



MINISTRY OF STORIES

Diversity and Inclusion: Guiding Principles

These Guiding Principles outline our commitment and ambition to diversity and inclusion.

Principle 1	All people should feel able to be themselves while at Ministry of Stories					
CULTURE	We will provide a thorough induction process for all stakeholders.	We will develop an organisational culture to enable people to learn, respect and challenge each other.	We will provide training to develop knowledge, and reflective practice to ensure continuous development.	We will provide fit for purpose policies and complaints processes to ensure people can raise concerns with confidence.	We will use accessible buildings and venues for our work.	Our workforce includes mental health first aider, D+I representation and new staff are given a buddy.
Principle 2	Inclusion and diversity are a core part of our strategy					
STRATEGY	We state our commitment to inclusion and diversity in our strategy.	We are a strengths focused organisation.	We will produce a Diversity and Inclusion Action Plan every two years.			
Principle 3	Our board are engaged, challenged and take a challenging approach to keep us moving forward					
GOVERNANCE AND LEADERSHIP	We will carry out annual demographic mapping of the Board to understand and identify the people who are missing or under-represented.	We will have a named Diversity and Inclusion Champion on the board of trustees.	We will prioritise underrepresented groups when recruiting trustees and expert advisors.	We will provide time at the Board meeting for D+I discussions.		

Principle 4	We take an approach of continuous improvement to develop and maintain our diverse and inclusive workforce (staff and volunteers)					
WORKFORCE	We will carry out annual demographic mapping of staff and volunteers - to understand and identify the people who are missing or under- represented.	We will implement a targeted volunteer recruitment plan to address under-represented groups.	We will ensure interview panels are diverse.			
Principle 5	We understand the young people who access our programmes and continue to provide diverse creative inspiration and opportunities					
PROGRAMME APPROACH	We will carry out annual demographic mapping of Community Lab participants to understand and identify the people who are missing or under- represented	We will work with community partners to support targeted recruitment, to reach young people who are under-represented.	We will provide meaningful opportunities for family engagement and involvement.	We will seek partnerships which enhance our diversity goals or improve our understanding.	We will provide free access to a diverse library of books as a resource for young people.	We will increase the profile and presence of our young writers' voices in HSMS.
Principle 6	We will be public about where we need to improve and celebrate our commitment to diversity					
COMMUNICATION AND CELEBRATION	We will report on our D+I outcomes and priorities in our public annual report.	We will promote content which supports diversity, inclusion and access.				

Action Plan - Priority Projects and Areas of Focus: 2024-2027

The Diversity and Inclusion Action Plan lays out the practical steps the Ministry of Stories will take to create a culture of inclusion in and through our work. This sits under our overarching Equal Opportunities and Diversity Policy, and will be reviewed and updated biannually.

Theme / Project	Actions	Timeline / Progress (RAG)									Lead	NOTES
		24/25	2025/26				2026/27					
Recruitment: Priority Groups	Community Writing Labs - children and young people: Monitor trends for falling proportion of: - People of colour (70% (-11%) - 2024/25) - Boys (40% (-7%) - 2024/25)										RS / LP	
	Staff team: - Priority boroughs (21% - 2024/25) - People of colour (29% - 2024/25) - Male (29% - 2024/25)										RS / LP	
	Trustees: - People of colour (43% - 2024/25) - Priority boroughs (14% - 2024/25) - Disabled (0% - 2024/25)										RS	
	Deliver Trainee Programme: Building progression route for early career writing facilitators from under-represented groups. Trainee Writing Facilitators: - Priority boroughs (25% - 2024/25) - People of colour (75% - 2024/25)										RS / TI	
	Volunteers: Work with Action for Race Equality (ARE) to build volunteer recruitment strategies to increase the number and % of volunteers who are people of colour, specifically Black / Black											TI

	- Increase proportion of parents sharing information on SEND or additional needs upon registration															
	Access training opportunities for relevant staff, freelance Writing Facilitators and/or volunteers in supporting young people with SEND at least annually.															
Supporting access for our participants through positive behaviour - everyone at Ministry of Stories should be safe, feel comfortable and be able to join in	- Behaviour contracts (annually, with termly reminders) - Consistent use of behaviour management strategies - Clear boundaries / expectations set with children and young people - Clear briefing for Volunteers on supporting positive behaviour management													JR, JC, MA-O		
Future Home	Develop a set of principles and priorities that define our understanding and commitment to 'access' for our beneficiaries as part of planning for a longer term future home.													RS		
Review: - Volunteer Handbook - Staff Handbook - Trustee Welcome Pack - What to Expect at Ministry of Stories (for young people/families)	To state our commitment and expectations around EDI principles.													TI / LP / RS / JR		

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