Nothing About Us, Without Us.

Diversity and Inclusion Toolkit

OFFline Film Festival

The development of this toolkit was funded through the Arts Council of Ireland Capacity Building Support Scheme.

Toolkit Developed: November 2023

Review Date:

Where practical, this document uses plain English and accessible fonts (Arial, 12).

Foreword

When initial conversations between five Birr Festivals began back in 2018 - conversations around sharing solutions to common problems - nobody could have foreseen the challenges and changes we would all face in the intervening years. Sat around the table that day, and an integral part of the conversation, was a representative from Offaly Local Development Company.

The reassurance that their continued presence brings to the local Festival landscape allows for considered collaboration and an enhancement of the cultural and artistic offerings to all audiences. Their assistance now continues through their Social Inclusion and Community Activation Programme - creators of this toolkit. For the past year, Louise Larkin and her colleagues have worked with local groups, Festivals and individuals to determine how OFFline Film Festival, and by extension other local Festivals, can successfully engage diverse audiences and be more inclusive of their programming.

I welcome the publication of this toolkit and the assistance it will provide to Festivals in achieving those goals. I would like to thank members of the Social Inclusion and Community Activation Programme team for their dedication and hard work and Offaly Local Development Company for their continued support. I would also like to acknowledge the Capacity Building Funding provided by the Arts Council that has enabled the creation of this toolkit. If used as intended, it will become a go-to-guide for all Festivals and event makers in the locality.

Gary Hoctor
Director
OFFline Film Festival

Contents

Acronyms

CD&I – Culture, Diversity and Inclusion

CE – Community Employment Scheme

CRPD – Convention on the Rights of Persons with Disabilities

CSO – Central Statistics Office

D&I – Diversity and Inclusion

DDAI – Disabled Drivers Association Ireland

DEI – Diversity, Equity and Inclusion

DEIJ – Diversity, Equity, Inclusion and Justice

DESSA – Disability Equality Specialist Support Agency

DIB – Diversity, Inclusion and Belonging

EDI – Equality, Diversity and Inclusion

GEDI – Gender, Equality, Diversity and Inclusion

IHREC – Irish Human Rights and Equality Commission

INAR – Irish Network Against Racism

NDA – National Disability Authority

OCC – Offaly County Council

ODEN – Offaly Disability Equality Network

OLDC – Offaly Local Development Company

OPPN – Offaly Public Participation Network

OTM – Offaly Traveller Movement

OVC – Offaly Volunteer Centre

PFL – Person First Language

SICAP – Social Inclusion and Community Activation Programme

URG – Under-represented groups

Introduction

Festivals are a unique opportunity for collaboration; bringing creativity and community together. Festivals bring many stakeholders together to create moments of priceless value. With the power to promote social inclusion, artistic engagement and cross-cultural integration, festivals have the potential to progress communities towards a more diverse and inclusive society.

As the world tries to cope with multiple crises, festivals must acknowledge the role they play in bringing communities together, and the impact they can have on culture and society. As audiences change and diversify, so too do their needs. Ultimately, festivals must be willing to adapt in response to these changes, with their response based on heightened awareness and knowledge.

About Us

Offaly Local Development Company (OLDC) provide a range of supports to individuals and communities across the county. As Offaly transitions culturally, economically, environmentally and socially, OLDC aims to empower communities through the provision of innovative solutions. OLDC aims to build resilient and sustainable communities that are equipped to respond to challenges and maximise opportunities as they present.
[link] www.offalyldc.ie

OLDC's Social Inclusion and Community Activation Programme (SICAP) aims to reduce poverty and promote social inclusion and equality. Supporting communities and individuals using community development approaches, engagement and collaboration, the SICAP team in Offaly respond to presenting need with a solution-focused approach.

OFFline Film Festival has been bringing cultural cinema to Midlands' audiences since 2010. Based in the heritage town of Birr, Co. Offaly, it is an exciting five-day event, for film lovers and makers alike, screening Irish and international films in a quirky array of venues across the town, county and region. Home to the innovative OFFline Animation Residency, it also curates the newly-established German film festival, Irish Film Berlin. Since 2020, OFFline has also been part of the Birr Festivals Collective; a collaboration between the town's five unique festivals whose mission is to devise and deliver high-quality festivals and events that promote artists and their work with the ultimate goal of fostering public engagement with culture, the arts, science and heritage in Birr.
[link] www.offlinefilmfestival.com

The Capacity Building Support Scheme was developed to support arts organisations to gain support, skills and expertise to review, strengthen and/or adapt their artistic and/or business models and support their strategic development in the medium to long term. It supports activities that will assist in building capacity, in developing inclusivity, and/or in growing peer support and collaborations. All awards and schemes are informed by the Arts Council's ten-year strategy (2016–2025), Making Great Art Work: Leading the Development of the Arts in Ireland.

Strength lies in differences, not in similarities.
- Stephen R. Covey

Definitions

While the list of definitions is extensive, commonly used terms are explained in detail below.

Diversity is
the presence of differences within a given environment.

Inclusion is
the act of bringing those from excluded groups into activities and decision/policy making in a way that shares power.

Equality is
the guarantee of absence of discrimination on the grounds of gender, religion, civil status, family status, sexual orientation, age, disability, race or ethnicity.

Equity is
the provision of assistance to those who could not otherwise avail of the equal treatment.

Accessibility is
taking appropriate measures to ensure access to persons with disabilities, on an equal basis with others.

Belonging is
a human emotional need to affiliate with and be accepted by members of a group.

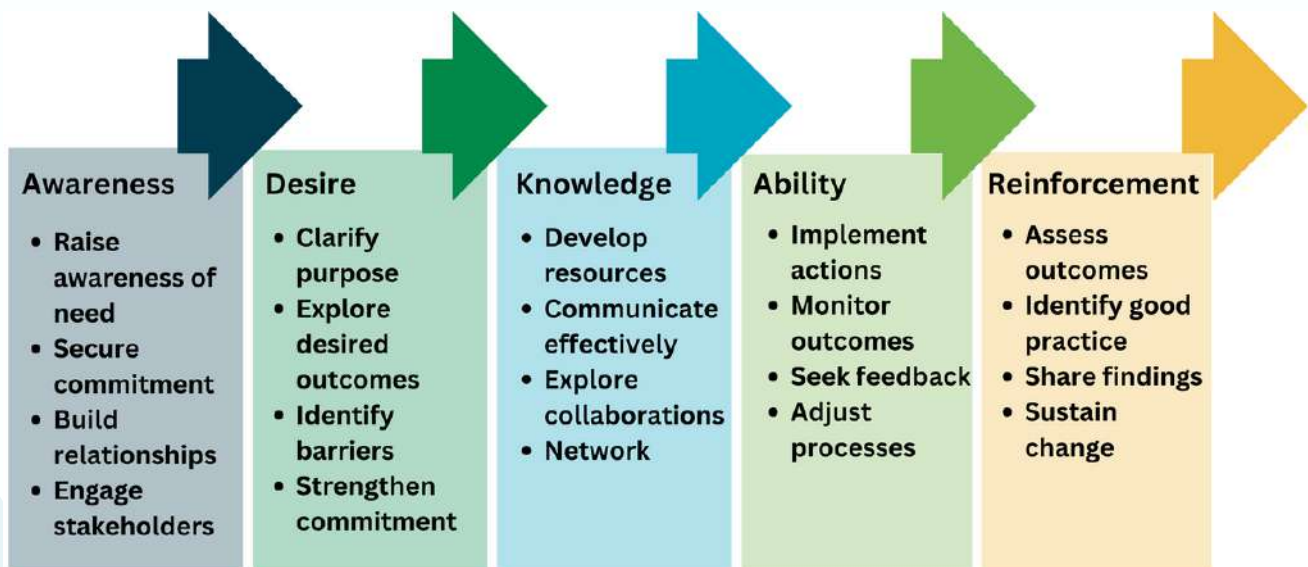Diversity is Being Invited to the PARTY INCLUSION is being asked to DANCE
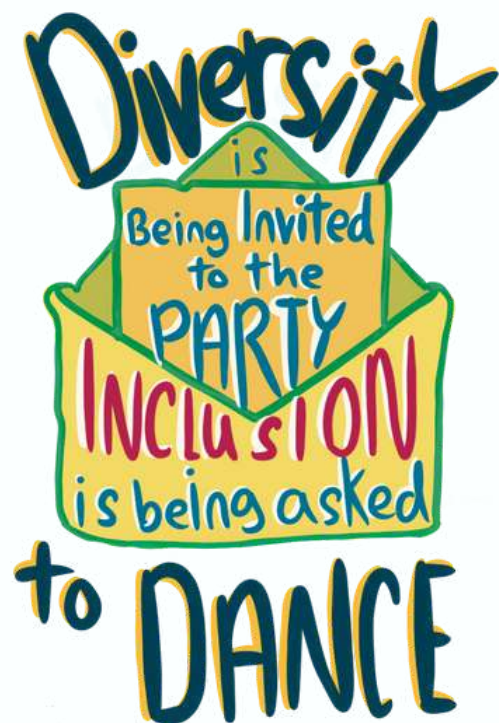
Purpose of Toolkit

This toolkit aims to support festivals by:
- raising awareness of the need for diverse and inclusive measures
- stimulating conversation around diversity and inclusion
- providing practical tools to support implementation of measures
- ensuring sustainability of change.

There is no doubt that to pick up this toolkit shows a commitment to change. Diversity is a fact, but inclusion is a choice. Commitment to start the conversation and learn along the way, allows for real action and meaningful change. With open hearts, open minds and the willingness to learn from mistakes, diverse and inclusive practices will become commonplace.

Utilising research based models, such as Prosci ADKAR® Mode, increases the odds for sustained change. This powerful model is based on the understanding that organisational change can only happen when individuals change. Each member of festival teams must be wholly committed to change for change to be wholly implemented.

Awareness	Desire	Knowledge	Ability	Reinforcement
• Raise awareness of need • Secure commitment • Build relationships • Engage stakeholders	• Clarify purpose • Explore desired outcomes • Identify barriers • Strengthen commitment	• Develop resources • Communicate effectively • Explore collaborations • Network	• Implement actions • Monitor outcomes • Seek feedback • Adjust processes	• Assess outcomes • Identify good practice • Share findings • Sustain change

Strategic Vision

Diverse, inclusive, accessible and equitable festivals, ensuring lesser heard voices can equally contribute and benefit.

Diversity is the mix.
Inclusion is making the mix work.
- Andres Tapia

The Process

With the intention to keep things accessible and inclusive from start to finish, the process of building this toolkit is no different. Simple processes allows for ease of replication, leading to empowerment and expansion of good practice.

Three Simple Steps

1
- Observation
  - event assessments
  - data collection

2
- Consultation
  - public engagement
  - stakeholder input

3
- Conversation
  - media presence
  - open dialogue

Observation

Members of the Social Inclusion and Community Activation Programme's staff team attended multiple events throughout the festival calendar. At each event, aspects of diversity and inclusion were visually assessed, while short, 9 question, surveys were completed with randomly selected festival-goers. QR codes giving access to the online survey were also positioned at randomly selected venues and events throughout festivals to allow for autonomy of response.

Consultation

Two public workshops were facilitated by members of the Social Inclusion and Community Activation Programme's staff team. These workshops were attended by interested parties; including stakeholders, festival committee members, festival goers and Seldom Heard Voices. The diversity of attendees allowed for deep exploration into various topics linked to diversity and inclusion. When exploring any topic, it's always beneficial to acknowledge that people closest to the problem are often nearest to the solution. Inclusive consultation gives a voice to the unheard.

Conversation

Through various media, including a radio interview and a window display, the process of the toolkit development was highlighted with the intention of starting open-minded and solution-focused conversations. In the current context, it's so important to be able to create a safe environment for discussions. Accepting that everyone can make mistakes, and that each mistake is a genuine opportunity for learning, allows for open-minded conversation. With the presence of a "cancel-culture", it has to be acknowledged that such honest and open-minded discussion can be frightening, as vulnerabilities can be disclosed. However, the creation of a safe environment for discussion reduces stigma, encourages solution-focused thinking and ultimately, raises awareness.

We cannot solve our problems with the same thinking we used when we created them.
- Albert Einstein
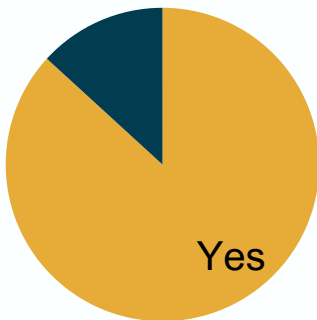
The Findings

Observation

<u>Survey Results</u>
76 survey responses were received over the period of data collection, with the results synopsised below.
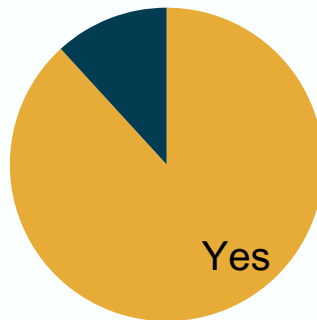
96% of respondents stated that they enjoyed the event(s) they had attended.

When asked if they are confident in their understanding of terms, the following responses were received:
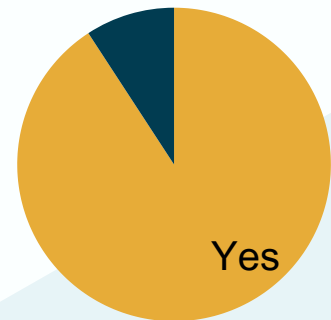
Diversity	*Inclusion*	*Accessibility*
86.8% answered Yes	88.2% answered Yes	90.8% answered Yes
13.2% answered No	11.8% answered No	9.2% answered No

When asked to rate events on their perceived levels of diversity, inclusion and accessibility on a scale of 1 to 5, with 1 meaning not at all and 5 meaning completely, the following responses were received:

Diverse ■ **Inclusive** ■ **Accessible**

Rating	Diverse	Inclusive	Accessible
1	4	0	1
2	7	11	11
3	20	13	22
4	31	23	21
5	14	28	21

Not at all ⟶ Completely
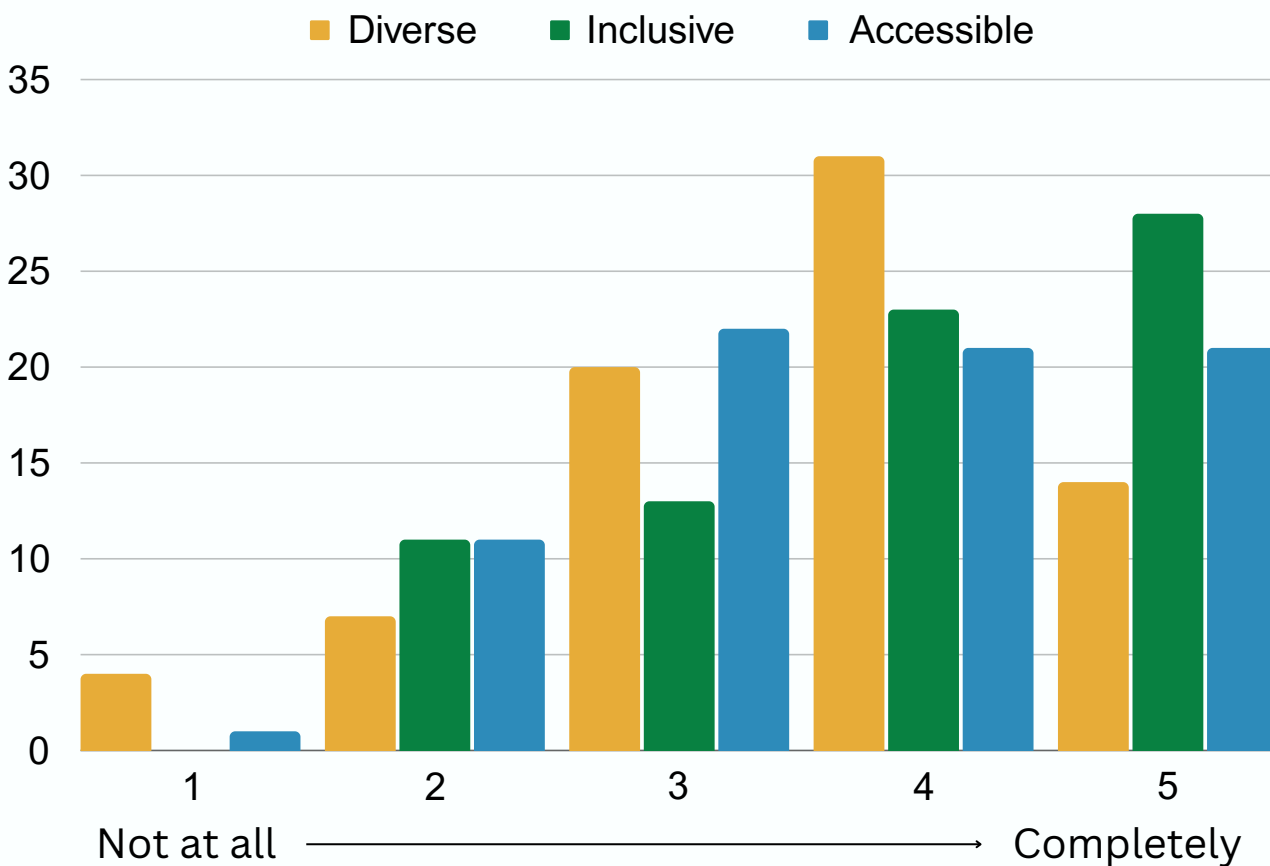
When asked to select the sentence that best describes their opinion of the festivals, the following results were generated:

The festival is very diverse and inclusive with no room for improvements. — 92 %

The festival is diverse and inclusive but there are some areas that can be improved. — 8%

The festival is neither diverse or inclusive and needs lots of improvement. — 0 %
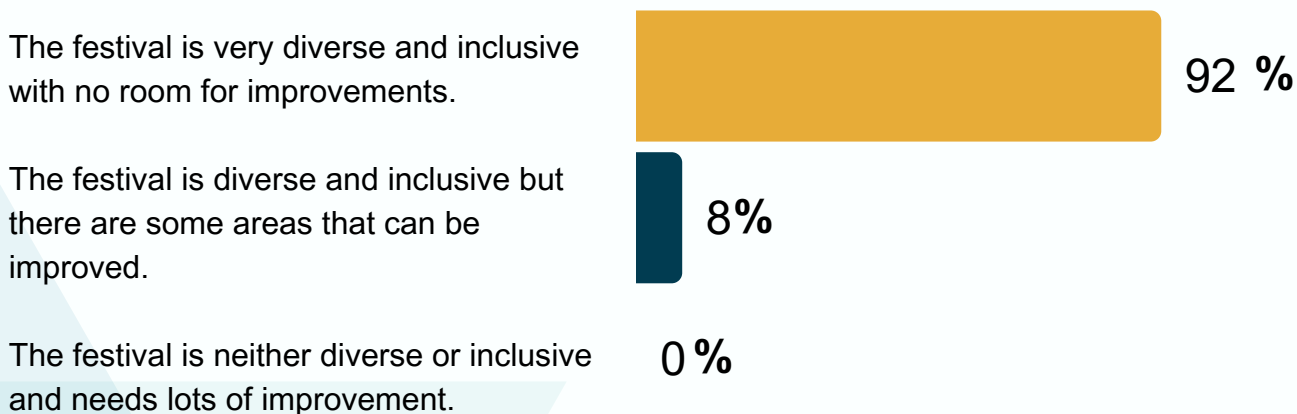
Attendance at a variety of events allowed for identification of potential barriers to diverse and inclusive events. These findings have helped shape the recommendations presented as part of this toolkit. Evaluation checklists, available in the resources section of this toolkit, have also been formed to support the implementation of recommendations, and are partially based on the findings from visual assessments.

Consultation

The public events held on May 18th 2023 created a space for discussion around the understanding of the terms diversity and inclusion, with attendees given an opportunity to share their insight and personal experience.

healthy · eclectic · interesting · community · challenging

Diversity

colourful · change for the better · natural · evolving · mixture · communication · overlooked · important · a melting pot · acceptance

acceptance · commitment · equality · intention · strategic · accessibility · enriching · person-centred · togetherness · connection · involvement · equity

Inclusion

should be standard practice · mindful · co-operation · support

The workshops generated discussion around the strengths and weaknesses of local festivals at present, while also acknowledging threats to the festivals, as outlined below.

Strengths
- High calibre of offerings
- Longevity of events & festivals
- Inclusive of local people
- Something for all ages
- Good breadth of art forms
- National profile & partnerships
- Affordability of events, including some free events
- Good community engagement
- Volunteers
- Creates a positive atmosphere
- Opportunity to meet new people
- Ability and willingness to evolve
- Support development of community
- Increases footfall and revenue locally
- Aims to be universal
- A homecoming for many
- Tradition

Weaknesses
- Weather dependent
- Lack of accessible venues
- Relies on the commitment & availability of volunteers
- Repetitive
- Lack of ample accommodation for visitors/exhibitors
- Tokenism
- Need for real involvement and acceptance of diverse groups
- Cost of some events can exclude
- Creation of exclusive events leads to segregation
- Lack of quiet spaces at events
- Lack of awareness of needs
- Perception that not everyone is willing to change or become more inclusive

Threats
- Expectations to grow and innovate not matched by funding opportunities
- Small audience base with events all appealing to the same group
- The changing landscape having implications on health and safety
- Too much responsibility placed on a small amount of people/volunteers
- The speed of adaptation not matching the speed of community diversification
- Sustainability of venues, committee, programming etc.

Opportunities identified at the public events were plentiful and formed the foundation for many of the recommendations suggested within this toolkit.

Opportunities
- Awareness raising campaign - policy, checklists, audits, community outreach, training, specific budget allocation, potential for an Inclusion Officer role
- Festival information hub - central point for all festivals, accessible, inclusive of all, physical location plus a consistent online presence, potential CE/Tús position
- D&I from planning stage - capacity building of committee and volunteers, consultation with communities, engagement with people with lived experience, implementation of Community Connectors, inclusive and accessible marketing and communication methods, activate a steering group.

Present at the main public event was Graphic Recording Artist, Gary Dempsey. Inclusion of a graphic recording created an inviting and accessible record of the event, visible on page 13.

Conversation

Through conversation with stakeholders, the current measures and needs were identified. Meaningful conversation on topical issues such as diversity and inclusion only happens when an atmosphere is created that provides sanctuary and nurtures true reflection. Two way dialogue that allows for learning was evident at multiple stages throughout this process, but the effort needed to create such dialogue can't be undermined. A very valid finding, and ultimately the one upon which all future progress relies, is that although conversation exists at surface level, the cultivation of deeper conversation that fuels action is essential.

DIVERSITY + INCLUSION at Local Festivals

VISIBILITY

Accessibility

FUN

Quiet Space

Diversity

Diversity is Being Invited to the PARTY. INCLUSION is being asked to DANCE

Clear actionable GOALS → Paid Staff

Let's do this!!!

Think Ahead

€ FUNDING

Incentives and Rewards

With out reach Youth Reach

Graphic Recording by Gary Dempsey

OFFLINE FILM FESTIVAL

ALL WELCOME

Information Hub

Opportunities

Inclusion of Migrants

Steering Group

New Members

Infrastructure Evaluation

Interesting Different Cultures

It's change for the Better

It's Natural

IT'S HEALTHY

For Everyone

What Are the

Threats → Budget & Inflation

Dietary options

Weaknesses → Outdated Infrastructure

Strengths

Affordable Events?

Tradition & Creativity

Planning

EDUCATION

What does DIVERSITY Mean to You?

BARK!

NOTHING ABOUT US WITHOUT US

What does INCLUSIVITY and INCLUSION? mean to You!

TOGETHERNESS

Communication

Accountability

Staffing

Tokenism

Brings out the Best in People

DIVERSITY is a FACT Inclusion is a CHOICE

Rialtas na hÉireann Government of Ireland

Co-mhaoinithe ag an Aontas Iorpach Co-funded by the European Union

SICAP

pobal government supporting communities.

the arts council ealaíon funding the arts

Offaly Local Development Company

13

Recommendations

After much consideration of findings, a series of recommendations have been devised to support implementation of the strategic vision of this toolkit.

Six crucial and interlinking elements have been identified, with each element further broken down into actions.

These recommendations are guidelines only, created to be adaptable to festival needs.

Policy
Develop and implement an effective, relevant and current Diversity and Inclusion Policy.

Festival Team Structures
Guarantee diverse, inclusive and aware festival team structures.

Training and Development
Provide relevant training and development initiatives for all festival team members.

Communication
Ensure accessible pathways of communication.

Accessibility
Critically assess and disclose all aspects of festival accessibility.

Review and Update
Commit to ongoing review of all implemented D&I measures, allowing for necessary additions.

Policy	
Objective	*Action*
Develop and implement an effective, relevant and current Diversity and Inclusion Policy.	Develop policy in consultation and collaboration with stakeholders.
	Ensure implementation of policy through regular review.

Diversity and inclusion have been identified as priorities but to fully engage in a process of change, it needs to become a cornerstone within the festival's vision. In doing so, you legitimise your support and make it known that you are willing to be held accountable for your actions. In today's world, accountability is key.

In order to encourage greater diversification and inclusion in your programming, it is important to create commitment. Commitment should be supported by collaborations with relevant stakeholders.

When seeking meaningful community engagement it's vital to consider the IAP2 Spectrum of Public Participation, and strive for strong collaborative participation.

Level	Public Participation Goal
Empower	To place final decision-making in the hands of the public.
Collaborate	To partner with the public in each aspect of the decision including the development of alternatives and the identification of the preferred solution.
Involve	To work directly with the public throughout the process to ensure that public concerns and aspirations are consistently understood and considered.
Consult	To obtain public feedback on analysis, alternatives and/or decisions.
Inform	To provide the public with balanced and objective information to assist them in understanding the problem, alternatives, opportunities and/or solutions.

Diversity and inclusion starts with a robust policy, where the policy creates a culture of equity and belonging. Festivals need to proactively address diversity and inclusion in their policy making to future-proof audience engagement and festival resilience.

An effective policy states the commitment of teams to foster a festival environment that promotes diversity and inclusion and creates an open and inclusive culture where everyone feels valued.

Before putting pen to paper, a festival team should consider the following:
- Do they work with organisations that specialise in diversity and inclusion?
- Are they part of a festival network that collaborates and commits together on these issues?
- Have they ever looked at best practices from festivals with diverse line-ups?
- Have they ever thought about collaborating with external people from diverse origins and backgrounds to support the curation of the festival?

Festival Team Structures	
Objective	*Action*
Guarantee diverse, inclusive and aware festival team structures.	Meaningfully consult with Seldom Heard Voices in the planning, implementation and review stages of the festival, through inclusive and informed consultation.
	Nurture an open and inclusive culture within team structures.
	Encourage committee rotation in line with good governance that encourages new voices.

Diversity is about having a good mix. Inclusion is making sure the mix works. It is a process and mindset that requires openness and a willingness to learn from those most impacted.

A great way to start on this journey is to create space within your existing festival team to consider the following questions:

- Why do we want our festival to be diverse and inclusive?
- What do the words 'diversity', 'inclusion', 'equity', 'equality', and 'accessibility' mean to us?
- Does our team reflect the diversity of society, and therefore the diversity we desire for our festival?
- Why is it important for our team to be diverse?
- What would an inclusive work environment look like for our team?
- As a team, have we created an environment where each member feels seen, heard and respected in formal decision making processes and informal conversations?
- How comfortable and safe do we feel to share personal opinions on this subject?

Now that you've considered the above, it's time to think about training and development of the team.

Training and Development	
Objective	*Action*
Provide relevant training and development initiatives for all festival team members.	Regularly analyse training needs.
	Engage with relevant stakeholders to provide bespoke training.
	Develop capacity of existing and potential team members.
	Critically evaluate training and development initiatives.

Volunteers are the backbone of many festivals. Without them, what would we have? For that reason we owe them an induction process that lends to a sense of autonomy and safety within their role. Through relevant training and development initiatives, volunteers, committee members and any individual with festival responsibility, can be supported in a way that enables both personal and festival gain.

Through needs analysis and collaboration with training providers, the capacity of new and existing team members can be developed. Meeting training needs, from the mundane to the sublime, will ensure that every aspect is covered, from health and safety right through to interpersonal skills and emotional intelligence, thus creating space from more inclusion.

Communication	
Objective	*Action*
Ensure accessible pathways of communication.	Consider the accessibility standards of all methods of communication, in person, print and online.
	Utilise training opportunities to upskill in areas of communication.
	Ensure that inclusive communication is central to audience engagement strategies.

The stakes are high when it comes to communication. But every opportunity to communicate is also an opportunity to learn. If you make mistakes in your communication, own them, be open to feedback and respond to it as soon as possible. The festival can then show its commitment and authenticity through its communication efforts.

It won't happen overnight, but accessible communication as standard will safeguard against exclusion. Communication takes many forms, from printed programmes and social media posts, to greetings and engagement at venues and events. The impact of accessible communication spans immeasurably. The same can be said for inaccessible communication.

Accessibility	
Objective	*Action*
Critically assess and disclose all aspects of festival accessibility.	Consider accessibility criteria and standards for each event.
	Utilise accessibility checklist.
	Ensure transparency of accessibility.
	Endeavour to minimise inaccessibility across all aspects of festival offerings.

Accessibility is the cornerstone of success for an inclusive festival. But accessibility comes in many forms and at many levels. It can mean physical accessibility to venues, accessibility to information, particularly in the digital realm, accessibility based on one's social group and accessibility via income and finance. Creating real accessibility requires time, energy, monetary investment and commitment.

We can all, of course, strive for perfection, but at what cost? In relation to physical accessibility, consideration has to be given to the interplay between the ambience created by some of our remarkable festival venues and their accessibility. Yes, a sterile, clinical setting may prove most accessible, but what will it do for the experience?

Awareness and transparency are key. It's very important that festival committees begin with communicating about the levels of accessibility so that people can make the decision to go or not.

Review and Update	
Objective	*Action*
Commit to ongoing review of all implemented D&I measures, allowing for necessary additions.	Schedule regular reviews of policies, training and development initiatives and other measures.
	Update resources as required.
	Add new resources where necessary.

Evaluation of diversity and inclusion initiatives is a crucial element of the process. The outcomes of any efforts that have been implemented should be measurable. Outcomes such as increased representation of identified groups and improved representation on decision-making structures demonstrates the return on investment and value-added to the festival. Without review of its implementation, it could be argued that the toolkit itself is a form of tokenism.

To effectively review the impact of diversity and inclusion measures on a festival, there needs to be data. Data can be quantitative or qualitative, dependent on collection methods. Analysis of this data will help you to understand the evolution of the festival.

Some questions to get you started with a review include:
- Did you respect your commitment to implement change?
- What has been successfully achieved of the recommendations?
- What were the struggles?
- What are the gaps, and how do we fill them?

Identifying your areas of improvement should be an ongoing process. Consultation with stakeholders will give the truest picture of progress. Ask yourself if the answers you've given to the above questions will be replicated by your stakeholders. Then, ask them!

Give space for feedback and advice from stakeholders at events.
Ask your audience if they felt represented by the programme.
Evaluate general audience satisfaction and make note of perspectives from all demographics.

Diversifying a programme is the first hurdle. Fostering a sense of belonging is the ultimate hurdle. Every step is a step in the right direction, even though at times it may not seem that way.

Nothing worth having comes easy.
- Theodore Roosevelt

Conclusion

While findings presented in this document outline a process, the process is only in its infancy. A toolkit is only as good as its implementation, with the work really only starting now.

Members of Offaly Local Development Company's SICAP team have worked on the ground with OFFline Film Festival to create this toolkit. The toolkit's strategic vision aspires to create diverse, inclusive, accessible and equitable festivals, where lesser heard voices can equally contribute and benefit.

Through a series of recommendations, the opportunity is ripe for implementation of diversity and inclusion initiatives that aim to leave no one behind.

However, with this toolkit there are limitations. The ever-changing landscape will continue to present more challenges and resources. Festival committees can't afford to stagnate and must commit to updating elements of this toolkit on a regular basis.

While every effort has been made to include those most excluded or on the edges of society in consultation, engagement with marginalised groups is an ongoing process, evolving around trust. Respectful innovation is needed to reduce the risk of this gap widening and ensure that diversity and inclusion has a place on all festival agendas to come.

Resources

Quick Reference Glossary

The following terms give insight into terminology relating to diversity and inclusion. Taken from reputable sources, this is not an exhaustive list. A more detailed list of terms is available on request.

A

Ableism
Type of discrimination, prejudice and/or unfavourable treatment of people with disabilities based on the belief that people without disabilities (or able bodied) are superior.

Accessibility
Taking appropriate measures to ensure access to persons with disabilities, on an equal basis with others, to the physical environment, to transportation, to information and communications, including information and communications technologies and systems, and to other facilities and services open or provided to the public, both in urban and in rural areas.

Accountability
In the context of equality work, accountability refers to the ways in which individuals and communities acknowledge the values and groups to which they are responsible and hold themselves to their goals and actions accordingly. To be accountable, one must be active and visible, with a transparent agenda and process. Accountability demands commitment.

Adultism
Prejudiced thought or discriminatory action against young people, in favour of an older person.

Ally and Allyship
An ally is someone who makes the commitment and effort to recognise their privilege (based on gender, class, race, sexual identity, etc.) and to work in solidarity with minoritised groups. Allies commit to reducing their own complicity or collusion in oppression of minoritised groups and invest in strengthening their own knowledge and awareness of oppression.

Ageism
Ageism may be defined as any prejudice against or in favour of an age group, or an alteration in feeling, belief or behaviour in response to an individual's or group's perceived chronological age.

Anti-racism

Anti-racism is defined as the work of actively opposing racism by advocating for changes in political, economic, and social life. Anti-racism includes individually opposing overtly racist behaviours and collectively opposing institutional racism.

Aversive racism

Aversive racism describes when individuals profess to hold egalitarian beliefs and so will not discriminate in situations when a racial motive would be obvious. For example, they may change their behaviour when interacting with a member of a racially minoritised group, but then justify their actions on the basis of some factor other than race.

B

Belonging

Belonging is a human emotional need to affiliate with and be accepted by members of a group.

Bias

Bias occurs when an individual acts on the basis of personal opinions, judgement or prejudice, discriminating in favour or against a person or a group. Implicit bias/unconscious bias are attitudes that unconsciously affect our decisions and actions. People often think of bias as intentional, for example, someone wanted to say something racist.

Bigotry

An intolerance towards those who hold different opinions to you, and particularly what might be considered as an unreasonable or irrational attachment to negative stereotypes and prejudices about other individuals and groups.

Bisexuality

Women or men who are attracted to both sexes, female and male.

Bystander

A bystander or an 'active' bystander is a person who witnesses prejudice or discrimination against another person and who has the opportunity to take action by challenging the behaviour.

C

Cisgender

A person whose gender identity is aligned with their sex assigned at birth.

Cissexism

The assumption that a cisgender identity is more authentic or natural than a trans identity. The belief that a person's sex assigned at birth always remains their real gender (for example, suggesting that a trans woman is 'really a man' or a trans man is 'really a woman').

Civil status

Civil status is defined as being single, married, separated or divorced, widowed, in a civil partnership, or being a former civil partner in a civil partnership that has ended by death, or been dissolved.

Class and classism

Social class refers to the presence or lack of inherited wealth and privilege, and can impact an individual's life chances. Class disadvantage tends to endure across generations.

Colonisation and colonialism

Colonisation refers to forms of invasion, dispossession, and subjugation of people and territory as part of the expansion of imperial power and the development of a global capitalist economy.

Communication

This includes languages, display of text, braille, tactile communication, large print, accessible multimedia as well as written, audio, plain-language, human-reader and augmentative and alternative modes, means and formats of communication, including accessible information and communication technology.

Content warning

A content warning, often abbreviated to 'CW', is either a written or verbal statement made at the beginning of a video, talk or other form of presentation that includes material that makes reference to topics such as sexual abuse, self-harm, violence, eating disorders, or racial abuse for example, and this may take the form of an image, video clip, audio clip or a piece of text, which is part of the overall material. A content warning is similar to a 'trigger warning' and the two are often used interchangeably.

Cultural appropriation

Cultural appropriation, also known as 'cultural misappropriation', is the adoption of an aspect or aspects of one culture by members of another culture. This can be controversial when members of a dominant group appropriate or take from disadvantaged or marginalised cultures. Debates around what does and does not constitute cultural appropriation often try to consider a broad historical context and evaluate whether there are elements of a cultural or interpersonal power imbalance that may be at play, whether subtle or overt.

Culture
Culture can be defined as the patterns of daily behaviour and thought that are learned both consciously and unconsciously by a group of people. These patterns can be seen in language, customs and practices, beliefs, art, food, religion and clothing.

D

Deaf and deaf
The term Deaf is used by the Deaf community, to identify membership of a unique social, cultural and linguistic group.
The lowercase 'd' is used when talking in the audio-logical form or for someone who does not see themselves as being part of a culture or Deaf community.

Dignity
A value owed to all humans, to be treated with respect.

Disability
Different definitions of disability are used in different contexts, for example to set eligibility for particular services, or to outlaw discrimination on grounds of disability. The Disability Act 2005, for example, sets out disability as 'a substantial restriction in the capacity of the person to carry on a profession, business or occupation in the State or to participate in social or cultural life in the State, by reason of an enduring physical, sensory, mental health or intellectual impairment'.
There is no definitive list of what is considered to be a disability. There can be a wide range of difference between how individuals with particular conditions are affected, ranging from mild to severe difficulties. A person's environment, which includes the supports they have and the physical or social barriers they face, influences the scale of the challenges they face in everyday life.

Discrimination
Discrimination is the unequal treatment of a person/s on the grounds of race, skin colour, nationality or ethnic origin, gender, civil status, family status, religion, age, disability, or membership of the Traveller community. Discrimination can be direct or indirect.

Diversity
The presence of differences within a given environment. Recognising that everyone is different in a variety of visible and non-visible ways and that those differences are to be acknowledged, respected and valued.

E

E-Accessibility
The use of online or electronic information and communication technologies such as websites or electronic materials like PowerPoint slides or documents, and the need to develop such resources so that disabled people can access the information whatever their individual needs might be.

Easy Read
Easy Read information is an accessible information format designed for people with a learning disability and autistic people. The words are made easier to read, the text is big, and pictures are used next to the words.

Equal opportunities
Equal opportunities, or equality of opportunity, may be defined as ensuring that everyone is entitled to freedom from discrimination, where individuals have an equal opportunity to fulfil their potential and accessing opportunities. The term 'equal opportunities' has mostly been replaced by 'equality, diversity and inclusion' in recent years.

Equality
Equality is the guarantee of absence of discrimination on the grounds of gender, religion, civil status, family status, sexual orientation, age, disability, race or ethnicity. Equality means establishing equal treatment for all.

Equity
Equity refers to the acknowledgement that historically excluded, underserved and underrepresented individuals or groups have experienced barriers to full participation, and therefore additional measures are needed to assist these individuals or groups to achieve equality in the provision of effective opportunities to all groups. Equity means assisting those who could not otherwise avail of the equal treatment.

Ethnicity
Ethnicity is a social construct that differentiates people into smaller social groups based on characteristics such as shared sense of group membership, values, behavioural patterns, language, political and economic interests, history, and ancestral geographical base. People can share the same nationality but be of different ethnic groups and people who share an ethnic identity can be of different nationalities.

Ethnocentrism
The biased and often discriminatory belief that one's own ethnic group is centrally important and to measure all other ethnic groups using the standards and customs of their own.

G

Gaslighting

Gaslighting can be described as a form of psychological manipulation in which a person or group either consciously or unconsciously sow seeds of doubt in an individual or group, making them question their own memory, judgement or interpretation of a particular event. This often refers to a situation where someone minimises or denies the impact of a particular offensive comment or behaviour that someone else has been the victim of.

Gay

A man who has a romantic and/or sexual orientation towards other men. It is also a generic term for lesbian and gay sexuality, as some women define themselves as gay rather than lesbian. Some non-binary people may also identify with this term.

Gender

Gender refers to a spectrum of masculine and feminine characteristics that are socially constructed. This includes norms, behaviours and roles associated with being a woman, man, girl, boy, or non-binary person, as well as relationships with each other. As a social construct, gender varies from society to society and can change over time.

Gender Identity

Each person's deeply felt internal and individual experience of gender, which may or may not correspond to the sex assigned at birth.

H

Hate Speech

Hate speech covers all forms of expression which spread, incite, promote or attempt to justify any form of hatred, stereotyping or discrimination that is based on intolerance.

Heteronormativity

The assumption, of individuals and/or institutions, that everyone is heterosexual and that heterosexuality is superior to all other sexualities.

Heterosexism

The individual, cultural and institutional assumption that all individuals are heterosexual.

Homophobia

An umbrella term defining discrimination, prejudice or malicious acts towards lesbian, gay, bisexual, queer or questioning people.

Human rights

Human rights are the basic rights and freedoms to which all humans are entitled. They ensure people can live freely and that they are able to flourish, reach their potential and participate in society. They help to ensure that people are treated fairly and with dignity and respect. An individual has human rights by virtue of them being a human and they cannot be taken away.

I

Implicit bias

Implicit bias, also known as unconscious or hidden bias, describes associations that people unknowingly hold. They are expressed automatically, without necessarily conscious awareness.

Inclusion

The act of bringing those from traditionally excluded groups into processes, activities, and decision/policy making in a way that shares power.

Inclusive language

Inclusive language refers to non-sexist language or language that "includes" all persons in its references.

Individual racism

Individual racism refers to the beliefs, attitudes, and actions of individuals that support or perpetuate racism. Individual racism can be deliberate, or the individual may act to perpetuate or support racism without knowing that is what they are doing.

Institutional racism

Institutional racism refers specifically to the ways in which institutional policies and practices create different outcomes for different minoritised ethnic groups.

Integration

The joining together of different ethnic or racial groups and the creation of a free and equal association.

Intercultural competence

Communication and behaviour that is both effective and appropriate when interacting across difference.

Interpersonal racism

Interpersonal racism occurs between individuals. Once we bring our personal beliefs into our interactions with others in public or private, racism is now in the interpersonal realm.

Intersectionality

Intersectionality is the understanding that social inequalities are not just summative, they are mutually constituting.

Invisible disability

An invisible disability is a physical, mental or neurological condition that is not visible from the outside, yet can limit or challenge a person's movements, senses, or activities.

Irish Sign Language

Irish Sign Language is the indigenous language of the Deaf community.

L

Lesbian

A woman who has a romantic and/or sexual orientation towards other women. Some non-binary people may also identify with this term.

LGBTQ+

Umbrella term used to denote individuals from the Lesbian, Gay, Bisexual, Trans and Queer/Questioning Community.

Lived experience

Lived experience refers to the unique knowledge an individual gains through direct, first-hand experience of living their life while identifying with one or more protected characteristic, such as race, religion or sexual orientation.

M

Marginalised

Marginalised is a term used to describe communities that may have societal disadvantages placed upon them, often based on their identity or social class. People may belong to more than one marginalised community due to their intersectional identity.

Micro-aggression
The everyday verbal, nonverbal, and environmental slights, snubs, or insults, whether intentional or unintentional, which communicate hostile, derogatory, or negative messages to target persons based solely upon their marginalised group membership.

Minority Ethnic Groups (MEGs)
Minority Ethnic Groups is a broad identifier sometimes used to describe individuals or groups within a population with particular characteristics.

N

Nationality
Nationality is the legal bond between an individual and their country, which may be acquired by birth or naturalisation. A person may have a different country of nationality from their country of origin and/or country of birth owing, for example, to the acquisition of citizenship in a country different from their country of birth.

Non-binary
Non-binary is an umbrella term for gender identities that fall outside of the binary of man or woman and thus do not conform to traditional gender roles.

'Nothing about us without us'
"Nothing about us, without us" is a central motto or principle expressed as part of global disability activism, which highlights the fact that disabled people know what is best for them and their community, and that they must therefore be valued as integral and essential contributors to anything that is developed for or with disabled people in mind.

O

Oppression
The systematic subjugation of one social group by a more powerful social group for the social, economic, and political benefit of the more powerful social group.

Othering
'Othering' is a process of power play, whereby one individual or group establishes themselves and their attributes as 'normal', and in doing so distances themselves from those they perceive to be different.

Performative activism
Performative activism is a negative term that refers to an individual or an organisation's activist work in such a way as to suggest that the motives behind such efforts are for the purpose of appearing more inclusive or progressive, rather than resulting from a sincere devotion to a particular cause or goal.

Positive discrimination
Positive discrimination refers to treating an individual or group with a protected characteristic more favourably in order to counteract the effects of past discrimination in such a way that is considered unlawful.

Prejudice
A pre-judgment and usually negative attitude of one type of individual or groups toward another group and its members.

Pride
An individual's expression of confidence in and celebration of their own LGBTQ+ identity and the community to which they belong. It also refers to the annual public event that is held in many countries and cities across the world where members of the LGBTQ+ community and their allies come together, often in the form of a street parade, to protest against LGBTQ+ related injustices and also to celebrate their identity, culture and history. Note that there are 'pride' movements and events related to other protected characteristics, such as disability.

Privilege
A set of advantages systemically conferred on a particular person or group of people.

Pronouns
Pronouns are a way of referring to someone in the third person. They are generally connected with a person's gender, often a signifier of that crucial part of a person's identity.
Example: she/her, he/him, they/them

Protected Grounds

The Equal Status Acts 2000-2018 outlines nine grounds for discrimination, known as the protected grounds. These are:

- Gender
- Civil or marital status
- Family status
- Sexual orientation
- Religion
- Age
- Disability
- Race
- Membership of the Traveller community.

Public sector duty

The Public Sector Equality and Human Rights Duty is a statutory obligation for public bodies under the Irish Human Rights and Equality Commission Act 2014. It requires public bodies, in the performance of their functions, to have regard to the need to eliminate discrimination, promote equality and protect human rights of staff and people availing of their services.

Q

Queer

All individuals who fall outside of gender and sexuality 'norms'.

R

Racism

Racism is any action, practice, policy, law, speech, or incident which has the effect (whether intentional or not) of undermining anyone's enjoyment of their human rights, based on their actual or perceived ethnic or national origin or background, where that background is that of a marginalised or historically subordinated group.

Reasonable accommodation

Reasonable accommodation means to take 'appropriate measures' to meet the needs of people with disabilities or additional need, by making arrangements that will enable the person to have equal opportunities.

'Appropriate measures' refers to the effective and practical changes put in place to enable people to engage on an equal footing with others.

Respect
Taking into account the views and desires of others in how you treat people.

S

Seldom Heard Voices
The term 'seldom heard' is used to describe people with a variety of backgrounds and life experiences, whose voices are typically not heard in decision-making processes. Among others, these include people with disabilities, those from ethnic minorities, people in alternative care, LGBTQ+, carers, prisoners, and those from disadvantaged situations.

Sexual orientation
Sexual orientation refers to a person's physical, emotional and/or romantic attraction to another person. Sexual orientation is distinct from sex, gender identity, and gender expression.

Sexual identity
How one thinks of oneself in terms of attraction to the same sex or members of the other sex, based on one's own experiences, thoughts and reactions, rather than defining oneself based on the gender or sex of one's sexual partner(s).

Socio-economic background
Socio-economic background can refer to someone's financial, social and/or cultural circumstances.

Stakeholder
A stakeholder is a person, group or organisation with a vested interest, or stake, in the decision-making and activities of a business, organisation or project.

Stereotyping
Stereotyping or labelling of a whole group or community occurs when persistent assertions are presented as facts over a period of time, when a minority community is blamed for the broader problems of society or when the antisocial actions of some members of a community are deemed to be the defining characteristics of a whole community. Myths and misinformation can fuel or contribute to an environment where assaults, threatening behaviour and discrimination are more likely to occur.

T

Tokenism

Policy or practice that is mainly symbolic, and involves attempting to fulfil one's obligations with regard to established targets, such as voluntary or mandated gender quotas, with limited efforts or gestures, especially towards minority groups and women, in ways that will not change men-dominated power and/or organisational arrangements.

Transgender

Transgender/Trans are umbrella terms for people whose gender identity and/or gender expression differs from the sex assigned to them at birth.

U

Underrepresented groups

Groups of people who are insufficiently or inadequately represented, relative to their representation in broader society. People within these groups may be subject to barriers and forms of discrimination.

Universal design

The design of products, environments, programmes and services to be usable by all people, to the greatest extent possible, without the need for adaptation or specialised design. Universal design shall not exclude assistive devices for particular groups of persons with disabilities where this is needed.

W

Woke Washing

Woke washing is defined as the act of using social justice themes in marketing campaigns to create a positive image for a company without taking any meaningful action.

X

Xenophobia

Dislike or prejudice against people from other countries.

Tips and Tricks for an Inclusive Festival

Budget for D&I from planning stage, before programming, to ensure budget for reasonable communications. By including D&I in your funding applications it shows your commitment and prevents barriers to D&I later in the festival planning.

Don't always assume digital literacy. Have you considered your booking systems or means of communication? Many people still read their local paper to find out about events locally while others, for a multitude of reasons, are unable to purchase tickets online. Traditional means of event promotion and ticket sales are a simple way to ensure the inclusion of many!

Thinking about running an event for a particular group? Is there a local group/organisation in your area that could be consulted on how to best run this event? Could you go further and invite people from this group to volunteer or be part of the festival committee in a meaningful way?

Consider creating a blog or a press release in a local paper where team members can share their journeys in becoming more inclusive and let your audience know that you are serious about doing this work. Diversity attracts diversity. People want to know if they are investing time, money and energy on truly inclusive organisations.

The programming of a festival is the most visible and tangible representation of your unconscious biases. Your programme sends a loud message to the public on whether or not your festival is for them. Being aware of these elements will allow you to realise what, unconsciously, makes your programming not diverse. Start by asking yourself:
- Why are these communities underrepresented in my line-up?
- How does my unconscious bias shape the line-up?
- What are my blindspots?
- How does my lack of knowledge about some types of communities, sexualities, genders influence the line-up's composition?

Avoid woke washing by not posting or sharing content from areas you're not addressing yet. The woke washing concept is defined as the appropriation of ethical and progressive values as a form of advertising to improve the reputation of the company without demonstrating a real commitment to the values that are communicated. Only promote areas that you are actually working on, otherwise you risk appearing unauthentic to audiences.

Additional Resources/Reading

Statistics

Central Statistics Office
A source of data on health and disability, migration and diversity, religion, ethnicity and other key demographic information that you can use as a starting point to understand the diversity in the environment in which your organisation is operating.
[link] https://www.cso.ie/en/statistics/population/

Community Access

Offaly Public Participation Network
Offaly Public Participation Network (OPPN) is an independent network of community and Voluntary groups and organisations across Offaly. Their vision is Community Wellbeing. The PPN is the 'go to' for all local authorities who wish to benefit from community and voluntary expertise in their area.
[link] https://offalyppn.ie/

Offaly Local Development Company
Offaly Local Development Company provide a range of supports to communities within the County to develop innovative solutions as they transition culturally, demographically and socially. One of the aims of their Social Inclusion and Community Activation Programme is to promote social inclusion and equality by supporting communities and individuals using community development approaches, engagement and collaboration.
[link] www.offalyldc.ie

Volunteer Support

Offaly Volunteer Centre
Volunteers are often an integral part of any festival. Offaly Volunteer Centre offer a wide range of services and supports for people who wish to volunteer and for organisations that involve volunteers. Offaly Volunteer Centre source volunteers, visit you and help with any issues about taking on volunteers for the first time, or to review current procedures, and provide training and guidance on anything to do with volunteering, such as references, good practice, expenses.
You can email them directly at info@volunteeroffaly.ie or call 083 0154669
[link] https://volunteeroffaly.ie/

Diversity and Inclusion in the Arts

The Arts Council Equality, Diversity and Inclusion Toolkit
This toolkit is intended to support organisations in implementing positive policy measures to promote equality of opportunity, access and outcomes for all those living in Ireland regardless of their gender, sexual orientation, civil or family status, religion, age, disability, race or membership of the Traveller community.
[link]
https://www.artscouncil.ie/uploadedFiles/wwwartscouncilie/Content/About/Equality,_Human_Rights_and_Diversity/EDI%20Toolkit%20Final_Eng.pdf

Human Rights

Irish Human Rights and Equality Commission (IHREC)
The Irish Human Rights and Equality Commission is Ireland's national human rights and equality institution. The website provides useful guides and tools to embed human rights and equality in business and organisations.
[link] https://ihrec.ie/guides-and-tools

Irish Network Against Racism (INAR)
The Irish Network Against Racism website has useful information for those who want to learn more about racism in Ireland.
[link] https://inar.ie/reporting-racism-in-ireland/

Race Forward

Race Forward, the centre for racial justice innovation has published a race reporting guide with useful terminology.

[link] https://raceforward.org/reporting-guide

Immigrant Council of Ireland

The Immigrant Council of Ireland is a national, independent non-governmental organisation that promotes the rights of migrants.

The Immigrant Council provides training programmes and workshops covering a wide suite of topics related to immigration and migrant rights, anti-trafficking, as well as diversity and inclusion.

Whether you are looking to upskill your frontline staff, build a more diverse and inclusive workforce, or simply looking to fulfil diversity and inclusion requirements, their training is suited for multiple audiences across many different sectors. Trainings include: Intercultural and anti-racism training and Diversity Matters where you can learn how to promote a positive, inclusive working environment; Empower frontline staff to effectively interact with customers/clients from different backgrounds.

[link] https://www.immigrantcouncil.ie/training

Communication

Making something accessible means providing alternative means (formats or options) to access what's on offer if the 'standard' offer is not accessible.

National Disability Authority

The National Disability Authority (NDA) is the independent statutory body, providing evidence-based advice and research to Government on disability policy and practice and promoting Universal Design.

Their accessibility toolkit will help you to make your services, buildings, information, and websites more accessible to customers with disabilities. Their content is continuously being updated to provide top tips to create an Equitable Diverse and Inclusive (EDI) work culture using a Universal Design Approach.

[link] https://nda.ie/publications/accessibility-toolkit

The NDA offer an online Disability Awareness Training. However, it is currently being revised to reflect new legislation and practice and to make it more accessible.

[link] https://nda.ie/publications-and-resources/disability-awareness-training

Easy on the I

Easy on the I offer symbols, photos and graphics with images both in box and also out of the box ready for you to download on demand.

[link] https://www.learningdisabilityservice-leeds.nhs.uk/easy-on-the-i/

Photo Symbols

Photo Symbols have a range of annual subscriptions to suit different teams, organisations and individuals. Each package is for a minimum of 12 months and prices are worked out for the number of users. They also offer a Foundation Course in Easy Read provides a comprehensive understanding of Easy Read - an accessible information format for people with learning disabilities.

[link] https://www.photosymbols.com/

European Disability Forum

EDF are an umbrella organisation of persons with disabilities that defends the interests of over 100 million persons with disabilities in Europe. They are an independent non-governmental organisation (NGO) that brings together representative organisations of persons with disabilities from across Europe.

As part of one of their projects they designed a suite and readily available toolkits with practical tips on how to ensure that your pathways of communicating are accessible to persons with disabilities/disabled people.

- Accessible Word Documents [link] https://www.edf-feph.org/publications/digital-accessibility-training-session-1-making-word-documents-accessible/
- Accessible PowerPoint presentation [link] https://www.edf-feph.org/publications/accessible-powerpoint-toolkit/
- Accessible social media [link] https://www.edf-feph.org/publications/accessible-social-media-toolkit/
- Accessible online event [link] https://www.edf-feph.org/publications/accessible-online-meeting-toolkit-digital-accessibility-training-session-4/
- Accessible video [link] https://www.edf-feph.org/publications/accessible-video-toolkit-digital-accessibility-training-session-5/
- Accessible website [link] https://www.edf-feph.org/publications/toolkit-accessible-website/

Accessibility

Employers for Change

The aim of Employers for Change is to provide an employer disability information service. The service empowers employers with all the information and advice needed to hire, employ, manage and retain staff with disabilities. They offer guidance, resources and trainings on how to recruit a diverse and inclusive workforce, provide disability awareness training, ensure premises are accessible, ensure that company policies are inclusive and accessible (Handbook, PEEP / Health and Safety), and provide accessible technologies.
[link] https://employersforchange.ie/index

DDAI SpaceFinder App

Use the official Disabled Drivers Association to locate free accessible parking spots in your locality. This App receives data from the parking sensors of various parking authorities in order to provide you with real time information on space availability and location
[link]
https://play.google.com/store/apps/detailsid=com.parkmagic.disableddrivers&hl=en&gl=US&pli=1

Seldom Heard Voices

Hub na nÓg

Hub na nÓg is the national centre of excellence on giving children and young people a voice in decision-making. They support government departments, state agencies, public service and non-government organisations to give children and young people a voice on issues that affect their lives.
Their website hosts a suite of tools that you can avail of to ensure the inclusion of children and young people in the design, delivery and participation of your festival. Resources include a Participation Framework and Checklists, a Hub na nÓg Toolkit and a frequently asked questions section that is updated with their training offerings.
[link] https://hubnanog.ie/

Offaly Disability Equality Network (ODEN)

ODEN is a network of disabled people, disability and educational services, public services, NGOs and business and arts communities in Offaly. ODEN is working to identify barriers and campaigning for better accessibility and inclusion for disabled people in Offaly. The current contact for ODEN is Declan Costello, Offaly Local Development Company, 087 6991226 or email dcostello@offalyldc.ie

Offaly Traveller Movement

Offaly Traveller Movement (OTM) is a Traveller led community development organisation working to achieve full equality for the Traveller community throughout County Offaly. They support Travellers to reach their full potential and develop initiatives to tackle poverty, social exclusion, disadvantage and discrimination. OTM also contributes to the development of local and national policy for positive outcomes in the lives of Travellers. [link] https://otm.ie/

Midlands LGBT+ Project

Midlands LGBT+ Project are a support organisation covering Laois, Offaly, Westmeath and Kildare, and our aim is to reduce isolation, provide support and a community to LGBTQ+ People across the Midlands. They offer a range of bespoke training and workshops to suit all organisations, businesses and community groups. Some of their most popular training includes:
- LGBT+ Inclusivity in the Workplace
- Working with LGBT+ Young People
- LGBT+ Terminology 101
[link] https://www.midlandslgbtproject.com/

Disability Equality Specialist Support Agency (DESSA)

DESSA provide an e-learning course to improve your understanding of disability as an equality and human rights issue is an essential step in improving inclusion in our communities. The 45-minute eLearning course was developed by DESSA and CYPSCs in Dublin City South, South Dublin, Waterford and Wexford in collaboration with Independent Living Movement Ireland (ILMI) and St. Angela's College, Sligo
[link] https://www.dessa.ie/an-introduction-to-disability-equality-inclusion-and-human-rights-elearning-course/

Akina Dada Wa Africa- AkiDwa

For over two decades, AkiDwA has been at the forefront of advocating for migrant women's rights in Ireland. As a leading NGO, they empower thousands of migrant women and communities through their network, outreach, psychosocial support, and training programs. AkiDwA work closely with migrant women and key stakeholders to identify discriminatory practices. Through evidence-based solutions, they address crucial issues such as health, sexual and gender-based violence, and discrimination.
They offer Cultural Competency Training and other supports.
[link] https://akidwa.ie/contact/

Irish Deaf Society

The Irish Deaf Society seeks to achieve and promote the Equality and Rights of Deaf people in Ireland. They offer Deaf Awareness Training (DAT), which aims to highlight the experience of the Deaf Community and the issues and barriers that they face. This programme has the hope of giving guidance and clarity to those who have little or no experience with the Deaf Community, creating understanding and an ability to communicate in a Deaf-friendly way. It seeks to show the culture & language of the Deaf community. Awareness of the Deaf community is needed in order to break down barriers and unfounded attitudes.

If you are interested in arranging Deaf Awareness Training for your workplace or school, please contact the Advocacy Department for more information. You can contact the Advocacy Department by email at advocacy@irishdeafsociety.ie or at 086 440 1443. They also host a series of videos on their website that will provide an understanding of Deafness, the Deaf community, Sign languages and other topics related to the Deaf community, including how to engage and communicate with Deaf people in a Deaf-friendly way.

[link] https://www.irishdeafsociety.ie/deaf-awareness-training-dat/

Self Exploration

Hidden Bias

Society, our upbringing, and media consumption can shape our world view and form prejudices and stereotypes. It can take years to unlearn our conditioning, but accepting that no one is perfect and everyone has blindspots is the first step in overcoming your own unconscious or hidden biases. Learn more about these concepts and how internal biases can manifest as external behaviour by testing yourself for hidden bias.

[link] https://www.learningforjustice.org/professional-development/test-yourself-for-hidden-bias

The Invisible Rain Cloud: What's It Like To Live With A Traumatic Brain Injury?

"The Invisible Rain Cloud" attempts to explain some of the common symptoms and feelings an individual may face in their life after brain injury. The video was created by New York brain injury lawyers who have been advocating on behalf of individuals suffering from a brain injury for over 30 years.

[link] https://www.youtube.com/watch?v=nS0F_k4GT9Y

Facilitating an Inclusive Consultation

By following the 12 elements outlined below, you are creating an opportunity for effective and inclusive consultation.

1. Make inclusive consultations the standard process by planning for all consultations to be inclusive of all individuals.
2. Decide the details of your consultation process - who, what, and why.
3. Choose the most appropriate method and venue for consulting with particular groups.
4. Ensure facilitators are skilled in inclusive facilitation.
5. Identify the groups you want to consult.
6. Ask attendees what their needs are.
7. Record consultation discussion using the most appropriate means.
8. Check that all elements of the consultation process are accessible.
9. Give people enough time to fully consider the issues that you are consulting them about.
10. Ask for feedback, so that you can improve future consultations.
11. Contact representative organisations for advice and assistance if needed.
12. Take action to implement findings.

Inclusive Communication Strategies

When creating promotional material, ask yourself:

- Have you used accessible and large fonts?
- Have you provided alternative text (Alt-Text) for all images?
- Have you completed a colour contrast check?
- Have you created multiple formats, relevant to various target audience?
- Have you used appropriate channels for dissemination of information?
- Have you used plain English?

Use:
Clear fonts, set at 12 points or bigger

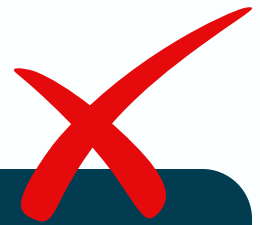Clear backgrounds that give good colour contrast

Left-alignment (except for languages that read from right to left)

Proper punctuation

Bold text for emphasis

Clear line-spacing, clear paragraph-spacing, and clear column-spacing

Text to explain images and charts.

Avoid:
Italicisation

Underlining

Hyphenation and justification

Writing words in upper case letters

Vertical text

Outlined text

Stretched or squashed text

Glossy paper.

Event Audit Templates

These templates are laid out for ease of use. In advance of any budgeting, event planning or funding applications, we'd suggest reading through them, or better yet, making a copy and actively working through them. And better still, working through them in consultation with some Seldom Heard Voices.

The questions act as prompts. It's not expected for every answer to be a 'Yes', so where this is a 'No', think about ways to address it. There may be a simple solution to make it a 'Yes'. Have you consulted? Or thought outside the box?

Sometimes things can't be rectified, and that's alright. Acknowledging and communicating that is a step in the right direction.

These templates can also be used post event as a way of reviewing and potentially implementing positive change for future events. It's best to review an event as soon as possible after it finishes, and again including Seldom Heard Voices in this review is best practice.

There are multiple versions of reflective cycles available to support change, but below you'll see a simple version, the PDCA or Deming Wheel. More information on the Deming Wheel can be found at [link] https://www.mindtools.com/as2l5i1/pdca-plan-do-check-act

Plan
What do you want to do?
How do you achieve it?
What's needed?
What are the barriers?

Do
Do exactly as
you'd planned.

Act
Make the changes in
advance of re-planning.

Check
What's working?
What didn't work?
What changes can
we make?

Event Audit Template - Physical Accessibility

External Considerations	Yes	No	Remedial Measure
Are there sufficient parking spaces and drop-off points for people who need them?			
Is the lighting outside the venue adequate?			
Are the paths used to get to the entrance adequate?			
Are there accessibility ramps in place where venues have steps? If not, will accessibility issues be disclosed on advertising?			
Is the gradient of slope for chairs/buggies acceptable?			

Event Audit Template - Physical Accessibility

Signage	Yes	No	Remedial Measure
Is signage designed according to best practice guidelines?			
Does signage have writing that is large enough for your customers to read?			
Does signage use appropriate symbols?			
Is signage placed where your customers will be able to see it easily, but not pose an accessibility hazard?			
Have you considered generating an accessible festival/venue map that supports inclusion?			

Event Audit Template - Physical Accessibility

Venue Entrance/Exit	Yes	No	Remedial Measure
Is there clear signage highlighting venue entrance and exit?			
Have physical accessibility risks been identified and addressed?			
Is there adequate space at entrance/exit points for people of varying mobility to manoeuvre?			
Have routes been cleared of obstructions?			
Are doors that are closed easy for attendees to open?			
Are doors wide enough for all attendees?			

Event Audit Template - Physical Accessibility

Ease of access through venue	Yes	No	Remedial Measure
Is there adequate space for people of varying mobility to manoeuvre through the venue?			

Bathroom facilities	Yes	No	Remedial Measure
Are there accessible bathroom facilities available?			

Event Audit Template - Physical Accessibility

Internal Consideration	Yes	No	Remedial Measure
Have the levels of lighting been considered and the timing of changes been considered?			
Have hazards on internal walls/floors been highlighted?			
Is there an emergency evacuation procedure in place that is inclusive of all?			
Are emergency exit routes clearly marked?			
Are parenting facilities available and accessible?			

Event Audit Template - Emotional Accessibility

Content Warnings	Yes	No	Remedial Measure
Has content been assessed for potential triggers?			
Have trigger notices/content warnings been put in place where needed?			

Human Resources	Yes	No	Remedial Measure
Have your volunteers recently completed relevant upskilling workshops?			
Have you ensured that all volunteers have intercultural competence?			
Have you ensured that volunteers are best suited, where possible, to the needs of the target group?			

Event Audit Template - Emotional Accessibility

Sensory Awareness	Yes	No	Remedial Measure
Is there an allocated quiet space for people who may experience sensory overload?			
Are there measures in places to ensure that allocated quiet spaces are respected?			
Is there an allocated quiet screening/relaxed performance for people who might experience sensory overload?			
Have such measures been advertised?			

Emotional Attachement	Yes	No	Remedial Measure
Is the festival team cognisant of the emotional attachments of audience members to venues (religious, educational or judicial Institutions)?			

Event Audit Template - Emotional Accessibility

Planning	Yes	No	Remedial Measure
Have consultations with target groups taken place in advance of festival scheduling?			
Has reasonable consideration been given to scheduling in light of consultations?			
Are the time and date suitable for the intended target?			
Is the subject matter suitable for the intended target?			
Is the messaging of scheduling details clear and synchronised with the scheduling itself?			

Event Audit Template - Cultural Accessibility

Venue	Yes	No	Remedial Measure
Does the venue align with cultural values of various groups, and any particular target groups?			

Publicity	Yes	No	Remedial Measure
Are all promotional pieces in simple English, with plain text, to allow for translation?			
Is vocabulary and imagery used respectful of all cultures and identities?			

Event Audit Template - Cultural Accessibility

Catering	Yes	No	Remedial Measure
Are all dietary requirements relating to culture catered for?			

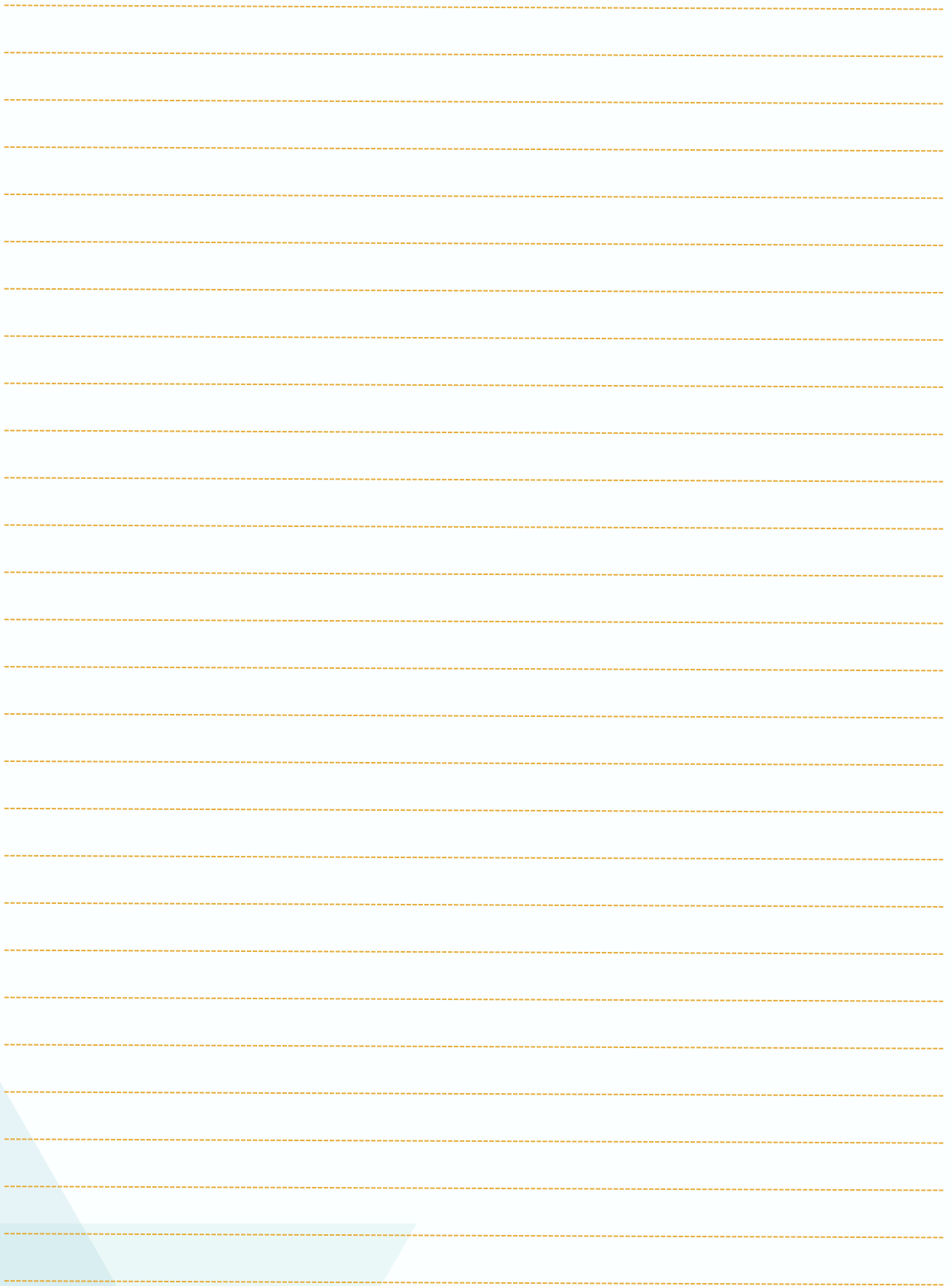| Human Resources	Yes	No	Remedial Measure
Have your volunteers recently completed relevant upskilling workshops?			
Are your volunteers in a position to implement reasonable accommodations should such a need arise?			

Festival/Event Checklist

This short checklist is your last step before opening the doors to an event. If the planning has been completed in line with the guidance in this toolkit, than all answers will be 'Yes'.

If the odd 'No' sneaks in, don't panic. If you've done all you can do to make the event or festival as diverse and inclusive as possible, then hold your head high and enjoy!
There is always next year.

	Yes	No
Have the staff/volunteers completed the relevant training?		
Have target audiences been consulted about the event suitability?		
Have the checklists been worked through in the planning stages?		
Have all possible D&I measures been put in place?		
Where there is a potential barrier to D&I, has it been communicated?		
Has a date been scheduled to complete a review of the event/festival?		

Notes

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Notes

"NOTHING ABOUT US WITHOUT US"

BARK

LCDC
Coiste um Fhorbairt Pobail Áitiúil Uíbh Fhailí
Offaly Local Community Development Committee