**Diversity, Equality and Inclusion**



**Proofing Checklist for all Training Events, Seminars & Conferences**

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| **Event Name: Event Manager Name and Dept:**  **Venue and Location of Event: Event Date:** |

***Please consider the following as you complete the Checklist:***

**Disability, Gender, Membership of Traveller Community, Civil/Family Status, Sexual Orientation/LGBT,**

**Mental Health, Learning Disability, Religious Beliefs, Race/Ethnic Minority, Rural/Geography, Age.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Recommended Considerations for Trainers/Facilitators/Event Managers** | **Yes** | **No** | **Action Required** |
| ***Planning the Event:*** |  |  |  |
| 1. Have you considered the HSE Diversity statement before booking the venue /advertising the event /inviting attendees? <http://hse.ie/eng/staff/Resources/diversity/> |  |  |  |
| 2. Does advertisement of event demonstrate inclusivity for all attendees?  **See Note 1 below** |  |  |  |
| 3. Is the venue (building, rooms and toilet facilities) fully accessible for people with physical and sensory impairments and with learning disabilities? |  |  |  |
| 4. Is parking and access to the venue fully accessible for attendees with specific needs? |  |  |  |
| 5. Can transgender people be accommodated by providing general access to gender neutral toilet facilities? |  |  |  |
| 6. Are arrangements for adequate signage/directions in place, to the event venue? |  |  |  |
| 7. Have your considered start time / event breaks in context of family status, Childcare and distance to travel to event? |  |  |  |
| 8. Have you considered personal safety of venue to include all attendee needs? |  |  |  |
| ***On confirmation of Attendance at the event:*** |  |  |  |
| 9. Do you know if people attending this event have particular needs, regarding access /dietary requirements? |  |  |  |
| ***Materials and Presentations:*** |  |  |  |
| 10. Do you know if people attending this event have particular needs regarding materials / presentations? |  |  |  |
| 11. Is an interpreter/ lip speaker/ deaf\_blind communicator needed?  **See Note 2 below** (suggested suppliers) |  |  |  |
| 12. Does Diversity Equality and Inclusion contracting take place at the start of the event? |  |  |  |
| 13. Are the materials and language used, accessible and free from stereotyping and bias, with jargon free language and taking cognisance of different literacy levels? |  |  |  |
| 14. Do the training materials, written and visual reflect different cultural, religious and social backgrounds and do materials reflect inclusivity? |  |  |  |
| 15. Are training materials available in a range of formats? e.g., HSE website links to presentations, printed materials if required? |  |  |  |
| 16. Are references to materials relevant to diverse groups included? |  |  |  |
| 17. Does trainer/ facilitator / event manager have any Diversity, Equality and Inclusion up-skilling needs? |  |  |  |
| 18. Does Event Immediate Reaction Questionnaire / Event Feedback form seek feedback from diverse attendance? **See Note 3 below** |  |  |  |

**Note 1:** (from No 2 above – Suggested inclusion in event advertising -

“When applying, please specify if you have any particular needs regarding accessing and participating in this event, that the organisers should be aware of, and specify if you have any specific dietary requirements”

**Note 2:** (from No 11 above - Here are the details of two Interpreting Service providers -

Bridge Interpreting <http://signlanguageinterpreting.ie/contact-bridge-interpreting/> ***or*** SLIS Interpreting <http://www.slis.ie/>

**Note 3:** (from No 18 above – Suggested inclusion on Immediate Reaction Questionnaire / Event Feedback form:

“'Do you have a particular need under Diversity Equality and Inclusion-Yes/No   If Yes, was this need met and if not how could this be addressed in future events?”

**Note 4:** *Brief explanation of the grounds within the Equality act are:*

* Gender: this means man, woman or transsexual
* Civil status: includes single, married, separated, divorced, widowed people, [civil partners and former civil partners](http://www.citizensinformation.ie/en/birth_family_relationships/civil_partnerships/civil_partnership_and_same_sex_couples.html)
* Family status: this refers to the parent of a person under 18 years or the resident primary carer or parent of a person with a disability
* Sexual orientation: includes gay, lesbian, bisexual and heterosexual
* Religion: means religious belief, background, outlook or none
* Age: this does not apply to a person aged under 16
* Disability: includes people with physical, intellectual, learning, cognitive or emotional disabilities and a range of medical conditions
* Race: includes race, skin colour, nationality or ethnic origin
* Membership of the Traveller community.

***Useful resources:***

[Environment Building For Everyone - NDA](http://universaldesign.ie/Built-Environment/Building-for-Everyone/9-Planning.pdf) **(Page 85 – Venue Checklist)**

[Ask Me - Guidelines for Effective consultation with People with Disabilities - NDA](http://nda.ie/nda-files/-Ask-Me-Guidelines-for-Effective-Consultation-with-People-with-Disabilities1.pdf) **(Page 42 Disability Etiquette Checklist - Recommendations re language for use when**  **describing, speaking or writing about people with disabilities) and (Page 47 - Checklist for Facilitators**)

[Disability Dynamics - Inclusive Events - UK](http://www.disabilitydynamics.co.uk/index_htm_files/100212%20Inclusive%20events.doc)