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| **EDI Considerations**  **The following resource has been created to support groups to ensure EDI considerations are embedded across their work and to be used as an ongoing tool.**  **Please review the information below and adapt to best meet your group’s needs.**  **Depending on the nature of your group, not all of the ‘Types of Task’ or suggestions will be relevant, so you may wish to delete them or amend the wording to better suit your focus. We have also left blank spaces so you can add additional information as required.** | | |
| EDI Strand  All Strands | Key EDI considerations  For all team members to consider when approaching tasks  **The below strands are general considerations and may look different in practise for intersectional groups.**   **Most considerations relate to a specific EDI strand which is stated in the left-hand column. Some considerations are relevant across all EDI strands which are clearly indicated. If you are seeking to take steps to address a particular EDI strand, please ensure you also review the items listed as “All Strands.”** | Type of task  Colour code key:  Service delivery  Event facilitation  Collaboration  Event planning  Written comms  Visual comms |
| ALL strands | * **Consider when embarking on new tasks if there is an opportunity to collaborate. Contact the whole team and remember to focus on role expertise rather than lived experience.** | **Collaboration** |
| Update as required |  | **Collaboration** |
| Update as required |  | **Collaboration** |
| ALL strands | **• Ensure any imagery used is inclusive and intersectional.** | **Visual comms** |
| ALL strands | **• When using an LGBT+ flag in images, ensure you use the most up-to-date version (currently the progress flag including intersex).** | **Visual comms** |
| Disability inclusion | **• Ensure any images used online and in social media include alt text. Click** [**here**](https://www.consortium.lgbt/wp-content/uploads/2019/07/Effective-use-of-Alt-Text.pdf) **to access a factsheet on effective use of alt text.** | **Visual comms** |
| Disability inclusion | **• Include subtitles or as a minimum publish the script when creating video or audio information.** | **Visual comms** |
| Update as required |  | **Visual comms** |
| Update as required |  | **Visual comms** |
| Disability inclusion | **• Include subtitles or as a minimum publish the script when creating video or audio information.** | **Written comms** |
| Trans inclusion | **• Ensure information uses gender neutral language in relation to pregnancy, parenthood and any relevant health matters.** | **Written comms** |
| Disability inclusion | **• Include a statement to advise that accessibility support can be requested with any written documents.** | **Written comms** |
| Disability inclusion | **• Ensure as a minimum written information is: \* in at least font 12. \* has clear headings and paragraphs. \* has appropriate punctuation to separate out bullet points.** | **Written comms** |
| Race inclusion | **• Carefully consider language used: \* Ensure where possible to use full details of the specific communities you are referencing rather than acronyms.  \* Where abbreviations are used, provide an explanatory statement and rationale for any acronyms or ‘catch all’ terms.** | **Written comms** |
| Age inclusion | **• Give careful consideration to age categories used (for example in surveys / membership forms etc). Is the information necessary? And if so, ideally provide an open text option rather than banded categories. If categories have been set externally (for example by a funder) consider including a statement to explain this.** | **Written comms** |
| Age inclusion | **• Where possible provide non-digital opportunities and information for example: \* Offering an in-person meeting or phone call.**  **\* Producing physical flyers / posters. \* Where online information is used, include relevant explanatory guidance to make clear support can be provided, for example to complete a web-form by phone on behalf of a service-user.** | **Written comms** |
| Bi inclusion | **• Ensure Bi+ inclusion is explicit for example, if referencing homophobia and transphobia ensure biphobia is also detailed.** | **Written comms** |
| Bi inclusion | **• Ensure where possible to use full details of the specific communities you are referencing rather than acronyms so that Bi+ is explicitly included.**  **Where abbreviations are used, provide an explanatory statement and rationale for any acronyms or ‘catch all’ terms.** | **Written comms** |
| LBT women inclusion | **• Provide a clear rationale for acronyms and community descriptives.** | **Written comms** |
| Update as required |  | **Written comms** |
| Update as required |  | **Written comms** |
| ALL strands | **• When booking panel members / speakers consider diversity and intersectionality.** | **Event planning** |
| ALL strands | **• When booking events, consider geographical accessibility / public transport routes etc** | **Event planning** |
| Bi inclusion | **• Ensure Bi+ inclusion is explicit for example, if referencing homophobia and transphobia ensure biphobia is also detailed.** | **Event planning** |
| Trans inclusion | **• Include (as a non-mandatory option) a free text option for pronouns on any webforms / surveys being shared with service-users.** | **Event planning / consultations** |
| Trans inclusion | **• When booking venues ensure gender neutral toilet facilities are available / or as a minimum temporary signage can be used on the day.** | **Event planning** |
| Disability inclusion | **• Always include a function for people to share their access requirements (for example on webforms, application forms etc relevant to both in-person and online activities).** | **Event planning** |
| Disability inclusion | **• Ensure step free access is available when booking venues.** | **Event planning** |
| Disability inclusion | **• If available, share written and picture accessibility information about a venue prior to the event (incl. ventilation).** | **Event planning / promotion** |
| Disability inclusion | **• Ensure dietary requirements are obtained when planning in-person events if providing refreshments.** | **Event planning** |
| Disability inclusion | **Costed actions if funding permits**  **\* Ensure signers are booked for online and in-person meetings if this has been requested via access need information. \* Ensure any recorded materials have closed captions** | **Event planning** |
| Faith Inclusion | **• When booking events, (either online or in-person) avoid key religious festival dates (if unsure search online).** | **Event planning** |
| Faith Inclusion | **• Ensure dietary requirements are obtained when planning in person events.** | **Event planning** |
| Faith Inclusion | **• Give careful consideration to the nature of the event to determine if serving alcohol may be appropriate.** | **Event planning** |
| Faith Inclusion | **• If serving alcohol, ensure this is made clear in promotional materials and keep alcohol separate from non-alcoholic drinks.** | **Event planning** |
| LBT women inclusion | **• Provide clear information on event focus and intended audience – for example an event exploring menopause may be open to ciswomen, non-binary people and trans men.** | **Event planning / promotion** |
| Update as required |  | **Event planning** |
| Update as required |  | **Event planning** |
| ALL strands | **• When facilitating, address where possible any power imbalances: \* Acknowledge missing voices e.g., an all-white and / or all cis Panel. \* Ensure balance of voices i.e., make sure marginalised genders are not being interrupted / spoken over.  \* At Panels or events: not making one person (e.g., Asian person) have to represent the homogeneous 'POC' voice.** | **Event facilitation** |
| Race inclusion | **• Carefully consider language used: \* Ensure where possible to use full details of the specific communities you are referencing rather than acronyms.** | **Event facilitation** |
| Trans inclusion | **• Invite people to include their pronouns as part of intros.** | **Event facilitation** |
| Trans inclusion | **• Invite people to include pronouns in their nametag when attending online meetings (where possible) and in-person event badges.** | **Event facilitation** |
| Update as required |  | **Event facilitation** |
| Update as required |  | **Event facilitation** |
| All strands | See Event Planning section as information is also relevant to service-user delivery | **Service user delivery** |
| Update as required |  | **Service user delivery** |
| Update as required |  | **Service user delivery** |