

Burton Street Foundation

Commitments to Diversity, Equity and Inclusion

Plan written August 2021

“Our commitments to embed diversity, to embrace equity and create a truly inclusive community at Burton Street Foundation for our clients, our staff, our volunteers, our trustees, our friends and our supporters.”

This plan is intended to guide our actions from September 2021 until the end of March 2024. It is intended to be a “live document” which will be reviewed quarterly and updated as and when required.

Commitment 1 – Focussing on our clients

We will develop a deeper understanding of our clients. We will strive to get to know each of them as an individual: learn all about them, their homes and their families. We will find out what is important to each of them and how to make each individual feel welcome, happy and a valued member of Society.

We will organize a calendar of events to celebrate events and festivals which are important to our clients, and others which will educate and inform about other



marginalized sectors of society to create understanding and inclusivity.

Commitment 2 – Focusing on our existing staff

We will develop ways to reach out to staff to support their sense of health and mental wellbeing, including doing regular well-being reviews and investing in Mental Health First Aiders to complement measures to support physical health. We will nurture the individual characteristics of each individual to ensure that they are comfortable to be themselves and can express their own individuality. We want to ensure that all staff feel a sense of belonging and feel valued in their work at Burton Street.

We will continue to support Diversity, Equity and Inclusion (DEI) by working alongside staff members in the DEI working group to look at ways in which we can create a welcoming, inclusive working environment where every individual can thrive and achieve their true potential.

We will ensure that all opportunities for training, development and promotion are equitable and fairly advertised.

We will review statistics on sickness absence, retention and diversity and complete a staff survey each year to track progress towards staff satisfaction and diversity, equity and inclusion and publish our findings.

We will train all existing staff on Equality and Diversity and discuss how further improvements will be made.

We will welcome feedback both positive and negative to gain a greater insight as to what we can do to improve the working environment for our employees.

Commitment 3 – Focusing on the recruitment and induction of new staff

We will advertise all vacancies on our website, on social media and as widely as possible across the City to try and attract interest from as wide an audience as possible to seek to create a staff team that is more representative of the clients we support and the diverse Sheffield community.

We will constantly review how we can reach marginalized sectors of society so that we can invite them to apply for vacancies, and so that they know that they would be valued as part of our staff team.

We will ensure equity and inclusion throughout the recruitment process. We will encourage all applicants to tell us if reasonable adjustments could be made to assist them into their new working role.

All new employees will have training on Diversity and Equality as part of their induction process.

New staff members will have an experienced “buddy” to mentor them in their first few weeks of work and to assist them to integrate into the organization.

Commitment 4 – Working with our on-site community and the Sheffield Community

We will talk positively about diversity, equity and inclusion at Burton Street and reinforce the benefits of a diverse workforce, clientele and social environment at Burton Street and in wider society.

We will not tolerate any form of harassment or discrimination on our premises and will challenge any instances of poor behaviour targeted at our clients, our staff, our volunteers, our tenants or the users of our community facilities.

We will seek out opportunities to engage widely and work with many groups and individuals from across the City, especially those containing or representing



marginalized sectors of society. The purpose of this is to grow our understanding, learn from each other, promote our work and improve integration.

Commitment 5 – Internal processes: We will review our policies, literature, language, website and media

We will review all of our internal processes, whether internally focused or externally reaching to ensure that we are using accessible language, imagery and content.

We will seek to create easy-read versions of client content and documentation. We will involve our clients and staff in this review to test its efficacy.

Commitment 6 – Tackling Racial Inequality to create a culture with a sense of belonging for everyone.

We have formed a working group for diversity, equity and inclusion which includes staff from across Burton Street Foundation, but which has open access for anyone to join the group. One of the main focus' of this group is to look at what we can do to tackle racial inequalities and or discrimination.

As well as the workings of the DEI group, we will seek the “lived” and “working” experience of our staff and clients from minoritised ethnic communities to understand and gather ideas and opportunities for us to improve.

We will encourage open reporting of any instances of conscious or unconscious racism in whatever form so that we can deal with instances in the most appropriate way, involving the person at the centre of the racist incident to share their opinion on acceptable resolution.

We want to create a learning environment where unconscious instances of racism which have caused offence can be discussed and explained to assist staff and others to learn from their mistakes and make positive change for the future.

Commitment 7 – Promote the “ability” in disability: celebrate the value of everyone and the part that they can play at Burton Street and use our profile as a leading disabilities service provider to affect change in the City for people with disabilities.

Not all disabilities can be seen, and not all disabilities and impairments are permanent. There are many complexities surrounding those with disabilities. Some people openly talk about their disabilities and for others that is more difficult or a private matter. We will focus on what each person can do rather than what they can't, and explore how each person can be as independent as possible, with appropriate assistance only when and where necessary or requested.

We will use respectful and appropriate language in our conversations, correspondence and publications and explain to others why this is important.

We will look for opportunities for our clients with disabilities to engage in as many

social activities as possible in the community to promote what is possible for a person with learning and / or physical disabilities.

We will look for opportunities where our clients or our staff can talk to and help to educate others about life as a person with disabilities to break down societal barriers about disabilities.

We will use our voice and influence to speak up for those with disabilities that may not be able to articulate for themselves: to create a fairer society, easier access to general provision and to tackle health inequalities for the clients that we represent.

Commitment 8 – Learn more about how to improve the organisation to be truly welcoming to all, with a focus on marginalized sectors of society.

We will learn, read, create relationships and invite presentations from different marginalized groups or sectors of society to learn what Burton Street can do to ensure that we are truly welcoming to everyone and that everyone, whoever they are, feels that they can belong at Burton Street. This would be beneficial for staffing, for potential new clients, for volunteers, tenants, community groups and trustees.

We will look at what changes we can make to make this happen, whether physical, through language or engagement and put action plans together as necessary.

Burton Street will promote and explain our intentions on Diversity, Equity and Inclusion:

At Burton Street our motto is “Everyone has a part to play”. This has been our motto for well over 12 years and it has never been more appropriate. Following a review, we have decided not to change this, but to relaunch it, refresh it and ensure everyone knows what we mean by it. We will strive to live and breathe our motto “Everyone has a part to play” in all that we do.



Equality is where everyone is given the same start; in this case, the same height mic stands.



Equity is where peoples needs are catered for by levelling the playing field. In this case, ensuring everyone can sing using boxes.



Justice is where the barrier to participation is removed allowing anyone to prosper. In this case, everyone gets heads mics! Our tagline emulates this value; 'Everyone has a part to play'