

Appendix 1: Action Plan

(To be reviewed quarterly. Last updated: October 2022)

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 and advertised to a wide variety of eligible candidates, including by, where relevant, taking advantage of our wide networks to encourage potential recruits from underrepresented backgrounds. 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
- Seek new places to advertise new roles
- Filter applicants anonymously to avoid unconscious bias
- Consider 'lived experience' when scoring applications
- Use an application form for future recruitment
- Ensure the interview panel has a set list of questions and understands why they need to stick to the script
- Add our diversity statement onto all job adverts
- Organise unconscious bias training for all staff
- Collect and review equality data to monitor our progress
- Review our volunteer recruitment process in light of these changes
- Be less restrictive in trustee, staff and volunteer role descriptions
- Recruit trustees from more diverse places

2. Projects

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

We will:

- review our existing projects and programmes regularly to ensure that they reflect our commitment to EDI
- proactively design new programmes that allow us to express our commitment to EDI
- collaborate with partner schools to build on and enrich existing education initiatives e.g. 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 equity, diversity and inclusion in all our work
- expand the cultural diversity of our recipes and ingredients used
- explore how to advocate for EDI to partner schools.

3. Communications

The way we communicate will reflect our commitment to EDI. 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 e.g. 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
 - organise regular training on different and diverse topics/ language use
 - audit our website to ensure the language used is inclusive.
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