

Check lists about communication, education and events

Equal treatment is a core value within the Swedish Red Cross Youth! We are therefore actively working on welcoming and to be able to provide the opportunity for everyone to take part of our activities. To achieve the goal of equal treatment, we need to respect and acknowledge individuals potential and prerequisites. The check lists presented below is meant to be tools to create accessibility, to be used by volunteers within the organization. By actively aiming to achieve equal treatment, we are creating an environment and a physical space open to everyone, also those of us who have a disability. It is not always possible to achieve all bullets on the list. It is however our belief that the lists can be used as a toolbox to get closer to our goal of equal treatment and an accessible environment.

Communication within the Swedish Red Cross Youth

- Information is shared with everyone that need or are interested. It is important that everyone gets access to the same knowledge. Make sure to communicate with everyone who will participate. Avoid exclusion by always including everyone.
- Information and wording are written in an easy language and the content is easy to understand. When sending out invitations, we should avoid using red text if possible. However, the Red Cross in our logo still has to be red. Black text is recommended in order to create information that is easy to access and read for everyone. Furthermore, remember that documents that are send together with the invitation should be in both word and PDF format in order to make sure that everyone can access the material.
- The use of academic language is avoided. We are striving towards always using a simple language, since this decreases the risk of misunderstandings. Moreover, it makes it easier for new members to become a part of the organization.
- When we speak, we are using a language that is easy to understand. In terms of pronouns, it is important to be aware of how every person defines themselves. Furthermore, it can be a good idea to translate texts into several languages. This can applies to different types of texts, for example Facebook-posts.
- If the use of technical or specific terms is used we make sure to explain them. Use a language that is easy to understand, that is one of the clearest and best ways of creating inclusiveness. Explain different terms or abbreviations that can be hard to understand. Furthermore, always use a language that is gender neutral.
- We explain abbreviations.
- We use a genderneutral language, for example "their" is preferable to "his/hers". When it comes to pronouns, let everyone define themselves.
- Use a language that is as neutral as possible, for example avoid phrases like "skin colored".
- If possible, translate text to several languages. Facebook posts can preferably be written in both Swedish and English. This is important since it gives everyone the same chance to get information, and creates an inclusive environment. Furthermore, it will give people that are not yet member of the Swedish Red Cross Youth the chance to read text and posts that are of their interest.
- Use the function "secret copy" when mass e-mailing.

Accessibility in the meeting room

- All participants shall be able to move around in the room without limitations, and use the same entrance.
- Tell the participants how the premise is arranged and where emergency exits can be found.
- There should be a calm room or space close to the meeting room, to provide an opportunity for those who want to pray or rest.
- Ventilation in the premise shall be good, however avoid opening the windows during pollen season. This is important since there might be people in the group that are allergic. We want to both meet the needs of the people that have a hard time breathing in bad air, as well as the people that are allergic to pollen.
- There shall be good lightening in the premise.
- Toilets shall be accessible to everyone, meaning there is enough space for example for wheelchairs. Is it possible for everyone to reach the sink? Are there handles on both sides of the door?
- Toilets shall be gender neutral, cover signs if needed.
- The distance to adjusted toilets are the same as for unadjusted toilets.

Programme and Time

- Take holidays of several cultures into consideration when planning an event. The use of a multicultural calendar is encouraged. Everybody does not celebrate the same holidays throughout the year, and thus it is important to take everybody's holidays into account when planning. This gives all participants and volunteers the same opportunities to participate in the activities on the same premises.
- Vary day of the week and time for educations, events and monthly meetings. Some people among the volunteers and participants in the youth association are also involved in school, work and other activities, and it is therefore fair to sometimes vary the times for different occasions with the Swedish Red Cross Youth.
- Describe the agenda at the beginning of the event, including planned breaks, at least one break every hour of minimum 10 minutes, and food times. And ask if there's anyone that need a longer break since there are participants that want to pray. Write down the agenda where everyone can see it. This makes it easier for everyone to plan the day, since everybody will feel secure and know what will happen throughout the day.

Expenditures

- Offer economical compensation to volunteers for travel expenditures and other expenditures.

All expenditures shall follow the Swedish Red Cross Youth sustainability policy.

- Assume that not all are willing and able to pay for expenditures from their own pocket, offer pre payment. It should not cost anything to participate in the activities within the Red Cross Youth. Thus, ask if people need to get money in order to use, beforehand. The Red Cross Youth offers all members economic compensation for traveling to the activities and in conjunction with the activities.

Contact and Support

- Ask actively if any of the participants need a contact person. Perhaps the participant can bring a contact person, or otherwise check if a volunteer can be a contact person. In that case, actively work towards creating a good communication between the participant and the contact person.
- Ask actively if any of the participants need a traveler companion. Not everyone has the possibility to get to the meeting by themselves. Therefore, ask if a volunteer can be a traveller companion if needed.

Invites and Registrations

- Send the invite well ahead of an event. This is important since not everyone has the same abilities to be flexible when it comes to times and dates. Therefore, all participants and volunteers need to get the invitation early before the event or meeting.
- State clearly in the invite if and in what way the event is accessible. Moreover, it is also important that we ask all participants to come as clean as possible from sources connected to allergies, such as smells and hair from animals.
- State clearly in the invite what language will be used during the event.
- Meeting agenda and attachments shall be sent in both word and PDF format.
- Avoid using red colour in text and picture. OBS! The Red Cross in our logo always needs to be red!
- Preferably use black colour for all text.
- Use an easy-to-understand language.
- Use a genderneutral language, for example "their" is preferable to "his/hers".
- Request all participants to attend the event free from allergens such as strong smells and animal hair.
- Request dietary preferences including allergies in the invite.
- Ask for need of translator including sign- seeing- or writing translator.
- Ask for need of technical devises for hearing assistance.
- Avoid asking for personal security number. This, as long as it is not absolutely necessary. Many people do not have a social security number, or do not wish to tell it because of different reasons.

Language and Communication

- Use an easy-to-understand language. It is important that all participants can be a part of the activity on the same premises.
- Explain technical terms, specific terms and abbreviations.
- Everything written on whiteboards, flipcharts and powerpoints shall be read out loud.
- Use a gender neutral language.
- When it comes to pronouns, let everyone define themselves.

- Use a neutral language, avoid terms such as “skin coloured”.

Integrity

- Avoid creating situations where ID must be used.
- Use the function “secret copy” when mass e-mailing.

Food and Drinks

- Aim to serve the same food for all participants. The pause for a meal or coffee is an opportunity for participants to get to know each other, and many people therefore experience it as hard when they feel excluded or different during the meal.
- Avoid terms such as special diet, or dietary restrictions. This, since it might point people out. In the invite we can ask participants to contact us with their food preferences when signing up for the event. In order to create a safe atmosphere, tell everyone that they also can talk with somebody else in the group that arranges the event, regarding questions about meals.
- Include ethical, religious and sustainable perspectives, as well as allergies when planning the food. Always follow the Swedish Red Cross Youth guidelines.
- Mark food and drinks with ingredients. This creates a safe atmosphere, since the ingredients are presented in a way that is both clear and easily accessible.
- Present the food verbally.
- Provide separate cutlery for different bowls and pots; avoid placing the containers so food can get mixed up.
- Make sure the distance is the same for all, no matter functional disability.
- Use low tables when serving the food.

For more information, please refer to the Association Handbook, chapter Equal