

Appendix 1: Action Plan

(To be reviewed quarterly. Last updated: November 2021)

1. Recruitment

School Food Matters recognises that diversity amongst its staff, trustees and volunteers is vital in maintaining the dynamic and innovative nature of the charity. We will ensure that all opportunities are made available to a wide variety of eligible candidates either by advertising in the national and/or local press or, if appropriate, by taking advantage of our wide networks to screen for potential recruits. We will take action to remove bias from our recruitment process.

We will:

- Post job adverts on a range of job sites to attract a diverse mix of applicants
 - Ask staff to share employment opportunities with personal networks of underrepresented groups
 - Filter applicants anonymously to avoid unconscious bias
 - Consider 'lived experience' when scoring applications
 - Use an application form for future recruitment unless the role requires advanced writing skills
 - Ensure the interview panel has a set list of questions and understands why they need to stick to the script
 - Add to our diversity statement onto all job adverts
 - Organise unconscious bias training for all staff
 - Collect equality data to monitor our progress
 - Review our volunteer recruitment process in light of these changes
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2. Projects

At School Food Matters we have the opportunity to express our commitment to DEI through our projects. We work with a diverse population within our network of schools, enabling us to collaborate with school leaders to progress the DEI agenda.

We will:

- review our existing projects and programmes regularly to ensure that they reflect our commitment to Diversity, Equality and Inclusion
 - proactively design new programmes that allow us to express our commitment to Diversity, Equality and Inclusion
 - collaborate with partner schools to build on and enrich existing education initiatives eg Black History Month, Mental Health Awareness Week, Pride, disability awareness days
 - use our evaluation processes to gather participant data to evaluate how successful we are at embracing diversity, equality and inclusion in all our work.
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3. Communications

The way we communicate will reflect our commitment to DEI. We communicate through a variety of platforms (website, social media, newsletters, speaking engagements) to a wide range of different audiences.

We will:

- use photographs and video footage that represent the diverse communities we work with
 - not use stock photos or footage where possible, rather use the opportunity to give a platform to our beneficiaries
 - add awareness days eg Pride, International Women's Day, Black History Month etc to our PR calendar so that we are able to raise awareness and amplify positive messages.
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