



'Championing Social Inclusion across the South East Region'

Social Inclusion checklist

The following questions should be applied to any policy, document or service that you are planning:

1. Are your documents/plans written in plain English?
2. Are your documents available in large print, Braille, tape formats and other languages, if required?
3. How is your policy 'owned'? Who has contributed to the process and how?
4. How do you ensure that your policy is put into practice? Is it ever referred to or reviewed?
5. Will this document/policy have any effect on children living in poverty?
6. Will this improve skills/qualifications for anyone?
7. Have you consulted a range of people with different needs?
e.g.
 - young people
 - older people
 - people with disabilities
 - people from a black and minority ethnic group
 - others who may be effected by your policy/service?
8. Is your service delivered in a place/method that all people can access?
9. Is the signage to and point of delivery clear for all?
10. Will your policy/service be affordable for users? Have you thought of **all** costs that may be incurred – e.g. course fees, travel costs, childcare costs.
11. How does your service make users feel welcome?
12. To what extent does this increase employment opportunities/money for people who experience disadvantage?