Kelvin Players’ Equality & Diversity Policy & Procedure

| Date of document: The date upon which this document was prepared |  |
| --- | --- |
| Policy Manager: The person responsible for writing or co-ordinating the writing of policy | Mat Rees |
| 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 |

# [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:*

# More than just accept diversity – welcome and embrace differences

# Treat everyone with respect – be aware of whether words or actions may cause offence

# Set a positive example in all that you do – actively challenge inappropriate behaviour

# Complete equality, diversity and inclusion data gathering as requested

# Complete equality, diversity and inclusion training as requested

# Read, understand and sign this policy so you’re confident about what it means for you

# *Reporting procedure*

# Any allegation of discrimination will be treated seriously and investigated fully

# 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](http://www.kelvin-members.co.uk/committee-contacts))

# The matter will be referred for action if appropriate to the KP Chair, Membership Development Director, or another member of the KP Management Committee

# Appropriate action will be agreed with you and initiated within 10 working days

# Any justified, proven complaint of discrimination may lead to withdrawing membership

# You can also speak to the [Equality Advisory and Support Service](http://www.equalityadvisoryservice.com/app/ask) 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,](https://www.victimsupport.org.uk/crime-info/types-crime/rape-and-sexual-assault) you can report this to the police by calling 101 or contacting your local police.

# You can also [contact](https://www.victimsupport.org.uk/help-and-support/get-help) [Victim Support](https://www.victimsupport.org.uk/help-and-support/get-help) [free on 0808 168 9111 or](https://www.victimsupport.org.uk/help-and-support/get-help) [email](https://www.victimsupport.org.uk/help-and-support/get-help) 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 |
| --- | --- | --- | --- |
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