



Equity, Diversity and Inclusion (EDI) Action Plan – Jan 2022



Objective	Action Required	Person Responsible	By When	Progress 01/22	Action needed
Objective 1 Understand key diversity information in relation to staff volunteers and families	Add clear diversity information to KPIs, staff and parent surveys to better monitor diversity	CEO	Aug 21	EDI questions added to surveys – complete.	Complete
	Analyse recruitment data for patterns and trends	PD	Aug 22	HR Department gathers EDI data, and application form being edited to include data	Create recruitment data capture form, define process of data capture and storage of confidential data
	Analyse disciplinary/ grievance and complaints for patterns	PD	Aug 22	Included in new Breathe HR system	Complete
	Publish demographic information in Impact Report and on website (age, disability, gender and race)	FCM	Aug 22	Website currently being updated	Put data on website around age, disability, gender, and race (staff, Trustees)
Objective 2 Embed staff understanding and promotion of EDI	Identify EDI training for staff inductions	EDI Trustee	Aug 22	Trialled unconscious bias training but it is not suitable.	Identify content for induction
	Establish training providers to cover EDI and offer to staff on an ongoing basis	CEO/ CMs		Anti racism training for Centres completed. Follow up staff day.	Complete
	Undertake awareness activities in team sessions, shared centrally	EDI Trustee	Ongoing	Regular activities in Centre plans, stored centrally for review	Need to establish log of activities.



Objective 3 Ensure representation of key communities throughout staff and volunteer teams	Review recruitment procedures	CEO		Reviewed processes, issues documented for improvement.	Complete
	Identify ways to ensure job adverts reach diverse applicants and create inventory of places to advertise	CMs		Created advertising inventory including online spaces	Complete
	Ensure mixed diversity on interview panels	CMs		Process agreed for Reading FSW recruitment	Complete
	Regularly review diversity data to identify key demographics in local community not present in team	PD		EDI data review termly, using measurement tool	Complete
	Relaunch parent representative group of volunteers, promoting among parents from diverse ethnic backgrounds	FSW	Aug 2022	FSW lead identified and starting to look at this.	Share with parents in all three Centres and organise first meeting
Objective 4 Ensure marketing materials reflect our commitment to EDI	Review marketing materials including print, online to assess gaps in diversity	FCM		Identified gaps and started to create new images	Complete
	Establish regular photo shoots to secure diverse images	FCM	Ongoing		Complete
	Update page on website outlining our stance on EDI	FCM	Jul 2021	Website page complete	Complete



Objective 5 Ensure all children and families feel welcomed, represented and heard, in our Centres	Place posters and information in the Centres in a range of languages	CMs	Ongoing	Part of Centre action plans reviewed termly.	Complete
	Review key leaflets in different languages	FCM	Aug 2022	Existing leaflets in Polish & Urdu (main languages locally)	End of year budget to be used if possible
	Establish systems for translation where necessary, to ensure all families can understand our information.	FCM/CM	Dec 2021	Created written document on how we work to be accessible to those for whom English is not their first language. Utilise Widget online to further communication methods	Complete
	Identify gaps in imagery in centre based resources and plan to diversify resources. Review regularly.	CMs & teams	Ongoing	Centre action plans, purchasing over summer	Complete
	Encourage diverse families to share their experiences, food, stories, music, memories & traditions to create log	CMs	Ongoing	Suggested by teams at 2020 Team Day	Complete



Objective 6 Ensure EDI is a key part of senior strategic decisions and lead by the Board and SMT	Prioritise EDI in strategic business plan	CEO/ Board	April 2020	Target in annual business strategy approved by Board	Complete
	Prioritise recruiting Trustee for EDI	CEO/ Board	Aug 2020	Joy Essien has joined us and is supporting EDI	Complete
	Deliver EDI training to Trustees regularly	EDI Trustee	Sep 2021	Awareness session on race in November Board.	Ongoing
	Regular review of Diversity Policy and action plan	EDI Trustee	Ongoing	Termly reviews in place	Complete
	Sign up to ACEVO 'Eight Principles to address the diversity deficit in charity leadership'	CEO	Ongoing	Updating termly	Complete
	Add EDI to all Management meeting agendas and 1:1 formats	CEO	Nov 2020	Complete	Complete

NEXT REVIEW DATE: August 2022.