



ENGAGING COMMUNITIES PARK FOR ALL CHECKLIST

This is a checklist that organisations and businesses can use to assess and improve their services – in relation to engaging communities – so that they are accessible to the full diversity of people. It has been developed from the Cairngorms National Park Authority's equality impact assessments, which consider potential impacts on disability, gender, race, age, sexual orientation and religion/faith. It can also be used as a useful checklist for staff when completing Equality Impact Assessments for their own work.

Here are some actions you can take to ensure that the community engagement activities you undertake are inclusive. **Please note they are intended as a guide only, and may or may not be relevant depending on the nature of your activity.** For more information, please see reference section below.

Disability

- Provide range of events/training which include accessible sites/venues.
- Use of Plain English and language appropriate to the intended audience.
- Use of Easy Read principles where appropriate for people with learning disabilities.
- Ensure trainers, project partners you work with are aware of best practice in delivering accessible information.
- Make use of existing networks and intermediary groups to engage with specific audiences.
- Target publicity to specific audiences using appropriate language and media.

Gender

- Offer child/other care provision **or** cover the costs of this care and let people know about this in promotion materials for events.
- Provide accessible toilet facilities for all genders.
- Provide private space for nursing mothers.

Race

- Use of Plain English.
- Be aware of the sensitivities of some cultures, for example regarding gender.

Age

- Provide a range of events and use of different media to appeal to different ages and genders, for example video and tele-conferencing, internet, social media.

Religion

- Provide a private space for prayers.
- Ensure events are held at appropriate times and venues according to the intended audience, for example not during religious festivals.

General

- In publicity materials, ask your audience if they have any **‘special access or dietary requirements’** so that these can be catered for.
- In publicity materials, provide contact details for event organiser so that people can contact your organisation in advance, to discuss access or other requirements.
- Offer travel expenses and subsistence to enable volunteers to attend meetings.
- Provide and promote video and tele-conferencing facilities where available, and provide training in use of these.
- Use feedback forms throughout process to capture information on who is taking part (age, disability, ethnicity etc) and invite feedback on accessibility to help improve future engagement.
- Include users/beneficiaries of Activity/Project on Management Group (where relevant).

References

National Standards for Community Engagement

www.cairngorms.co.uk

Plain English guidance

www.plainenglish.co.uk/

Easy Read guidelines

www.equalityhumanrights.com/

Holding Public Events – Park for All Accessible Checklist

Producing Publications and Print – Park for All Accessible Checklist