

Dream our   
**G→Local**  
Movement



# Diversity and Inclusion Checklist





Supported by the Council of Europe through the European Youth Foundation.



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**Who we are...**

The International Falcon Movement – Socialist Educational International (IFM-SEI) is an international education movement working to empower children and young people to take an active role in changing society for the better and fight for their rights. We are an umbrella organisation of child and youth-led movements all over the world, educating on the basis of our values of equality, democracy, peace, co-operation and friendship.

**By children and young people, for children and young people.**

Children and young people are involved in all levels of decision-making in our movement, from their local groups to the world congress. It is our firm belief that children and young people are competent at making decision and have a strong opinion on global issues as well as local matters that directly affect them. They only need genuine empowerment so that their voices are heard in society.



## How to use this checklist...

The Diversity and Inclusion Checklist has been created to identify best practices for promoting diversity and inclusion at IFM-SEI.

The checklist is a simple self-assessment guide that will guide you step by step through issues linked with diversity and inclusion in youth projects and local youth work. It will provide understanding of compliance, cultural awareness, respect for differences, and coaching for positive change towards inclusive practices for all young people.

At IFM-SEI we believe that diversity should not only be tolerated but embraced and actively lived. This is why instead of providing definitions of social inclusion and simple answers, we want to encourage you to start asking questions and challenge your own biases, stereotypes and prejudices. The checklist should support you in developing concrete tools for making your projects and youth work more inclusive and available to diverse young people.

Remember that there is no “one size fits all” solution in working towards social inclusion. We encourage you to see this checklist rather as an opportunity to reinforce inclusion and diversity dimension in your own movement through reflection on how to create more equal opportunities for all young people to participate not only in the activities you organise but also in access to leadership positions in the organisation and possibilities to influence the decision-making processes.

The checklist is divided into three main categories: organisational culture, events and activities, communication.

Each of the categories provides a set of basic guiding questions that you can use to help identify strengths and areas needing further attention.

Looking back: reflect on your current practices and acknowledge what you are already doing to advance inclusive approach.

Looking at: start being aware on what still needs to be done.

Looking ahead: think about next steps and identify concrete actions to foster diversity and inclusion.

More questions that you can think of? Write them down - there is also space for your own questions and notes.



**Let's get started - dig deep on your "why's" and "how's" and take action for diversity!**

## Organisational Culture

Looking back

Looking at

Looking ahead

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What does being inclusive and diverse mean to you as a movement?

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How do your organisation's core documents reflect the commitment toward diversity and inclusion?

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How do the decision-making structures in your organisation represent the diversity of your membership?

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What are the barriers for participation in leadership positions?

**Looking back**

**Looking at**

**Looking ahead**

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How much time do people need to invest to actively participate in the decision-making structures?

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If you provide opportunities for internships at the organisations, is there any financial compensation?

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Are the individuals employed in the secretariat of your organisation aware and familiar with inclusion and diversity approaches?

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Do you provide or enable training course on diversity and inclusion strategies to your employees and volunteers?

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Are your headquarters fully accessible and provide infrastructure and opportunities for people with various needs?

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Do you seek partnerships with organisations when you are lacking expertise?

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Does your membership represent the diversity of the environment and local community you are working

**Notes:**

## Events and Activities

Looking back

Looking at

Looking ahead

Who are usually the participants in your events? Are there specific groups of young people that are missing from your activities?

Does the venue, food, speakers and other logistics reflect the different access needs of young people? Is the location accessible?

Is your meeting place in a religious venue?

Are your activity venues gender free?

Is there a budget for sign language interpretation, speech-to-text or any other equipment required by the young people participating?

**Looking back**

**Looking at**

**Looking ahead**

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Is the format of the event encouraging a diverse and inclusive space? How long is your activity? Have you considered the timing of your activity? Have you taken into consideration that there are many young people who have responsibilities and commitments that prevent them to participate in a week-long training?

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Have you considered the obstacles, both practical and personal that can block young people from participating in projects?

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How high is the participation fee for your activity?

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Do your activities require citizenship/residence permits or visa and travel permit?

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Do the participants need to arrange their own travels and prepay for the ticket? Is there a social fund that could support travel expenses and/or participation fees of young people with fewer opportunities?



**Looking back**

**Looking at**

**Looking ahead**

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Have you considered that some young people never spent a night away from their family, have never travelled before or do not speak a foreign language?

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Have you taken into account that some communities have an influence on the decision to participate?

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Do you have anti-discrimination measures in place? Do young people involved in your organisation and events have the knowledge on whom to turn to in case of breach of code of conduct?

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Do your activity themes encourage discussion or raise awareness on inclusion issues within your group?

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Is the organisational or leadership team diverse and is the target group represented in the team?

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Are the trainers and facilitators aware of topics such as diversity and inclusion and have the adequate competencies to address it in the trainings?

**Looking back**

**Looking at**

**Looking ahead**

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Looking back      Looking at      Looking ahead

Does your target group have a say in the programme of the activity?

**Notes:**

## Communication

Looking back      Looking at      Looking ahead

How do you disseminate the open call for an activity? Does it reach young people from fewer opportunity backgrounds? What kind of format and communication tools do you use?

Do you directly invite young people with fewer opportunities?

Does the target group you are addressing understand the concept of your activity? Do they know how for example an international project looks like?

**Looking back**

**Looking at**

**Looking ahead**

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Are you using child and youth-friendly and gender-neutral language in your communication?

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Are your online registration forms inclusive?

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Do your posts on social media include more than one language

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Are you including visual description in the posts and subtitles in the video?

**Notes:**



## Still not sure where to start?

- 1** Develop a culture of inclusiveness in your organisation.
- 2** Include values of inclusion and diversity in your organisation's core documents.
- 3** Actively promote inclusion and diversity in the organisation and membership.
- 4** Seek expertise with organisations that work with specific target groups.
- 5** Tackle barriers by supporting children and young people in overcoming personal and structural obstacles.
- 6** Use gender sensitive, child, and youth-friendly, and inclusive language.
- 7** Ask – don't assume.

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