

UNIVERSITY OF MANCHESTER STUDENTS' UNION

INCLUSION GUIDE

**Welcome to the University of Manchester
Students' Union Inclusivity Guide!**

WELCOME

The guide aims to encourage you to think about how to make your society more accessible from the lay-out of your Welcome Week stall to the development of your End of Year Ball!

We also hope it will help you to review how your society currently runs, & inspire you to improve inclusivity in unique ways tailored to your society.

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DEFINITIONS

Bullying use superior strength or influence to intimidate (someone), typically to force them to do something.

Discrimination is the unjust or prejudicial treatment of different categories of people.

Diversity allows us to acknowledge & celebrate the differences, understanding that everyone is unique, these can relate to race, ethnicity, gender, sexual orientation, socio-economic status, age, physical abilities, religious beliefs, political beliefs, or other ideologies.

Equality is the notion that everybody is of equal value & deserves equal respect, dignity & opportunity.

Harassment is aggressive pressure or intimidation.

Inclusion is identifying, understanding & removing barriers that exist to ensure participation & belonging.

It focuses on allocating resources to achieve equality of outcome for all & is responsive to the needs of all.

Micro-aggressions are indirect, subtle, or unintentional discrimination against members of a marginalized group & protected characteristics.

***Protected characteristics by law include: Age, Disability, Gender, marriage or civil Partnership, Pregnancy, Race, faith & Belief, Sex & Sexual orientation.*

Unconscious Bias happens by our brains making incredibly quick judgments & assessments of people & situations without us realising. Our biases are influenced by our background, cultural environment & personal experiences & can often be incorrect or unsubstantiated.

Victimisation the action of singling someone out for cruel or unjust treatment e.g. a society member should feel able to raise a concern about mistreatment without fear of victimisation as a result.

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UNIVERSITY OF MANCHESTER STUDENTS' UNION VALUES

At University of Manchester Student Union we believe all University of Manchester students & staff have the right to study, live & socialise in a safe, supportive place.

Our values aim to ensure we remain:

Student Led

Diverse & Liberating

Inclusive & Open

Ethical & Have Integrity

Creative & Fun

Ambitious & Striving for Excellence

When thinking about inclusion, it's really important that as a society committee you prioritise making your society diverse, liberating, inclusive, & open!

Ask yourself... Is there a certain type of student who might not be as easily able to get involved in your society? Who may these students be? What could you do to change that?

As part of our commitment to creating a welcome & inclusive university community, we have developed a joint campaign We Get It with the University to show our dedication & support of our zero tolerance approach to any form of bullying, harassment or discrimination.

No-one in our surrounding community should ever be treated badly or unfairly, & we hope you use this guide in your societies & committees to be more inclusive.

To find more information on '**We get it Campaign**' please visit:

<http://bit.ly/1c9BMqB>

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WHAT CAN YOU DO TO PROMOTE INCLUSIVITY

- 1. Represent:** Elect an Inclusion Officer onto your society's committee (Or make sure one of your society's committee attend the Students' Union Inclusion Officer training)
- 2. Learn:** Have your Inclusion Officer or another committee member attend Equality, Diversity & Inclusivity training.
- 3. Take Action:** Consider & make sure you communicate with your membership & potential new members. Not everyone will have access to Facebook so use more than one platform to reach out to your members for example, student email & other additional communication tools that may be available. Always consider how to make your activities accessible & inclusive.

Groups to consider when organising society activities would include the following:



INTERNATIONAL STUDENTS

International students make up over a quarter of students here at Manchester Encouraging international students to get involved in your society can deeply enrich your society so make sure to listen to their ideas when it comes to making your society more inclusive. Avoid using too much jargon on your society stalls & talks, or if you're a society which charges membership consider doing a discounted fee for students here on their semester abroad. Make sure to consider when advertising that your society is open for all allowing more participation of those who may be interested to learn about a particular Country & Faith.

The Plain English Campaign offer a range of free resources to help you write in a clear & accessible way: <http://www.plainenglish.co.uk/free-guides.html> & you can also get involved in the International Student Network at University of Manchester Students Union.

For more information on the International Student Network please visit:

<http://bit.ly/2u9gzzJ>

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STUDENTS WITH DISABILITIES

The Equality Act 2010 states that a disability is 'a physical or mental impairment that has a 'substantial' & 'long-term' negative effect on your ability to do normal daily activities.'

Taking this into consideration you need to collect the meeting access needs for students with disabilities which can often be done with a little extra thought when planning your event or meeting. Have you considered ramp & lift access, any additional equipment, hearing-aid loops, or print off PowerPoint slides & other materials in increased font sizes. Putting out a survey before your event to ask disabled students to contact your society if they have any access needs is often the best way to make sure you're accessible for disabled students.

For more information about the Disabled Student Campaign please visit: <http://bit.ly/2u7q0hJ>



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LGBTQ+ STUDENTS & GENDER AWARENESS

LGBTQ stands for Lesbian, Gay, Bisexual, Transgender or Queer. It's important not to make assumptions about peoples' perceived sexuality or gender & to be considerate of words used when discussing peoples' sexuality or gender. Using the word gay to mean bad or rubbish is unacceptable as is calling someone a name about their perceived or actual sexuality as an insult.

What is a personal pronoun?

A personal pronoun is the term a person may use to identify their gender best.

Examples of this are: **I, he, she, it, they, him, her**, & also others that are less common pronouns such as **hen** or **zey**.

Remember a person's sexuality or gender identity is their information to share so is careful not to declare someone's identity to others if that person does not feel able to "come out" as LGBTQ. It can be helpful to ask & not assume a person's pronouns as using the wrong pronouns can be incredibly hurtful towards people who are transgender.

At the Students' Union we also have gender neutral toilets which you may wish to advertise as these are accessible for all genders including those who identify as non-binary (people who define their gender as neither male or female).

For more information about the LGBTQ Student Campaign please visit: <http://bit.ly/2vBjNKH>

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BLACK MINORITY ETHNIC STUDENTS (BME)

It is important BME students can access your events & activities comfortably & safely without feeling prejudiced or discriminated against.

In order to promote inclusion, make sure to have a better understanding of the issues BME students on campus face, whether that's, micro aggressions, unconscious biases, racism & hate. Although this is a sensitive topic being aware of it & having knowledge about it will aid you to be inclusive in the activities & events you do, to being aware of the language you use. As a society committee member make sure to refer students to the report & support service available at the University of Manchester Students Union as we are hate crime reporting centre, & make this visible through all of your methods of communication.

You can also encourage your committee to organise events for Black History Month in order to celebrate the heritage & successes. It is also important that all members are made aware of acceptable behaviour, this is to ensure that all BME students feel safe & feel comfortable to call out any unwanted behaviours & work closely with BME students to aid your steps to promoting inclusion.

For more information about the BME student campaign please visit:

<http://bit.ly/2tpuoeG>

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STUDENTS WITH SPECIAL DIETARY REQUIREMENTS (RELIGIOUS & NON- RELIGIOUS)

You may often go out for meals as a society, or offer free food from a society stall. When serving food make sure to consider dietary requirements & consider having a diverse menu with: halal, kosher, vegetarian, & vegan options. It is also important to find out if anyone attending your event has allergies. Develop your own survey before a planned event to gather the information & make the restaurant or caterer aware of this.

Examples of Dietary requirements:

VEGAN - A plant based diet with no animal products. They do not eat meat, fish, eggs or dairy products.

PESCETARIANS - Vegetarian diet but they also eat fish. They do not eat meat.

VEGETARIAN - A diet of grains, pulses, legumes, nuts, seeds, vegetables, fruits, fungi, algae, yeast and/or some other non-animal-based foods (e.g. salt) with, or without, dairy products, honey and/or eggs.

GLUTEN FREE - A gluten-free diet does not include the grains wheat, barley, rye, or hybrids of these grains. This includes all varieties & forms of these grains that contain the protein called gluten.

DAIRY FREE - food/drinks that is free from any milk proteins.

HALAL - is the Arabic term for 'permissible'. This is usually referred to food that has been prepared in a prescribed Islamic way; you will need to check with suppliers/caterers if the food/drinks they provide are halal.

Non- halal foods/drinks include the following:

Pork, lard or any pork substance, gelatine from animal source. This also includes meat of any animal that may have died before slaughter, blood, any food or drink with alcohol, all carnivorous animals & birds of prey & some non-halal additives.

KOSHER - This refers to food, or premises in which food is sold, cooked, or eaten) satisfying the requirements of Jewish law.

Examples of non-kosher foods:

Emulsifiers & stabilizers of animal origin, gelatine, non-kosher meat, birds of prey & non-kosher fish such as prawns, shellfish, turbot skate & sturgeon are not kosher.

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STUDENTS OF FAITH

Faith considerations are really important when planning the timing & location of your event. If your meetings are always on a Sunday morning this may limit Christian students from attending your event, by mixing up when you run events or meetings is an easy way to overcome this is to offer timings that most students can attend at some point in the year.

When considering the location of your event, some students may not wish to be present in alcohol environments so try mixing up your social locations between cafés, bars, & restaurants or a Students' Union meeting. We've now developed a faith space in the Students' Union (room 4) so you may wish to advertise to members of your society that they can pray here, at St Peter's Chaplaincy, or in the McDougall's Prayer Hall



STUDENTS WITH MENTAL HEALTH DIFFICULTIES

Being open, friendly, & patient is key to supporting students with mental health conditions such as anxiety or low confidence. Never pressurise society members into doing anything they may not want to do, & make sure to discourage cliques from forming within your society. It is expected that you understand to safeguard your members as they may be suffering from mental health difficulties which become of concern. If you are concerned that you or a society member has mental health difficulties which could result in harm to themselves or others, it's important to disclose this with following the Students' Union Safeguarding Policy: www.manchesterstudentsunion.com/safeguarding. It is best to prepared. You can access further training on this online & It's useful to know about the following:

University Counselling Service, Students Union Advice Service & societies aimed specifically at students with mental health difficulties such as Open Mind Network & Nightline.

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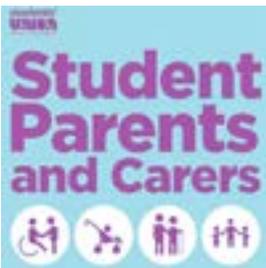
LIVING AT HOME STUDENTS

Living at home students commute from all over the north of England and time constraints hugely effects whether they can get involved with society activities. Planning some events for over lunch time or wrapping them up in time for living at home students to leave for that last train home can make all the difference to whether living at home students can join your society or not.



MATURE STUDENTS & POSTGRADUATE STUDENTS

Mature students and postgrads may be a little older than the rest of your society but this by no means should stop you making friends and getting everyone involved. Mature students may have worked in other jobs before their degree so you can use their expertise in finance, event management, or publicity and marketing to help build your society! Postgraduates might have contacts in your academic school and this could help you set up that society lecture you've always dreamed of holding. In making friends with a mature student you may be gaining one of the most valuable members of your society!



STUDENT PARENTS & CARERS

Student parents & carers often have to rush home after lectures to be there for their caring responsibilities. As with living at home students an event in the day can easily make this a little more accessible for parents and carers. You may also wish to consider doing a family friendly event for student parents where they could bring their children along; you could always open this event up to the wider community too & invite local families and their children to your event!

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STUDENTS WITH MONEY CONSTRAINTS

Many students may have money constraints whilst at university & it is important to make sure that your society membership fees or events aren't too expensive that they exclude certain students. Consider subsidising some costs for students out of any money you may have in your society account, & remember you can always direct students to the Access to Recreation Fund www.manchesterstudentsunion.com/grant or make a bid for a discounted trip through Fund It. Additional support can be provide which is dependent on the situation, please refer to the additional information & contact section of this guide. We know that the above might seem like a lot! But more than anything being an inclusive society is about thinking about where you can improve the accessibility of your society, rather than trying to make it perfect for everyone.

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INCLUSION AND ACCESSIBILITY GROUP EVALUATION

THE 5P'S OF INCLUSION

As part of thinking about inclusivity, we encourage you to reflect, self-assess, & evaluate where your society could be more accessible.

You may especially want to consider the diversity within your society's membership & how easy it is for others to get involved in your society events.

The "5 P's" is a common method for community groups to evaluate how they engage with others.

You may wish to use this when doing your own society inclusivity evaluation by considering the following.

- 1. Participation:** Making sure your society reflects the participation of your society's members.
- 2. Policies & Procedure:** Review the Students' Union policy & check what responsibilities you must hold. This includes the policy which passed through senate expecting committees to have an Inclusions Officer.
- 3. Public Image:** How are you addressing the needs of your society's members? How are you representing yourself to the rest of the student body? Are you depending on solely on Facebook? Do the chosen images represent your diverse membership?
- 4. Professional Development:** Make sure you attend training provided to you by the Students' Union to better equip yourself & be up to date of changing polices & guidelines. Also make sure to contact University of Manchester Students Union for any additional advice & information.
- 5. Programme Planning & Delivery:** Make sure all your activities & events are designed & delivered consciously to include the diverse needs of your society's members.



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5 P'S CHECKLIST FOR INCLUSIVITY

FOR STUDENT GROUPS/COMMITTEE AND PROJECT LEADERS:

1. PUBLIC IMAGE

To be successful in making people from diverse backgrounds feel included they need to be visible in order to feel included.

Select the answer as closest to what you currently do.

Our advertising, promotional materials, publications and photos represent our diverse student body.	YES
	PARTLY
	NO

Promotional material about your group (flyers, posters, news articles, newsletters etc.) is inclusive because:

You use simple English to describe your programmes and activities.	YES
	PARTLY
	NO

You use visual images to show what you do and where to meet.	YES
	PARTLY
	NO

You provide opportunity for members to provide disability access needs in advance of an event.	YES
	PARTLY
	NO

Your material is available in the different languages.	YES
	PARTLY
	NO

You state that your society aims to be accessible and inclusive of all people.	YES
	PARTLY
	NO

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5 P'S CHECKLIST FOR INCLUSIVITY

There are lots of ways to get in contact with your group. Do you:

Phone	YES
	PARTLY
	NO
WhatsApp/Text	YES
	PARTLY
	NO
Email	YES
	PARTLY
	NO
Drop In	YES
	PARTLY
	NO
Follow on Facebook / Instagram / Snapchat	YES
	PARTLY
	NO
Use Twitter	YES
	PARTLY
	NO
Other please state:	YES
	PARTLY
	NO

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5 P'S CHECKLIST FOR INCLUSIVITY

The building where you meet is accessible for wheelchair users and those who have sight loss or are d/Deaf.	YES
	PARTLY
	NO

You are open to and welcoming of all members:

From a minority ethnic background	YES
	PARTLY
	NO

From different values and beliefs	YES
	PARTLY
	NO

Who are lesbian, gay, bisexual, transgender, queer(LGBTQ)	YES
	PARTLY
	NO

With a disability	YES
	PARTLY
	NO

With mental health issues	YES
	PARTLY
	NO

Parents / Carers	YES
	PARTLY
	NO

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5 P'S CHECKLIST FOR INCLUSIVITY

You have a list of referral services that your members can contact:	YES
	PARTLY
	NO
You take part in meetings and network with other community groups (e.g. health professionals, Communities, schools, social workers, community workers, specialist organisations).	YES
	PARTLY
	NO
You tell the local networks about your group and encourage them to join.	YES
	PARTLY
	NO
You put up notices in local libraries and community space/centres.	YES
	PARTLY
	NO
You advertise in student media.	YES
	PARTLY
	NO
You put notices in local shops.	YES
	PARTLY
	NO
You tell your membership about all the local places of worship	YES
	PARTLY
	NO
You display information and awareness raising material (LGBTQ information, pride week, anti-racist posters, BME history month, disability awareness week etc.)	YES
	PARTLY
	NO

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5 P'S CHECKLIST FOR INCLUSIVITY

2. PROFESSIONAL DEVELOPMENT

It is expected that your group attend training and work with other professional to deliver inclusive activities and events.

Select the answer as closest to what you currently do.

Your group applies equality and diversity in all the work that you do (e.g. members and volunteers are from diverse backgrounds, and are committed to equality).	YES
	PARTLY
	NO

You create volunteer roles descriptions that highlight the importance & awareness of equality and inclusion issues.	YES
	PARTLY
	NO

Your group are encouraged to attend training on equality & inclusion issues & working with specific groups of people (LGBTQ, minority ethnic, disability etc.) either through University of Manchester SU or other platforms.	YES
	PARTLY
	NO

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5 P'S CHECKLIST FOR INCLUSIVITY

3. PARTICIPATION

To be effective in developing relevant, useful services, it is necessary to consult with your group members and diverse audiences.

Your group knows how to gain demographic data from the university and/or NUS.	YES
	PARTLY
	NO

Your group includes members from a diverse range of backgrounds.	YES
	PARTLY
	NO

Your group provides a range of informal ways for students to provide feedback about your society (forums, surveys, reviews, evaluations etc.)	YES
	PARTLY
	NO

Your group has students from a range of backgrounds involved in making decisions.	YES
	PARTLY
	NO

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5 P'S CHECKLIST FOR INCLUSIVITY

4. POLICIES AND PROCEDURES

You and your group adhere to the University of Manchester SU Equality and Diversity policy and ensure that safe space included in your work. Please read the following statements and answer which one best describes you at the current moment.

Your group have a commitment to equality and inclusion (society code of conduct, University of Manchester SU bye law & constitution, mission statement & policy etc.)	YES
	PARTLY
	NO
Your group is aware of the WE GET IT campaign.	YES
	PARTLY
	NO
Your group is aware of TIME TO CHANGE Campaign.	YES
	PARTLY
	NO
Your group will sign up to the WE GET IT campaign.	YES
	PARTLY
	NO
Your group will sign up to the Time to Change campaign.	YES
	PARTLY
	NO
Your group understand what equality, diversity and inclusion means.	YES
	PARTLY
	NO
You put what is written about equality and inclusion into practice (e.g. use inclusive language; you address bullying/harassment, name calling, racism, sexism, etc.).	YES
	PARTLY
	NO

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5 P'S CHECKLIST FOR INCLUSIVITY

5. PROGRAMME PLANNING AND DELIVERY

To be successful in addressing current issues faced by students and your membership you need to be aware of who they are and how they live. This part aims to question how do you make sure your programmes are designed and delivered to consciously include the diverse needs and identities of the students?

Your group has up to date information about the ethnicity of the student population on campus.	YES
	PARTLY
	NO
You collect information on the cultural or ethnic background of students who are part of your group/ organisation.	YES
	PARTLY
	NO
You collect information on requirements in relation to disabilities.	YES
	PARTLY
	NO
You have information on the gender breakdown of your group (how many males/ females).	YES
	PARTLY
	NO
You compare the makeup of your group that attends your activities and identify individuals who are under-represented.	YES
	PARTLY
	NO
You consider the needs of your group and members when planning programmes (cultural, religious, mobility, literacy, familial, diverse abilities, educational, etc.)	YES
	PARTLY
	NO

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5 P'S CHECKLIST FOR INCLUSIVITY

You ask a broad range of students including those who do not attend what they would like to get involved in.	YES
	PARTLY
	NO

You run programmes or activities on diversity and equality that challenge prejudice and promote inclusion of:

Students from a minority ethnic background.	YES
	PARTLY
	NO

Students who are LGBTQ.	YES
	PARTLY
	NO

Students with a disability.	YES
	PARTLY
	NO

Students with mental health issues.	YES
	PARTLY
	NO

Student Parents / Carers.	YES
	PARTLY
	NO

Gender roles and stereotypes are explored and challenged.	YES
	PARTLY
	NO

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DESIGN YOUR ACTION PLAN

Use the checklist above and the information in the Toolkit to develop your action plan.

Refer to the checklist you have reviewed with your group.

Consider the explanations you gave to the 'NO' and 'PARTLY' responses.

Choose the areas where you feel you need to make an improvement in the:

- **Short term, (1-2 weeks)**
- **Medium term (1-3 months)**
- **Long term (6 months - 1 year)**

Template you can use:

Remember:

- 1. Timeframes for completing your tasks,**
- 2. Allocate a person responsible for ensuring these tasks are completed**
- 3. Determine what supports need to be put in place to complete these tasks.**

ACTION PLAN TEMPLATE

SECTION (e.g. working with young LGBT people)	DESCRIPTION OF ACTION TO BE TAKEN	DATE FOR COMPLETION	PERSON RESPONSIBLE	SUPPORTS NEEDED
SHORT TERM (1 - 2 Weeks)				
MID TERM (1 - 3 Months)				
LONG TERM (6 - 12 Months)				

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ADDITIONAL SUPPORT

For additional advice and support you can contact your Diversity & Liberation Coordinator, Robina (Ruby) Begum on **robina.begum@manchester.ac.uk**, if you are unsure about anything mentioned on this document.

You can also ask for more additional support and guidance through your advice centre based at University of Manchester Students Union and your Society Coordinator.

For more advice and information you can also visit the University of Manchester Students Union website:

<http://manchesterstudentsunion.com/>

or call Student Activities on **0161 275 2940**.