



Inclusion at InSpire

Statement of Policy

InSpire is committed to equal opportunities and providing services to all in our community. We believe that participation in events should be a true reflection of our community and its make up in terms of race, religion, sexual orientation, ability, sex and age.

This strategy is to meet the aims of InSpire and ensure that across our three disciplines, Learning, Arts and Community we are inclusive and recognise diversity.

ARTS – InSpire delivers a broad range of ARTS training and opportunities to local people of all ages.

CONSULT –

Individuals

- Monitor existing users and gather feedback

Groups

- Using contacts from known BME/Minority groups develop an annual needs analysis
- Attend where appropriate meetings of above groups

DEVISE –

Using findings from the consulting stage, devise projects that meet the needs of the users/groups

PUBLICISE –

- Use relevant newsletters of identified groups to advertise courses
- Utilise SAVO and Southwark Arts Forum mail outs/ newsletters where costing is appropriate
- Update and target users through e-bulletin
- Ensure publicity material is mailed for display in appropriate numbers to relevant groups staff members/leaders for display in their premises
- Where possible and by utilising contacts/attendees at ESOL classes offer translations of publicity material when requested.
- Produce press releases for specialised press and newsletters with a known minority readership

MONITOR

- Gather and assess feedback from courses from individual participants
- Assess through an annual feedback mechanism the effectiveness of InSpire across a varied cross section of known users
- Report use of centre including demographic breakdown statistics termly to Management Committee for monitoring purposes.

LEARNING

CONSULT

Individuals

- Monitor existing users and gather feedback

Groups

- Using contacts from known BME/Minority groups develop an annual needs analysis
- Attend where appropriate meetings of above groups

Other service providers

- Liaise regularly with other (ITC) based delivery agents within the local area

DEVISE

- Complimentary courses that match people's needs with provision gaps within borough
- Courses pitched at correct entry level
- Ensure accessibility to training rooms and relevant equipment in place for users with disability needs.

PUBLICISE –

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MONITOR

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For all activity no attendees shall be denied access or enrolment on a course due to disability.

MONITORING:

In order to monitor the client users of inspire we will collect relevant information and statistics on the compositions of the user group for each InSpire led project and where possible partnership project work. Monitoring will be gathered by means of self classification based on

- Gender
- Disability
- Age
- Ethnic Origin
- Sexual orientation
- Religion

This information will be gathered for monitoring purposes only and will be treated confidentially. The information obtained through the monitoring process will be used to develop a user profile of the centre and provide a database for the initiation of positive action programmes which can work towards achieving equality of objectives.

Positive Action Plan 2005-2006

As part of our current strategy to include more isolated groups:

- **Publicity** – promote centre through BME groups in area and known specialised press & BME specific groups
- Actively **engage** in and deliver activities during **Black history month**
- Hold an **annual asylum seekers and refugee event, to be led and in part organised by local individuals from relevant groups**
- Actively **encourage participation from minority groups in decision making at board level**
- Seek out **one BME** specific group for **partnership work and delivery of projects**, seek joint funding
- Provide food and drink alternatives to café customers that reflect the cultural make up of the area.
- Use reminiscence projects to engage elders from BME groups
- Use music, TV and new media to engage 18-35 year old BME individuals
- Seek guidance from Southwark Refugee Artists network, Southwark Refugee Forum and Grassroots rising about this policy, it's implementation and how we can engage minority groups.
- Aim for 25% participation from BME groups in InSpire led projects
- Access and accessibility to the centre to be monitored on a 6 monthly basis
- To monitor this policy on an annual basis

EMPLOYMENT:

InSpire is an equal opportunities employer and will apply objective criteria to assess merit. It aims to ensure that no job applicant or employee or service user receives less favourable treatment on the grounds of race, colour, nationality, religion, ethnic or national origins, sex, marital status, sexual orientation or disability.

Selection criteria and procedures will be reviewed to ensure that individuals are selected, promoted and treated on the basis of their individual ability and merits. All employees will be given equal opportunities and where appropriate and possible special training to enable them to progress both within and outside of the organisation. InSpire is committed to a programme of action to make this policy effective and will bring it to the attention of all employees and users.

The aims of the policy are to

- 1) Promote equality of employment opportunities
- 2) Eliminate discrimination in employment
- 3) Provide positive action measures where appropriate and not prohibited by legislation
- 4) Provide a means of monitoring equality of opportunity in the provision of schemes

DISABILITY STATEMENT:

InSpire will offer:

- A guaranteed job interview - to interview all applicants with a disability who meet the minimum criteria for a job vacancy and consider them on their abilities
- Consulting disabled employees regularly - to ask disabled employees at least once a year what you can do to make sure they can develop and use their abilities at work
- Keeping employees if they become disabled - to make every effort when employees become disabled to make sure they stay in employment
- Improving knowledge - to ensure key employees undergo awareness training
- Checking progress and planning ahead - to review these commitment each year.

