for regular volunteers and contractors as far as possible</p> <p>Addition: Section 5. Core principles of inclusive engagement</p>	13/10/2018
3	Addition: Section 4. Training for inclusive best practice	11/02/2020

Key contacts:
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1. Introduction

It is the intention of CSCIC to ensure that all adults, young people and children involved in CSCIC projects and events will at all times be considered fairly and without prejudice. It is the responsibility of the directors to safeguard and promote diversity, equal opportunities and inclusion best practice for all those involved in the company's activities, and to support all partners and collaborative project delivery agents to do the same.

Diversity is about recognising difference. It's acknowledging the benefit of having a range of perspectives in decision-making and the workforce being representative of the organisation's customers. Inclusion is where people's differences are valued and used to enable everyone to thrive at work.

In keeping with the Equality Act we promote and actively create equal opportunities for people with protected characteristics, including young people aged 11 to 25 and older people, disability, gender reassignment, race, religion or belief, sex and sexual orientation.

If any person involved in the activities of CSCIC is unsatisfied with how they have been treated in terms of equal opportunities and inclusion the directors will take appropriate action.

2. General Principles

Creative Sustainability CIC aims to create an environment where:

- Difference and diversity are promoted and celebrated;
- Discrimination is challenged and opposed;
- Access for all to take part in events and activities (participation) is encouraged and facilitated as far as possible;
- The local community is reflected in participants and volunteers;
- All projects are inherently and proactively planned to have, as a core attribute, a focus on marginalised or disadvantaged community groups, or people that otherwise have barriers to inclusion, that ensures their full and meaningful participation;
- Core principles of inclusion best practice are applied in planning, delivery and evaluation of all projects, core work and research;
- Volunteers and participants will be protected from individuals who exhibit intolerance, verbal or physical, towards others;
- Inclusion is a core principle of all CSCIC's work and management principles and as such specific inclusion training is written in to policy for all employees, directors, key volunteers, partners and contractors as far as possible.

3. Equal Opportunities for Volunteers

- CSCIC will advertise for Volunteers to assist in events and activities in the local community, and ensuring opportunities are made available to hard-to-reach groups in the CSCIC community as priority.

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- CSCIC will select volunteers on the basis of their compliance with the Child Protection Policy and Procedures, skills and experience in working in relevant fields and knowledge and understanding of relevant issues, including from their own experience.
- Volunteers can expect immediate and thorough responses from the Directors to any form of discrimination they experience whilst volunteering for events and activities run by CSCIC.
- Ref CSCICP03 Volunteer Policy for Rights, Responsibilities and Recruitment of Volunteers.

4. Equal Opportunities for Participants

- CSCIC will advertise for participants to take part in events and activities in the local community taking informed and proactive actions to target specific groups and individuals for participation.
- All projects have, as a core attribute, a focus on marginalised or disadvantaged community groups, that ensures their full and meaningful participation.
- CSCIC will offer support to all individuals and groups to ensure full and meaningful participation, and as far as is practicably possible, appropriate and within the current capacity of CS to do so, provide mentors, befrienders and peer support.
- Participants can expect immediate and thorough responses from the Directors available to any form of discrimination they experience whilst volunteering for events and activities run by CSCIC.

5. Training for inclusive best practice

Diversity training is any program designed to facilitate positive intergroup interaction, reduce prejudice and discrimination, and generally teach individuals who are different from others how to work together effectively.

A training programme for directors, staff, key volunteers, and for partners and contractors as far as is possible will include:

- as a minimum requirement:
 - Inclusion Needs You – including disabled people - delivered by Active Impact;
 - LGBTQ+ - including trans and non-binary people – delivered by Lisa Vine advocacy, consultancy and training;
 - Race and Faith – meeting the needs of black, Asian and Minority Ethnic people (BAME) – delivered by Equality and Diversity UK.
- recommended
 - Co-production and planning for diversity – delivered by Anna Bonallack, CS;
 - Co-produced inclusive evaluation methodology – delivered by Anna Bonallack, CS;

6. Mitigation

- The Directors of CSCIC reserve the right to bar individuals who they suspect of exercising discrimination from events and activities run by CSCIC.

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- The Directors of CSCIC will put the safety of individuals first and take appropriate measures to ensure that no individual is put at risk by taking part in activities and events that are inappropriate for that individual.
- The Directors of CSCIC will equip volunteers to recognise and challenge acts of discrimination – first point of contact is the Key Contact for this policy.

7. Core principles of inclusive engagement

CSCIC has identified eight core principles for an inclusive approach to engagement, planning and evaluation:

1. Methods used are sympathetic to individual needs, abilities and sensitivities which means a range of ways to, engage, plan and evaluate are provided;
2. Participants are given choices and empowered to choose for themselves their preferred methods of engagement, planning and evaluation;
3. Participants are met where they are i.e. we adapt to their needs rather than participants adapting to pre-determined methodology;
4. Participants are equal stakeholders in developing their projects, resourcing them and delivering them, and will co-produce outcome ambitions as a group or as individuals;
5. Monitoring and evaluation are intrinsic to the process of development and is formative, encouraging reflection and informing decision making, rather than being an add on. Summative evaluation is also a shared responsibility;
6. Stakeholders are given permission to take risks, to have fun and take plenty of time for conversations to range and happen spontaneously during all development processes;
7. What is scoped, planned and evaluated should not be determined by the ease with which it can be scoped, planned and evaluated;
8. The best information is often shared unprompted, possibly sometime after the event and should be highly valued.

Ideas of content to be added: A commitment at the start of the policy?

- ‘Experts by experience’ approach
- What are we have lots of experience in – working with YP with disabilities/MH problems
- Partnership working – community connectors to audiences we don’t have direct relationships with
- How we talk/write about communities and language use – Black Ark consultancy work findings
- Perceptions and Unconscious bias?
- Hidden diversity (hidden disability like neurodiversity, socioeconomic barriers)
- Cultural/Religious needs – for staff and participants
- Recruitment of staff. Add that we are disability confident employer
- The practical stuff we’re doing and outline what we should be working towards
- How we review ourselves and how often.

Key contacts:
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