

JERWOOD ARTS

Practice Makes ~~Perfect~~ Progress

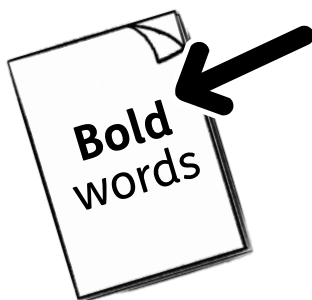
About our new toolkit:
(Team) Work in Practice



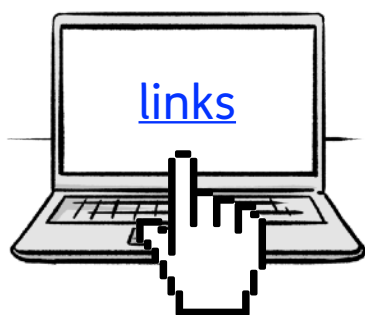
Easy
Read

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In this Easy Read document, hard words are in **bold**. We explain what these words mean in the sentence after we have used them.



Some words are [blue and underlined](#). These are links that will go to another website which has more information.

Introduction



This information is from Jerwood Arts.



It is about our new **toolkit** which helps organisations in the **arts and cultural sector** to include people from **working class/low socio-economic backgrounds**.

A **toolkit** is a list of ideas to try out.



The **arts and cultural sector** is a name for lots of different organisations that show work to the public, like museums, art galleries, libraries and theatres.



Working class/low socio-economic background means you most likely grew up in a family that did not have very much money. You may call yourself 'Working Class'.



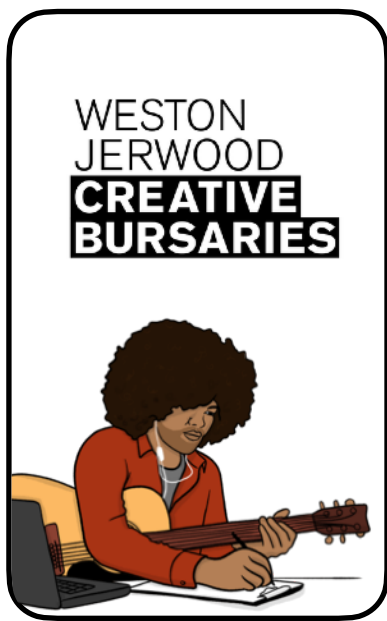
We have called this toolkit (Team) Work in Practice.



It is about how organisations are never finished with the work they need to do to include people from working class/low socio-economic backgrounds.

Things to know about the toolkit

Who helped make the toolkit



People who have taken part in the **Weston Jerwood Creative Bursaries programme** helped us to write this toolkit.

The **Weston Jerwood Creative Bursaries programme** helps people from working class/low socio-economic backgrounds to get jobs working in the arts and cultural sector.



They told us their ideas on how to make a workplace that is welcoming.



They told us:
What's important is making sure that if there are mistakes, learn from them and that's the best you can hope for [at the start].

How organisations should use the toolkit



The toolkit is not a list of everything you should do.



It will give you some ideas about different ways of working to try out.



It does not include everything you need to know.

It gives you a starting point to think about how you can include people.

Parts of the toolkit



The toolkit is in 5 parts.



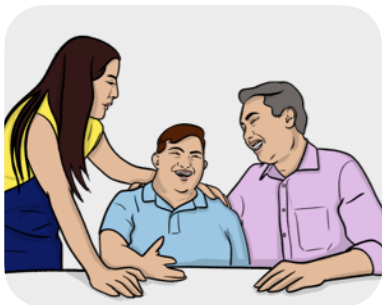
The first part is about ways that organisations can aim to include people.



The rest of the parts are about how your organisation can include someone at each stage of their time working for your organisation.

Ideas to take from the toolkit

People's lives



People have very different lives and have to deal with different things.



Different facts about people will make their lives different, like their:

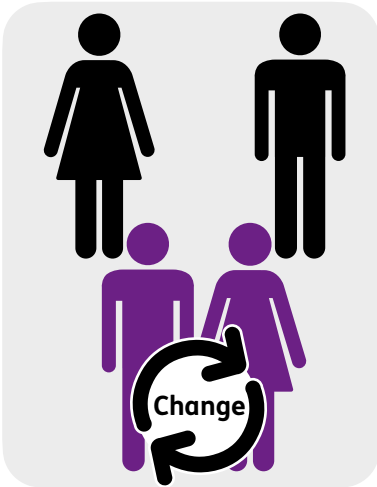


- Age.



- Race - this can mean the colour of your skin, the country you are from or the place where your family is from, or more than 1 of these things.

Other different facts about people will make their lives different, like their:



- Gender - this is if you are a woman, man, **non-binary** or **transgender**.

Non-binary means you are not a man or a woman.

Transgender means you have changed to a different gender than the one you were given at birth.



- Disability.



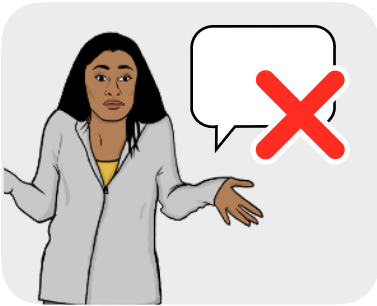
- Sexual orientation - this is who you are attracted to.



- Religion or belief.



People's lives will be different if their family has more or less money than others.



You cannot guess how people want to be treated just because they are from a working class/low socio-economic background.

How you expect people to work



You cannot expect that everyone works in the same way.



You should not think that everyone wants to work in the same way.



The ways that you work might need to change as different groups of people start working for your organisation.

There is not just 1 way to include people



The toolkit is not going to tell you exactly how to include people.



Your organisation needs to look at the needs of staff and change to suit them.



Your organisation needs to be able to change how it works as time goes on.



Someone told us:
It is about understanding the individual [person] and what their needs are.

What your organisation can do

Talking and giving support



You should talk openly to the people and groups you want to include.

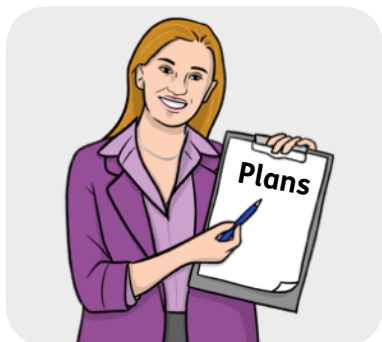
You should ask them questions about what they need.



You should listen carefully and try to support what they say.



You should also make a group of staff and people from other organisations to check on how you are meeting the needs of the people you speak to.

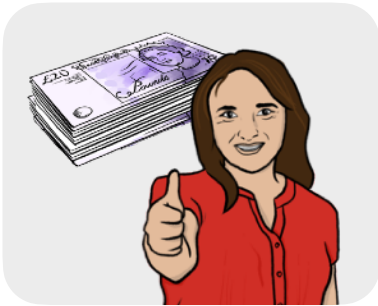


This group can help you check your plans to include people and check how you are getting on with the plans.

The money needed to support your plan to include people



Your organisation can use the toolkit to make a plan that is about including people from working class/low socio-economic backgrounds.

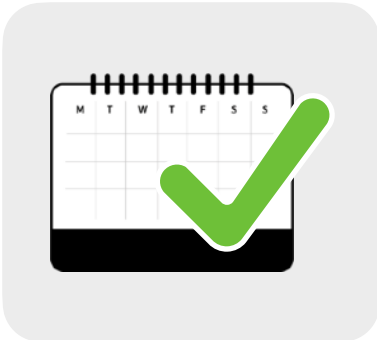


Your organisation should set aside some money to support the plan.



Plans to include people often fail because organisations do not give enough money to support them.

It will take time to include people in your organisation



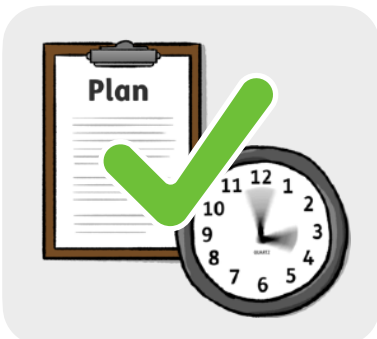
You should make sure you give enough time to get things right.



This work may need to happen over months or even years to make sure the plan works well.



Changing things overnight will not work.



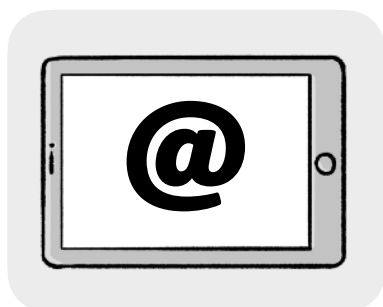
You have to make sure that the plans and support to change your organisation are ready and this can take a long time.

For more information



You can look at our website here:
www.jerwoodarts.org

If you need more information please
contact us by:



- Email: info@jerwoodarts.org