CSP Diversity Network Induction Pack

csp.org.uk/diversitynetworks
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Welcome to your new role!

Thank you for volunteering to lead CSP Diversity Network members.

This induction document is designed to assist the Diversity Network Leadership Team. We hope it’s useful for you and provides some direction and tips to help you lead member engagement.
Intro to the CSP Diversity Networks

Overview
The CSP Diversity Networks were established in 1995 and are autonomous groups of CSP members and consist of three networks:

- Black, Asian and Minority Ethnic (BAME)
- DisAbility
- Lesbian, Gay, Bisexual, Transgender, Queer, Intersex, Asexual plus (LGBTQIA+)

The Diversity Networks are a place where like-minded individuals can come together (digitally or in-person) to learn, building knowledge and understanding of challenges and opportunities faced; to share problems and successes; and to organise, together identifying and planning activity that seeks to address discriminatory behaviours, processes and structures to promote equality and diversity at work and in society.
Membership

The three diversity networks are open to all CSP members who identify as belonging to one or more of the diversity network groups, including students and associates.

Membership is based on self-identification and is confidential. Access to details is restricted to those CSP officers who work directly with them.
Constitution

The Diversity Networks each have a constitution\(^1\) approved by CSP Council which sets out their purpose and structure as follows.

**Purpose**

- Raise awareness of issues of concern to BAME / LGBTQIA+ / Disability communities, amongst CSP members, employers, patients and the general public.
- Promote equity, diversity and belonging within the CSP and the profession
- Recruit people into the CSP diversity networks and engage them through the work of the network
- Raise awareness of physiotherapy and trade unionism with a focus on BAME, LGBTQIA+ or Disability issues
- Contribute knowledge and expertise to CSP policy, practice and other initiatives
- Address the unique needs of members of the network e.g. by providing a safe space to network, support one another or by providing learning opportunities, tackling discrimination in the workplace
- Collaborate with and support the work of other CSP networks and Boards, working intersectionality with other diversity networks.

\(^1\)Read the full Diversity Network constitutions:

- **BAME Network constitution**
- **DisAbility Network constitution**
- **LGBTQIA+ Network constitution**
Structure

Following a review of all CSP networks, in December 2021, CSP Council agreed to a new model constitution for the CSP Diversity Networks. The new constitution brings the Diversity Network structures in line with other CSP networks such as the regional networks, and gives access to additional resources including:

- a network committee (of up to 10 people, in addition to the existing roles of Chair and Vice Chair) which shall consist of members elected at an Annual General Meeting (AGM).

- budgetary arrangements for each network.
Network Roles and Remit

Each Diversity Network Leadership Team typically consists of:

- Chair (or Co-Chairs)
- Vice Chair
- And a Committee of up to 10 members, who may take on whatever functional roles the Leadership team deem necessary for the functioning of the network.

Together the Leadership Team plan and deliver the work of the network and act as a link between members in the network and the CSP nationally.

Please refer to the relevant diversity network page for more information on available roles, time commitments and how to get involved.

- **CSP Black, Asian, Minority Ethnic Network**
- **CSP DisAbility Network**
- **CSP Lesbian, Gay, Bisexual, Transgender, Queer, Intersex, Asexual + Network**

Elections

Any Diversity Network member may be elected and/or vote in an election of the committee and may be co-opted to the committee. Members may self-nominate for election at any point up to the vote.

Chairs and Vice-Chairs may serve a term of two years and may be re-elected to serve in the same role for no more than six consecutive years in total. Re-election to the same role may be sought after a break of one year.

Where the number of nominees is the same as, or less than, the number of vacancies the nominee or nominees will be elected unopposed.
Elections shall be carried out using the first past the post system. Where multiple post holders are to be elected, each voter will have the same number of votes as the number of vacant posts to be filled.

**Nomination Applications**

A statement of interest from each candidate will be circulated via iCSP (as a minimum) after the nominations closing date and all members of the network will have an opportunity to vote at the Network AGM to accept candidates into their roles.

Voting will be conducted anonymously via a digital application.

**Volunteer agreement**

Successfully appointed members will be asked to sign, date and return a volunteer agreement form.

This agreement sets out the expectations and key requirements of the CSP (including General Data Protection Regulations 2018 requirements), in relation to data protection processes when dealing with personal information.
Key Contacts and CSP support roles

You will have several main key contacts within the CSP. Your main day to day contacts for the Diversity Network roles, are Siân Caulfield, Scarlett Chamberlain and Gill Feldman.

Scarlett Chamberlain, Diversity Engagement Officer (DEO), Employment Relations and Union Services (ERUS)

Mobile: 07778 314 318
Email: chamberlains@csp.org.uk
(part-time Monday, Tuesday, Wednesday, Thursday)

Scarlett is responsible for supporting the growth, activities and impact of the CSP’s Diversity Networks and supporting CSP member engagement and activism around equity, diversity and belonging in workplaces and educational settings. This includes but not limited to:

- managing the implementation of the diversity networks new committee structures
- communicating CSP messaging
- supporting with the organisation and management of diversity network events and activities
- copy in Frontline relating to the diversity networks on events and engagement

N.B. Scarlett does not deal with equality law or advice.
Siân Caulfield, National Officer, Equality and Diversity (NO), ERUS

Mobile: 07979572360

Email: caulfields@csp.org.uk

(full-time Monday – Friday)

Siân is responsible for Trade Union Congress (TUC) conferences, CSP Annual Representatives Conference (ARC), NHS Equality Diversity and Inclusion group (EDIG), equality law advice, internal and external EDB policy work and projects, copy in Frontline relating to EDB policy / external projects, oversight of the diversity networks and Diversity Engagement Officer.

Gill Feldman, Administrative Officer (AO), ERUS

Email: feldmanq@csp.org.uk

Tel: 020 7306 6682

(part-time Monday, Tuesday, Wednesday, Thursday)

Gill is responsible for the administration of TUC conferences as well as assisting with the organisation of Diversity Network events. Gill will set up Eventbrite registration and zoom meetings, upon receipt of the event request form, and will be your first point of contact to assist with meeting arrangements, referring to Sian and Scarlett where necessary. Gill also adds those members who request to be added to the closed diversity network pages on iCSP and sends out links for members to join closed WhatsApp groups.
Other key contacts within the CSP

- Karen Middleton, CEO
- Claire Sullivan, Director of Employment Relations and Union Services (ERUS)
- Iain Croker, Trade Union Organiser
- Alice Spilsbury, Trade Union Organiser
- Lee Bowles, Trade Union Organiser
- Rob Yeldham, Director of Strategy, Policy and Engagement (SPED)

Frontline

- Jennifer Maxfield, Corporate Communications Manager
- Henry Rummins, Corporate Communications Manager

The team is contactable at: FrontlineE@csp.org.uk

Campaigns and Regional Engagement (CRE) Officers

- Mindy Dalloway CRE Officer (South East Coast, South Central, South West, West Midlands)
- Catherine Chappell CRE Officer (London, East of England, East Midlands, North East)
- Hayley Downey, CRE Officer (Wales, Northern Ireland and North West)

The team is contactable at: cre@csp.org.uk

Student Officers

- Kristen Potter-Price, Student Officer
- Daisy Goodall, Student Officer

The team is contactable at: studentenquiries@csp.org.uk
Finances

The Diversity Network financial year runs from 1 January to 31 December.

The CSP manages Diversity Network funds in-house to ease admin burden.

Diversity Network funds are ring fenced, subject to the CSP’s usual governance and terms and conditions, and the network Leadership team will need to confirm desired spend with the Diversity Engagement Officer. The Administrative Assistant will then contact the supplier to set them up and raise a purchase order number ready for the supplier invoicing the CSP.

The CSP Finance Team provides periodic statements to the Diversity Engagement Officer, including year-end accounts. These accounts are available at any point during the year.

The CSP allocates funds to the Diversity Networks annually based on a set amount (£1,700 pa) per network, plus an additional 25p per registered member based on the last day of the previous year.

Unspent funds will be credited to the following year’s budget, but if reserves exceed £4,000 you won’t be able to draw on additional funds until they do fall below that amount.

Where the CSP asks the network to undertake activity, for example to send reps to a TUC event, these costs would continue to be met from existing CSP budgets.

Network members may claim expenses associated with Diversity Network duties (supported by itemised receipts) for all items except minor business travel expenditure.

- The member must complete a digital CSP Members Expense Claim Form within three months of expenditure.
- The form must be completed in full and signed by the authoriser (i.e. the Chair) and the claimant, and emailed to diversity@csp.org.uk for processing.
• When expenses are incurred in relation to a meeting the Chair should also submit an attendance list to verify who was in attendance at the meeting. This should be signed by each attendee.
Communicating with members

Receiving emails from CSP members and staff

Each Diversity Network has a CSP Outlook email account. This is the primary way that CSP members will get in touch with their Leadership Team. The CSP Mailbox is accessed via a web browser using this URL [www.office.com](http://www.office.com). The username is your Diversity Network email address and the password will be supplied by the CSP.

Each network is allocated a CSP Outlook email account. This is the primary way that CSP members and staff will get in touch with the network leadership teams.

The CSP network mailboxes are accessed via a web browser using this URL [www.office.com](http://www.office.com). The username is your Diversity Network email address (below) and the password will be supplied by the CSP.

The email account can only be set up for one person of the leadership team to access. Typically, this would be part of the Chair’s role, but any member can manage the inbox for the network and is up to the individual leadership teams.

Once it is confirmed who will be managing the account, we will pass their personal email address and telephone number to our ICT department who will arrange for this to be set up.

- **BAME@csp.org.uk**
- **DisAbility@csp.org.uk**
- **LGBTQIA@csp.org.uk**
**Zoom Access**

Your CSP email address also allows you to access your CSP zoom account yourself for any informal meetings you wish to set up.

The person set up to manage the network outlook account will have the log on password for the account as this is personal to them and therefore not known by CSP staff.

The Administrative Assistant has scheduling rights access to each of the diversity accounts and for formal network meetings. They will set the zoom meeting up in the name of the diversity network, meaning a member of the leadership team with the log in details can then start the meeting off.

It is important to note that only CSP staff email address’ (of which the network emails are included) can be the host of CSP meetings. The host can then make another attendee co-host once they have started the meeting.

**Sending emails to CSP members**

You can email every member in your network who has opted to receive communications from the CSP via iCSP network pages. This is called an iCSP broadcast. Please liaise with the Diversity Engagement Officer about this process. They will help you draft the communication and send it on your behalf if required. Please bear in mind that e-mail should only be sent to all members if the communication is urgent or it’s essential it’s seen by all members.

Take care when emailing groups; when emailing several people, unless you know they’re happy to share their addresses with each other, put the addresses into the ‘BCC’ (blind copy) box. If you put them into the ‘To’ or ‘CC’ (copy) box, all the recipients will see everyone else’s addresses. If you forget to bcc members into an e-mail, this could be considered a data breach. Please let Gill Feldman know who will be able to direct you to our data protection team.
Private communications channels

There are dedicated private iCSP Networks and Whatsapp groups for each Diversity Network. Where members exchange ideas and information on equity, diversity and belonging related issues, events and activities.

Through the private iCSP and WhatsApp networks, members exchange ideas and information on equality and diversity related issues and events.

Members can join their relevant CSP network(s) by completing this short form: [www.csp.org.uk/join-diversity-networks](http://www.csp.org.uk/join-diversity-networks).

Please note, members must be logged in to their CSP account access the networks.

Membership of the Whatsapp groups are optional. Upon joining the iCSP networks the administrative assistant will ask members if they want to be added to their relevant Whatsapp group(s). CSP staff members do not sit in the network WhatsApp groups, however we do sit in the leadership team WhatsApp groups.

Diversity Network webpages

The CSP website hosts pages which are dedicated to each Diversity Network. The Diversity Engagement Officer can edit and upload items to these pages on your behalf: [www.csp.org.uk/diversitynetworks](http://www.csp.org.uk/diversitynetworks).

Frontline

Each edition of Frontline has space dedicated to sharing diversity network news and announcements. The Diversity Engagement Officer welcomes all input into these pages.

In addition there are Diversity Network takeover editions for:

- LGBTQIA+ history month
- Black history month
- Disability history month
There is the opportunity to propose content to the Frontline team related to your network at any time outside of the history months and networking pages of each edition. Liaise with the Diversity Engagement Officer to find out the process.

**Social media**

All Diversity Networks have a Twitter profile. Typically, one or two members take on the responsibility of managing it and ensuring tweets are regular (either through re-tweets or helping to share key local information about physiotherapy). Some Diversity Networks have Facebook groups that are also managed in a collaborative way by members.

Whenever you are tweeting or posting on your Diversity Network profile, remember you are an advocate for the CSP and the physiotherapy community. You should always keep this in mind when communicating digitally. For further information and guidance on communicating using social media visit: www.csp.org.uk/publications/social-media-guidance-csp-members

**Connecting with members**

The Diversity Networks meet at least twice a year, including holding joint sessions on issues of common interest. Annual events such as Pride and TUC conferences bring members of the networks together too.

**Annual General Meeting (AGM)**

Each Diversity Network will hold an AGM each calendar year. The business of the AGM shall be:

a) To elect the chair, vice-chair and up to ten other members to plan and deliver the work of the network and to act as a link between members in the network and the CSP nationally.

b) To consider any other business.

Each Diversity Network Leadership Team will be responsible for setting the agenda for their AGM and hosting the meeting, with CSP support where required.
The AGM and elections should be advertised, as a minimum, via iCSP and via email to all eligible members no less than seven days before the date of the meeting.

**Annual Diversity Network days**

Member-led event(s) typically in person for members to meet each other, network, learn and build their individual communities as well as understanding, solidarity and community across all three networks.

Although the CSP fully fund the event, it’s completely owned and developed by the networks and what diversity members want to make it beneficial and meaningful.

There is the option to hold the individual and joint network days separately, however, in recent years, the networks have chosen to combine the events - joint session in the morning and individual network session in the afternoon.

**Meeting/event requests**

The Administrative Assistant will assist with any meeting/event requests that you may have that require an Eventbrite and/or zoom set up. [To submit a request please use this form](#).
The purpose of ARC

ARC is a national CSP conference held annually and provides an opportunity for those who represent members to discuss and debate matters of importance to members and the services the CSP offers through the submission of motions. Not everyone is allowed to submit a motion, the Diversity Networks are one of the approved groups that can submit an ARC motion. It’s an excellent opportunity for members to have their say and influence CSP policies and direction.

Attendees will also have the opportunity to go to the fringe meetings that take place outside of the conference. These are on topics not included in the main conference but which focus on policy (i.e. support worker recruitment, rehabilitation, etc.), and are selected by the ARC Agenda Committee from proposals submitted by the delegations.

The Diversity Networks act on behalf of the CSP membership body to ensure representation and the presence of diverse voices at the ARC. Each network can send a delegation of up to two to attend. These are two fully paid for places.

The delegation can respond to relevant motions at ARC on behalf of members, along with submitting up to a maximum of three motions. Council will also attend ARC.

ARC Motions

Motions are formal proposals which are voted on at ARC. Once accepted by ARC they are called resolutions and become the policy of the Conference, therefore, they need to be worded clearly. However, as
ARC is an advisory body to the CSP’s democratically elected Council, ARC resolutions are not automatically mandatory on Council.

**Read the full ARC constitution.**

**Physiotherapy UK (PUK)**

PUK is the CSP’s conference and trade exhibition. It takes place annually in the autumn. Tickets are paid for and are cheaper the sooner they are purchased. Visit [www.physiotherapyuk.org.uk](http://www.physiotherapyuk.org.uk) for more information on the event. Please note that Networks do not get places for the event like they do for ARC. Attendance is encouraged and Networks can purchase tickets for network members from central funds if desired.

**Stonewall Workplace Conference**

The LGBTQIA+ Network can choose to send members to the Stonewall Workplace annual conference. Budget for this and attendance should be discussed with the National Officer.

**Trade Union Congress (TUC) equality conferences**

The networks are encouraged to attend and submit motions to the TUC equality conferences: Black Workers, Disabled Workers, LGBT+ and Women’s. Please contact the National Officer for more information about this process.
Valuing Physiotherapy – the new CSP strategy

The CSP launched its new strategy on 1 November 2022 covering 2023 – 2027.

The strategy is rooted in the vision for physiotherapy and the purpose of the CSP. It starts with an aim to improve patient care (Aim A) but recognises that this is dependent on our members being able to give their best. They need the right environment to be able to do this, Aim B seeks to influence this. Members also need the CSP to provide the space for members to support one another and collectively influence (Aim C). This is all underpinned by having a flexible and sustainable CSP organisation (Aim D).

CSP Council will monitor organisational performance against the strategic aims.

For CSP Diversity Networks the strategy should directly inform your own plans.

Read the full strategy: [www.csp.org.uk/strategy](http://www.csp.org.uk/strategy).
Leadership Team Checklist

- Have you completed the CSP Volunteer Data Protection Agreement Form?
- Are you a member of your relevant iCSP network page?
- Have you joined the relevant network Whatsapp group(s) and introduced yourself?
- Have you connected with all the relevant CSP social media profiles associated with the Diversity Networks?
- Do you have access (where required) to your Networks CSP email address?
Appendix A

CSP Diversity Network Virtual Event Processes

Please note this process is relevant for Network led events only. Processes may differ for CSP led events including Network days and the Annual General Meetings (AGM).

**Action Lead Key**

- Diversity Network Lead (e.g. Chair, Events Officer etc)
- CSP Diversity Engagement Officer
- CSP Administrative Officer (Equality and Diversity)
- Event host
## Event Set Up

<table>
<thead>
<tr>
<th>Action</th>
<th>Action Lead</th>
<th>Suggested Timeline</th>
</tr>
</thead>
<tbody>
<tr>
<td>Agree &amp; set the event date, time &amp; theme then share the details with the CSP</td>
<td>Diversity Network Lead with the support of the CSP Diversity Engagement Officer</td>
<td>At least 1 month before the event</td>
</tr>
<tr>
<td>Set Up the Event Zoom Link making the network lead the host</td>
<td>The CSP Administrative Officer (Equality and Diversity) to be instructed by the CSP Diversity Engagement Officer</td>
<td>At least 1 month before the event</td>
</tr>
<tr>
<td>Set Up an Eventbrite Registration Page</td>
<td>The CSP Administrative Officer (Equality and Diversity) to be instructed by the CSP Diversity Engagement Officer</td>
<td>At least 1 month before the event</td>
</tr>
<tr>
<td>Confirm speaker(s)</td>
<td>Diversity Network Lead with the support of the CSP Diversity Engagement Officer</td>
<td>At least 1 month before the event</td>
</tr>
<tr>
<td>Brief speaker(s) (See Speaker brief template in appendix – items B &amp; C)</td>
<td>Diversity Network Lead with the support of the CSP Diversity Engagement Officer</td>
<td>At least 1 month before the event</td>
</tr>
<tr>
<td>Action</td>
<td>Action Lead</td>
<td>Suggested Timeline</td>
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</tr>
<tr>
<td>Confirm Event Settings</td>
<td>Diversity Network Lead to decide the desired settings and update the CSP Administrative Officer (Equality and Diversity) so that they can set it up in Zoom Please note: the event is set to NOT RECORD unless specifically requested. Default settings will be used where the microphone muted and the video is off. This allows people to opt into what they feel most comfortable with.</td>
<td>At least 1 week before the event</td>
</tr>
<tr>
<td>Ask for and confirm any reasonable adjustments of attendees</td>
<td>The CSP Administrative Officer (Equality and Diversity) and CSP Diversity Engagement Officer – confirm with Diversity Network Lead and confirmed event host</td>
<td>On-going up to the event. As and when attendees notify us of required reasonable adjustments to participate/attend.</td>
</tr>
<tr>
<td>Share the agenda, timings and expected forms of engagement with attendees in advance (where possible) which will help people come prepared and mean they are better equipped to engage.</td>
<td>The CSP Administrative Officer (Equality and Diversity) to be instructed by the Diversity Network Lead</td>
<td>At least 24 hours before the event</td>
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## Event Promo

<table>
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<tr>
<th>Action</th>
<th>Action Lead</th>
<th>Suggested Timeline</th>
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<tbody>
<tr>
<td>Share the event details &amp; registration link on iCSP</td>
<td>The CSP Administrative Officer (Equality and Diversity)</td>
<td>At least 1 month before the event</td>
</tr>
<tr>
<td>Design &amp; Create a flyer <em>(Please note that flyers should not include any Zoom joining details for member only events.)</em></td>
<td>The CSP Diversity Engagement Officer to work with the CSP in house design team to create.</td>
<td>6 weeks before the event</td>
</tr>
<tr>
<td>Share the registration link and event flyer via the relevant social media and via the relevant WhatsApp groups</td>
<td>Diversity Network Lead with the support of the CSP Diversity Engagement Officer</td>
<td>At least 1 month before the event and at intervals leading up to the event to include as and when attendees register.</td>
</tr>
<tr>
<td>Set up reminder emails to go out via Eventbrite</td>
<td>The CSP Administrative Officer (Equality and Diversity)</td>
<td>At the point of setting up the Eventbrite page. To go out at the following times before the event; 12 hours 1hr</td>
</tr>
<tr>
<td>Check Eventbrite regularly and share the numbers and names of members who have registered to attend</td>
<td>The CSP Administrative Officer (Equality and Diversity) to update the network leads.</td>
<td>On-going at intervals leading up to the event.</td>
</tr>
</tbody>
</table>
## Event Day

<table>
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<tr>
<th>Action</th>
<th>Action Lead</th>
<th>Suggested Timeline</th>
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<tbody>
<tr>
<td>Host (or speaker) to run through:</td>
<td>The confirmed event host with the support of CSP Diversity Engagement Officer</td>
<td>Speakers are to log in at least 30 minutes before the event is due to start.</td>
</tr>
<tr>
<td>Ensure that the camera and sound are at the right level.</td>
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<td>Ensure that all speakers fully understand what is expected of them &amp; the running order.</td>
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<tr>
<td>Ensure any reasonable adjustments are in place and functioning throughout the event</td>
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<tr>
<td>Allow guests in</td>
<td>The confirmed event host. The CSP Diversity Engagement Officer can support with this.</td>
<td>Event start time - Once confirmed tech is all working and adjustments are in place</td>
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<tr>
<td>Run through the housekeeping/ground rules</td>
<td>The Confirmed Event Host (or speaker)</td>
<td>At the beginning of the event</td>
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Appendix B

CSP Diversity Networks
Virtual Event Speakers Brief

Before the event

- Confirm topics / timings with CSP.
- Always build in time for a break for events that are longer than a
  hour. In general, events should not be longer than 90 minutes.
- Share any materials you will be using with the CSP.
- If using slides keep simple and make sure that documents shared are accessible.

Consider language

- If holding an event around a given topic then a language/terminology guide
  may be useful to ensure equal understanding and sensitive use of language.
- Share any information you would like on the event promo with the CSP.
- Confirm the event settings with the CSP.
- The “host” as part of the set up can only be those with a registered CSP
  email address can be the host of a CSP led meeting. Convenors and Diversity
  Engagement Officer can be set up as host/co-host to start the meeting off. Once
  the confirmed event host has joined the meeting they can be made host (or co
  host if you prefer to retain some control over the waiting room admissions etc).
- With many online event tools, you can choose to record the discussion
  – this is a good idea for people who may need time to process
  information – and for anyone who misses things – although may
  not be appropriate depending on the confidentially of members
  and the sensitivity of the event topics and conversations.
On the day (before the event starts)

- Try to hide background clutter, blur your background or use an appropriate virtual background.
- Try to have your face well lit which will help lip readers. Try and avoid glare from sunlight/lighting.
- Try to participate from a quiet location if you can and remember to mute your phone and messaging apps to reduce distractions.
- Make sure all speakers have their name set as their actual name and pronouns.
- Where relevant/appropriate you may want to ask them to put their job title, institution or company in brackets next to their name.
- Confirm reasonable adjustments are in place (where relevant) with the CSP.

During the event

- Speak clearly, not too fast (especially if someone is using a screen reader. This means that speakers will have to go slower and be more descriptive).
- It is useful to avoid acronyms and jargon not just because they can be exclusive but if someone is using a screen reader or captions are being used, then they may not be recognisable.

Run through event housekeeping/ground rules:

- Ask people to mute their microphones when not speaking to avoid unwanted feedback and disruption.
- Let participants know they are free to turn your camera off.
  - Don’t force anyone to show their face, speak or type if they don’t want to – they should contribute in a way that suits them best. Instead outline the ways attendees can communicate - I.e. verbally by raising a virtual hand or making use of the chat. Put attendees at ease that if they would prefer to just listen this is more than fine. The key thing is to offer as many ways for people to engage as possible so that everyone can use the medium that they find most comfortable.
• Mention closed captions function and how to turn on if needed.

• Details as to whether the event is being recorded and if so where it’s being shared.

• A reminder that attendees are free to go for a stretch.

• Some people may take longer to process information and may take longer to type or speak. It is worth explaining this at the start of the meeting, so that the pace of the meeting is appropriate, and people are given the best chance to respond.

• Go through the running order & event times (including any breaks) – including how participants will contribute (where relevant).

• Reminder of the code of respect for speakers and attendees.
  – “Please be considerate of others when sharing personal viewpoints that may cause offence to other participants or be considered defamatory.”

• Reminder for attendees to not share details of things such as a live case (if relevant).

• Check that people can see and hear you and follow what you are saying.

• If using a presentation, describe the key content of all slides. For some webinars you may prepare a transcript. The appropriate paragraphs can be pasted into the text chat pane or another communication channel.

• If needed, make use of the event moderator to bring people into the conversation, this can allow everyone to have a say – not just those who speak first. The moderator can also voice comments that are added on chat after a point has been made.

• Some events may warrant clapping at the end. It’s worth considering that this can be overwhelming for people with autism and other people.
Appendix C

Speaker Briefing Note Template

Event name:

Network:

Event description

Date/s: Time/s:

Speaker session start time/s:

Panel:

<table>
<thead>
<tr>
<th>Name</th>
<th>Title/Organisation</th>
<th>Twitter/Other Info</th>
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Agenda/timings:

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Appendix D

CSP Diversity Networks Code of Conduct / Safe Space Principles

Equalize the Space

• confidentiality - share experiences & lessons, not gossip and identifying details
• make space/take space – challenge yourself to step out of your pattern
• challenge the idea or the practice being voiced, not the person voicing them
• everyone has equal worth, and all perspectives are equally valid

Check Your Assumptions

• no judgments or ‘disclaimers/self-judgments’
• everyone is an individual, not just a representative of a group
• ‘I Statements’ – own your perspective, don’t project it
• believe in our common best intentions (we’re all here for the same thing)

The Right to be Human

• respect each other’s right to be human (to have a bad day, to be triggered, to fail, etc.)
• honour differences always, centre them when appropriate (family of origin, culture, orientation, race, class, gender, ability, etc.)
• acknowledge emotions appropriately
• practice giving and receiving forgiveness
Consensual Dialogue

- active listening – attention focused, appropriate eye contact, check body language, inquire about (and use) preferred pronouns
- take a risk and speak up, but maintain everyone’s right to pass
- silence is okay – pauses in the pace of dialogue invite all the voices in the room;
- 50% rule – each party is responsible for an equal part of the ‘problem’ and the ‘solution’
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The Chartered Society of Physiotherapy

is the professional, educational and trade union body for the United Kingdom’s 60,000 chartered physiotherapists, physiotherapy students and support workers.