Intoart

Equity, Diversity and Inclusion Policy

1. Equity, Diversity and Inclusion

Intoart is opposed to any form of discrimination on the grounds of gender, race, colour, nationality, ethnic or national origins, disability, neurodivergence, sexual orientation, age, social class, HIV status, domestic responsibilities, marital status, religion or belief. Intoart is committed to promoting equality of opportunity throughout all levels of its work with staff, participants, trustees and audiences. Intoart will follow the recommendations and guidance of the Equality and Human Rights Commission, in our policies, procedures and practices, within the organisation and with members of the public.

2. Context

Intoart is a pioneering visual arts organisation championing its founding vision for learning disabled and autistic people as visible, equal & established artists and designers.

Intoart's studio is located in the heart of Peckham and has been embedded within the communities of South London for the past 25 years. Founded in 2000, by Ella Ritchie MBE and Sam Jones, the full time studio programme spans art, design & craft. It is an alternative art school led by the creative ambition of learning disabled and autistic people to develop a long-term practice.

Our Mission

- We nurture creative ambition through education and artistic practice.
- We believe in the power of a collective voice to challenge preconceptions and break down barriers together.
- Our studio is driven by the leadership and positive energy of learning disabled and autistic artists making exceptional artwork.

To achieve our mission, we:

- Resource a studio that integrates artistic practice and social justice.
- Nurture inclusive cultural partnerships in the creative industries.
- Believe in shared experiences and learning together as a community.
- Invest in developing our roles as advocates, mentors, curators and commissioners, as well as our site of ambitious artistic production and growing collection of art, design and craft.
- Impact through life changing opportunities that lead to ground breaking art for all to experience.

Our Values are:

- Equity and Social Justice
- Diverse Representation and Inclusive Leadership
- Creative Ambition
- Integrity and Depth

"I want people to know that learning disabled people can be artists. Not an outsider."
Nancy Clayton, Intoart artist

“Assumptions prevail that people with learning disabilities are the recipients of a service and are participants rather than contemporary cultural producers in their own right. There is a huge amount of work still to be done to raise expectations and challenge preconceptions. We believe that with increased ambition, equity and visibility, the artwork made by artists from Intoart is a strong counter to those prejudices.”
Ella Ritchie, co-founder and Director, Intoart

Intoart has realised exhibitions and commissions with contemporary art galleries and museums in the UK and internationally. Intoart has a strong track record of working with artists and curating exhibitions in internationally recognised museums and galleries including Whitechapel Gallery, V&A, Somerset House, London Design Festival and White Columns,New York. Works by Intoart artists are held in major National Art Collections including V&A Museum, Arts Council Collection, Government Art Collection & Crafts Council Collection.

3. Policy implementation and management
a. This policy will be communicated to all staff, artists, collaborators and partners and made available in accessible formats.

b. The policy will be made available publicly, where applicable.

c. This policy is subject to formal review on an annual basis.

d. Staff and the board of trustees will be consulted regularly about this policy, and about related action plans and strategies.

e. Director will be responsible for the day to day implementation and management of the policy.

4. Shared responsibility and working together
a. Intoart, as an organisation, will endeavour to ensure a working environment in which all people are able to give of their best, that is free from harassment and bullying and that all decisions will be based on merit.

b. Intoart will ensure that all staff, studio artists, trustees, participants, volunteers, parents and carers, support staff, visiting artists and collaborators are treated with equal respect.

c. We are committed to ensuring everyone involved in the organisation including trustees, volunteers, participants, artists, support staff, parents and carers are encouraged and valued for the contribution, experience and ideas they bring to Intoart.

5. Programming
a. Intoart programmes will be planned with the involvement of the studio artists, to reflect access, support artistic needs including practical considerations such as the venue, time and length of the planned activity.

b. Programmes should be relevant, appropriate and sensitive to the needs and culture of the communities in which Intoart works.

6. Fair and equal treatment
a. Fair and equal treatment will be given by all Intoart staff to studio artists, participants, volunteers, parents and carers, support staff, visiting artists and collaborators and members of the public.

b. Intoart will make reasonable changes to overcome physical and non-physical barriers that make it difficult for Disabled people to carry out their work, and to access our projects and our public programme.

c. Should any member of staff, studio artists, trustees, participants, volunteers, parents and carers, support staff, visiting artists wish to report any incidents of bullying or harassment they should refer to the Staff policy and procedures laid out in the flowchart and Complaints Procedure (Easy read version and accessible communication formats).

d. Intoart takes seriously any complaints from staff of harassment or unfair treatment and will undertake investigation and take suitable action.

e. Intoart will take action to prevent further incidents.

7. Audiences
a. Public events will be publicised and promoted in ways appropriate to specific projects and participants. We will use our own database, networks and community of studio artists, friends and participants to ensure that information reaches our target audiences.

b. The format of the publicity will be appropriate to the needs of the target audiences and individuals. Publicity may be general or targeted to specific groups.

c. Practical considerations will be addressed in the planning of events in order to meet the needs of the audience group such as scale, location, time, content and environment.

8. Communication
a. Intoart will support participants with their communication needs by producing information in a range of accessible formats eg. the assistance of a signer in BSL, 1:1 support or Makaton

b. Where interpretation resources are provided for public events, Intoart will ensure that a transcript, symbol or easy read version of material is available to those audience members who require alternative formats.

c. Intoart will work with the commissioning gallery or arts venue to make accessible resources available.

9. Training and operations
a. We are a person centered organisation, want all staff to develop their skills and qualifications, to take advantage of the development opportunities within the

organisation and to learn together.

b. All staff will be trained on Equity, Diversity and Inclusion, on their rights and responsibilities under the policy, and on how the policy will affect the way they carry out their duties. No-one will be in any doubt about what constitutes acceptable and unacceptable conduct in the organisation. Unacceptable conduct includes discrimination and harassment at work-related social functions.

c. As a minimum, all staff will have a Equity, Diversity and Inclusion policy induction. Enhanced management training will include the discriminatory effects that rules and ways of working can have on some groups, and the importance of being able to justify decisions to apply them.

10. Recruitment and selection
a. All applicants will be asked if they require any access accommodations during the application process.

b. All applicants will be welcomed, irrespective of race, colour, nationality, ethnic or national origins, gender, sexual orientation, disability, neurodivergence, age, religion or belief.

c. All vacant posts should be advertised in websites, e-bulletins and publications as appropriate for the post.

d. Intoart will strive to work with a diverse group of staff and artists to reflect the membership of the collective and project participants.

e. All new staff, volunteers and visiting artists will be given a policy pack including the Equity, Diversity and Inclusion policy. New members of staff will meet with Intoart Director to run through an introduction to working with Intoart.

f. All staff paid and unpaid will receive a contract.

11. **Working arrangements and access to take part**
a. We will take a flexible approach to working arrangements. We will consider requests for changes carefully and objectively, and will accommodate them unless it would cause significant difficulties to the studio artists , project participants, our organisation, freelance artists or staff team.

b. Unpaid staff and trustees will be offered reimbursement of expenses such as travel and childcare to enable them to undertake work for Intoart and attend meeting

12. Data collection and monitoring
a. Information on the ethnic and racial background, gender, disability, and age of each member of staff, studio artist, participant and applicant for employment will be collected and analysed, to monitor each stage of the recruitment process.

b. The information will be held in strictest confidence and will only be used to promote equality of opportunity.

c. Rules and ways of working will be reviewed regularly, in the light of the monitoring

results, and revised if they are found to, or might, unlawfully discriminate on any of the above grounds. We will also regularly review advertising, recruitment and application materials and processes, and this policy.

13. Grievances

We work proactively to ensure that Intoart has a healthy and supportive working culture but will act swiftly and be responsive to any grievances or complaints that may arise.

a. Grievances, disciplinary action, performance assessment, and terminations of contract, for whatever reason, may also be monitored by gender, racial group, age, disability, neurodivergence, religion/belief and sexual orientation if necessary.

b. Complaints about discrimination or harassment in the course of employment will be regarded seriously, and may result in disciplinary sanctions, and even dismissal. The grievance procedure will be published in a form that is easily accessible.

14. Policy and effectiveness review

a. An annual visioning meeting will enable staff, trustees and participants to meet to contribute their own ideas to the future of the organisation.

b. The diversity and inclusion policy should be available to all staff, participants and trustees and reviewed at the annual Intoart visioning meeting.

c. The effectiveness of the policy will be monitored regularly. A report on progress will be produced each year and an annual report will be made to the Board.

d. This policy will be given to all members of Intoart, so that everyone in the organisation will be made aware of the policy, and of their right to fair and equal treatment, irrespective of race, colour, nationality, national or ethnic origins, sexual orientation, gender, religion/belief, disability, neurodivergence or age.

15. Equity, Diversity and Inclusion Action Plan

a. The organisation will draw up an Action Plan detailing how this policy will be implemented in practice. A report on the action plan will form part of the annual report on equal opportunities to the Board.

This policy has been endorsed by Ella Ritchie, Director and has the full support of the Board of Trustees.

The policy was first approved by board of trustees on 11th May 2013 - to be reviewed annually

Overall responsibility for the effectiveness of the policy lies with Ella Ritchie, Intoart.

For more information, please contact this person:
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