

Diversity Guidelines for Event Organisers



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0845 300 1818

Introduction

The information in this Factsheet is designed to promote discussion within organising teams and provide brief information on the subject matter. This document is not a comprehensive guide and should be used in-conjunction with the other resources listed.

Key points for consideration

1. Who is responsible for diversity at your event? You may find it useful make one person on your team responsible for diversity during the planning and delivery of your event.
2. Does the event team require any training? If you are running a large event or one for an audience with which your team is unfamiliar then some training may be useful.
3. Is your planning team diverse, does it include a range of people and representatives of the end users?
4. It is important that, where possible, individual needs should be met by making reasonable adjustments. This should include asking people if they have specific needs before they attend an event. Using the term *specific needs* is acceptable and covers medical, religious, dietary and mobility needs as well as personal preferences.
5. Consider allocating a budget for reasonable adjustments
6. Consider the timing of events. Are there religious festivals on? Does your programme allow for religious practices i.e. prayer times? Provide a clean and quiet place that can be used for prayer or reflection. More information on religions and religious practices can be found on www.bbc.co.uk/religion
7. Consider the type of language used and styles of communication. Do you need an induction loop, a signer or subtitles? Are you using abbreviations? Signage and written material should be clear and easy to read. The RNIB has online guidance on access and readability. www.rnib.org.uk/xpedio/groups/public/documents/code/public_rnib003460.hcsp
8. Consider the use of resources at the venue and access. Are enough of your meeting rooms accessible to people with mobility difficulties, is there sufficient seating? Can the venue be easily reached by public transport or can arrangements be made for people who do not drive?
9. Consider dietary requirements and how food is served (see below). Do you need to provide environments where there is no alcohol?
10. Do you need to make childcare facilities available?

Food and Dietary Requirements

There is a wide range of dietary requirements; some are personal preferences whilst others may be required for medical or religious reasons. If you are catering for a large number of people and you do not have information on individual needs you should ensure that 50% of all food served is vegetarian or vegan.

Different catering preferences should be served on separate plates, have separate serving utensils and be clearly labelled. If applicable the following labels should be used:

- Vegan – Vegan food contains no animal or dairy products e.g. eggs are not vegan
- Vegetarian - Vegetarian food contains no meat or fish. Food such as a cheese should be labelled as suitable for vegetarians or vegan, if it is not it should be considered to contain animal products i.e. rennet
- Halal (Islamic) or Kosher (Jewish) food or meat should be labelled. Note – Kosher and Halal are not the same and not limited to just food and drink
- Fish and Shellfish should be labelled separately
- 'Contains Nuts or may have been prepared in an area that contains nuts' Should be used where appropriate
- Alcohol – All food and desserts that contain alcohol should be labelled

Allergies – More information on allergies can be found at www.allergyuk.org

Drinks, refreshments and desserts – A range of different drinks should be served; ideally this should include de-caffeinated tea and coffee, herbal/fruit teas and water. Any biscuit selections should contain ordinary digestives (for diabetics). Fruit should also be available as an alternative to snacks and desserts.

Further information and links

The Development and Diversity Team at Gilwell Park 0845 300 1818
development@scout.org.uk or
www.scoutbase.org.uk/hq/development
these pages contain a series of Factsheets about different faiths and Scouting.

For help with funding you can contact the Fundraising Team at Gilwell Park

fundraising@scout.org.uk

Factsheets

FS270002 Disabled Access to Buildings (Factsheets are also available on different conditions, diets and special needs)

FS185089 Valuing Diversity

FS185093 Organising Interfaith Celebrations