

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		Inclu	sion and diversity are	re 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 b	ooard are engaged, ch	nallenged and take a	challenging approach	to keep us moving fo	orward						
GOVERNANCE AND LEADERSHIP	We will carry out annual demographic mapping of the Board to understand and identify the people who are missing or underrepresented.	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 underrepresented groups.	We will ensure interview panels are diverse.								
Principle 5	We understand t	he young people who	• •	mes and continue to tunities	provide diverse creat	ive inspiration and					
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 v	vill be public about w	here we need to imp	rove and celebrate o	ur commitment to div	versity					
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		Fimeline / Progress RAG)							Lead	NOTES		
		24/ 25		2025/26)25/26		2026		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			

	British. - Priority boroughs (41% - 2024/25) - People of colour (25% - 2024/25) - Black / Black British (6% - 2024/25) Targets: - +25% total active volunteers are people of colour - +25 new volunteers are people of colour, including at least 5 who are Black/Black British					
Chair of Trustees - succession planning	Work with Action for Race Equality (ARE) to advise on Chair of Trustees recruitment process, to encourage diverse pool of candidates Target: - +20% of candidates are people of colour, live in Hackney/Tower Hamlets, and/or are disabled				RS / LP	
Community and Families - Strengthening relationships with our families to improve	Ensure consistent staff presence before and after Community Writing Labs to welcome / engage / support and build positive relationships with parents				JR, RJ with TI, RE, OF, SG	
communication, build community awareness, increase access.	Programme at least one social celebration / parental engagement moment to strengthen relationships with writing labs families annually (i.e. Birthday Party, Summer Picnic)				SG	
Supporting Young People with SEND	Only 2% of our young writers are currently registered by their parents as having SEND (2024). We believe the true figure to be up to 25%. - Review and improve registration processes to support parents to share information about their child's SEND or additional needs. This will enable the programme team to more effectively plan activities and create a culture and environment that most effectively meets the young people's needs. Target:				JR, RE	

	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	

Prepared by Rob Smith, Director August 2024