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Description automatically generated with medium confidence**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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