



Kelvin Players' Equality & Diversity Policy & Procedure

Date of document: The date upon which this document was prepared	September 2022
Policy Manager: The person responsible for writing or co-ordinating the writing of policy	Mat Rees
Due for review on: The date by which this policy ought to be reviewed to ensure the available policy is up to date, usually annually. There is no issue with the policy being updated prior to this date should circumstances require a change in policy. However, the policy remains in force until updated.	September 2023
Policy Enforcement Officer: The Person within Kelvin Players who is responsible for enforcing of taking appropriate action in the event of policy breach	Lydia Williams

Policy Statement

We believe in the transformative power of theatre – to enrich lives and energise communities. We also believe in the valuable role diversity and inclusivity play in helping our theatre and our community thrive.

Everyone is unique and offers something different, and we are committed to creating an environment that welcomes people to the club and celebrates these differences.

Everyone will be treated with respect and dignity, and there is no place at Kelvin Players for anything contrary to this. Our ambition is to be a truly inclusive theatre company, representative of all parts of Bristol, with a reputation for openness and accessibility.

We want our members to feel that they can be themselves, free from discrimination. We believe everyone can make a difference, and are determined to provide an equitable environment that ensures no-one is left out or feels they are unable to fulfill their theatrical potential.

We want anyone who comes to see our productions or use our facilities to experience a culture that genuinely reflects this.

Our mission is to create excellent theatre, and we will do this with a focused lens of inclusion.

Definitions

Equality

We promote and reflect a fair society, one where a person/group is not treated less favourably because of a 'protected characteristic' - as defined by the UK Govt. [These include, but are not limited to: age, gender, being married or in a civil partnership, being pregnant or on maternity leave, disability, race (including colour, nationality, ethnic or national origin), religion or belief, sex, sexual orientation.]

Diversity

We appreciate the value of difference, the full worth of unique characteristics that make us who we are. This includes protected characteristics as well as socio-economic factors, diversity of ideas and life experiences.

Inclusion

We're creating and driving a culture where people feel welcome, valued and visibly represented in all aspects of KP productions.

Purpose

A robust policy is essential to foster and embed these principles in our culture.

It is the responsibility of all members to ensure an equitable environment, to combat discrimination and to promote inclusivity.

We will do this by:

- Consistently demonstrating inclusive behaviour in leadership (i.e. the Kelvin Players management committee meetings)
- Creating inclusive conditions and supporting the mental health and wellbeing of our members
- Driving our company to create a more diverse membership to better represent our city, Bristol
- Choosing plays and provide backstage opportunities for people of all backgrounds
- Using targeted marketing to build our reputation as a leading drama group
- Establishing practices to engender a culture of inclusivity
- Improving representation across all roles within the group
- Ensuring that the casting of our plays is open and neutral

Scope: what it means to us as a club

The Membership Development Director and Inclusivity Officer will develop and manage an action plan that will deliver short, medium and long-term goals.

Area of focus	Target (% differences from 2020 figures)	By when
Ethnicity	10% of members from the Global Majority*	September 2025
Sexuality	15% members consider themselves to be LGBTQA+**	
Disability***	15% of members consider themselves to have a disability	

Age	10% of members aged 16-24	
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[NOTE: *Black, Asian and minority ethnic; **Lesbian, gay, bisexual, transgender, intersex, queer/questioning, asexual; ***You're disabled under the Equality Act 2010 if you have a physical or mental impairment with a 'substantial' and 'long-term' negative effect on your ability to do normal daily activities]

Impact: what it means to you as a member

What we need you to take personal responsibility for:

1. More than just accept diversity – welcome and embrace differences
2. Treat everyone with respect – be aware of whether words or actions may cause offence
3. Set a positive example in all that you do – actively challenge inappropriate behaviour
4. Complete equality, diversity and inclusion data gathering as requested
5. Complete equality, diversity and inclusion training as requested
6. Read, understand and sign this policy so you're confident about what it means for you

Reporting procedure

1. Any allegation of discrimination will be treated seriously and investigated fully
2. You can report it to any member of the Kelvin Players Management Committee or the Executive Group in confidence (www.kelvin-members.co.uk/committee-contacts)
3. The matter will be referred for action if appropriate to the KP Chair, Membership Development Director, or another member of the KP Management Committee
4. Appropriate action will be agreed with you and initiated within 10 working days
5. Any justified, proven complaint of discrimination may lead to withdrawing membership

You can also speak to the [Equality Advisory and Support Service](#) for independent advice.

If possible, try to keep a record of your experiences of discrimination or harassment including dates/times and details of what happened, in case you decide to report it. It's also a good idea to keep a record of any emails you send or receive regarding the harassment

If you're in danger, call the police on 999.

If sexual harassment escalates into violence, threats or [sexual assault](#), you can report this to the police by calling 101 or contacting your local police.

You can also [contact Victim Support free on 0808 168 9111 or email](#) and they can explain all the options available to you and support you through your journey.

Regular reporting, monitoring and ongoing consultation

We will collate and interrogate membership data to continually improve, including:

- A regular survey to track progress against goals – supported by an awareness programme to encourage members to connect with and inform our ED&I decisions
- Produce an annual summary of ongoing compliance, breaches and survey results with recommendations for action

- Engage with other theatre groups (national/non-professional) to benchmark our activity

Revision History

Version	Date	Author	Remarks
1	15/11/2018	J. Wilkinson	Creation
2	25/09/2022	M. Rees	rewrite and adoption at 2022 AGM