**Inclusion Action Plan**

Your group’s logo here

**Group Name:**

Our aim:

Date: Review date:

*We have included examples in italics – please delete these before you start!*

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| **Working strategically** |
| **Our goal** | **Short/long term** | **What we will do** | **What will change (and how we’ll know)** | **Who** | **When** |
| *Set up an access and inclusion working group* | *Short* | * *Assign one committee member to lead*
* *Invite all members to take part*
 | * *Initial working group meeting with at least 3 group members.*
* *Two further meetings in year 1.*
 | *Chair* | *Sept. 2025* |
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| **Making connections and reaching new people** |
| **Our goal** | **Short/long term** | **What we will do** | **What will change (and how we’ll know)** | **Who** | **When** |
| *Put on a performance in the Polish community centre in Make Music Day.* | *Short* | *Organise a meeting with the centre and our Musical Director to plan the performance.* *Agree a ‘special offer’ voucher that we can distribute on the day.*  | *People in the Polish community who have never heard of us will enjoy a performance.* *30 vouchers handed out. We will count the number used within 12 months.* *People in the Polish community will attend our future concerts.*  | *Concert organiser and group member who is part of the Polish community.*  | *21 June 2026* |
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| **Communicating with and welcoming people** |
| **Our goal** | **Short/long term** | **What we will do** | **What will change (and how we’ll know)** | **Who** | **When** |
| *Disabled people have the information they need to attend a concert.*  | *Short* | *Write up accessibility information for our concert venue into a webpage.* *Record a video of our concert venue.*  | *More disabled people will attend our concerts.* *Include optional demographic survey questions on our ticket booking system.* | *Concert planning group* | *Dec. 2025* |
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| **Adapting and developing our group** |
| **Our goal** | **Short/long term** | **What we will do** | **What will change (and how we’ll know)** | **Who** | **When** |
| *Include people who haven’t used sheet music before* | *Long* | *Produce audio learning tracks for our pieces.* *Set up a buddy system so confident readers can support new readers.* *Promote a learning programme e.g. EarMaster**Describe how we support people to learn on our website.*  | *People who don’t read sheet music can be part of our group.*  | *Soprano section leader* | *Dec. 2026* |
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*At each review you could add completed actions here to keep track of what you’ve learnt and achieved so far.*

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| **What we’ve done so far** |
| **Our goal** | **What we did** | **What changed, and how we knew** |
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