



CARCLEW INC

Disability Access and Inclusion Plan

2022-2025

Acknowledgement of Country

We acknowledge that the land Carclew stands on is the traditional land of the Kurna people, and that we respect their spiritual relationship with their country. We also acknowledge the Kurna people as the traditional custodians of the Adelaide region and that their culture and heritage beliefs are still as important to the living Kurna people today.

Statement from the Chief Executive

It is my pleasure to present Carclew's Disability Access and Inclusion Plan 2022- 2025

Through targeted arts programs Carclew enables young people up to the age of 26 to immerse themselves in creative experiences that provoke curiosity and encourage personal growth and a deeper understanding of others and our world. It is a core value of the organisation that young people who participate in our programs and those who implement them are representative of all sections of society.

One of our guiding principles is that cultural expression is a human right. This rights-based approach is aligned with the United Nations Convention on the Rights of Persons with Disabilities (UNCRPD). This declaration acknowledges that people living with a disability have the same human rights as other members of the community and that the State and community have a responsibility to facilitate and exercise those rights.

At Carclew we are committed to supporting this Declaration by ensuring that access, equity and inclusion is a starting point when planning and implementing our strategic directions and programs. We know that disability intersects with and has specific nuances across all our programs, people and places so appreciate the need to remain vigilant in breaking down the barriers and discrimination created by society which prevent or limit opportunities for full participation.

This DAIP is a reference point for all Carclew's policies and procedures and will act as a guide to ensure best practice when planning and in our daily work. It will also serve as an ongoing evaluation tool to monitor our progress, celebrate our successes and ensure continuous improvement so all young people who express interest in our programs can participate and succeed.

I sincerely thank everyone who has contributed to the development of this Plan. We will continue to work collaboratively across the arts and disabilities sectors to realise our aspirations in the years ahead.

Tricia Walton
Chief Executive
Carclew

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About Carclew

Celebrating its 50th anniversary in 2022, Carclew is South Australia's largest multi-art form and cultural organisation dedicated to artistic outcomes by and for children and young people. Our programs are diverse in art form, geographical scope and content. We support creative experiences and artistic aspirations for those aged 26 years and under, embedding creativity in schools, communities and early careers. Our home is the heritage listed Carclew building in North Adelaide and our programs are also delivered in outer metro areas of disadvantage, various education sites throughout South Australia, and regional and remote communities.

Our vision

Vision

A curious, connected, creative world.

Mission

Transform young lives through creativity.

Objectives

1. We design and deliver arts programs that make a difference.
2. We make access, equity and inclusion central to all we do.
3. We demonstrate and champion the importance of creative participation.
4. We have strong governance, sound finances, great people.

Five Guiding Principles

1. Cultural expression is a human right.
2. Creative participation is essential to growth and development.
3. Creativity is vital to learning in schools and communities.
4. Investment in creativity benefits industries and careers.
5. Vibrant cultural diversity underpins a healthy inclusive society.

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This Disability Access and Inclusion Plan (DAIP) is available on our website: www.carclew.org.au

Please contact Carclew if you require a copy of this Disability Access and Inclusion Plan in an alternative format, such as Easy Read, large font, electronic format, audio or Braille.

We invite on-going feedback on our Disability Action Inclusion Plan and commit to annual reviewing the Disability Action Inclusion Plan annually.

Disability Action & Inclusion Plan: Key Pillars

- Inclusive communities for all
- Leadership and collaboration
- Accessible communities
- Learning and employment

Staff profile

- As of 1 July 2022, Carclew employs a staff of 24 (19FTE, with 0.5% identifying as having lived experience of disability. In addition, Carclew engages a cohort of 36 early career artists through our Sharehouse, Creative Consultants and Emerging Creative producers, with 22% identifying as having lived experience of disability.
- Carclew commits to annual Disability Awareness training for all staff. In 2021, Gaelle Mellis from Access2Arts conducted Disability and Inclusion Training in July, with 22 staff members attending (85%. This Plan, and regular staff training, support awareness of the need to eliminate bias and discrimination in selection and employment processes.
- In 2022-23, Carclew has additional programming planned to support and employ artists and young people living with disability:
 - A new multiplatform disability arts festival *Embrace Festival* 23-26 September 2022, designed to promote awareness and artistic and employment outcomes for self-identifying artists or disability-led artistic companies.
 - A new collaboration with Tutti Arts, South Australia's Leading Disability multi-arts hub, for a 1-year pilot, July 2022-July 2023 to develop a contemporary visual arts program tailored to learning disabled and neurodiverse young people (LD and ND YP). A total of 10 artists and arts workers will receive tailored training, with 8-10 professional employment opportunities for people living with disability.

Strategic Context

In 2006 the *United Nations Convention on the Rights of Persons with Disabilities* (UNCRPD) was adopted. This declaration acknowledges the value of existing and potential contributions made by people with disabilities to the overall wellbeing of their communities. It is underpinned by eight guiding principles based on respect, equality and non-discrimination and was ratified by Australia in 2008.

The *National Disability Strategy* (NDS 2010-2020) was Australia's response to the UNCRPD. This strategy has been updated and is now in place for 2021-2031.

In 2018 the *Disability Inclusion Act 2018 (SA)* was passed by the South Australian Government, recognising that a stronger commitment to access and inclusion planning for people living with disability was needed. This Act required a framework be created to support State authorities to implement the NDS. The resulting framework, *Inclusive SA: State Disability Inclusion Plan 2019-2023* was developed through extensive consultation.

Carclew's DAIP has been developed over several years and updated within the context of the State Plan, *Inclusive SA* and with reference to the Department for Education *Disability Access and Inclusion Plan 2020-2023*. Carclew's DAIP seeks to translate the organisation's values and goals into practical strategies to increase and enhance participation for people living with disability who interact with the organisation as program participants, employees, audiences or visitors to Carclew House.

This DAIP is important to formally embed inclusion by identifying practical and everyday changes to be addressed by Board, Leadership and the whole team. Through this plan, Carclew aims to raise the organisation's profile as a provider of accessible environments and strengthen program delivery through rigorous planning mechanisms which, where possible, remove barriers to participation. This commitment is reinforced with human and financial resources to enable its successful implementation.

Definition of Disability

'Disability' results from the interaction between persons with impairments, conditions or illnesses and the environmental and attitudinal barriers they face. Such impairments, conditions or illnesses may be permanent, temporary, intermittent or imputed and include those that are physical, sensory, psychosocial, neurological, medical or intellectual. UN Convention of the Rights of Persons with Disabilities.

This Social Model of disability distinguishes between the impairment of the person (the condition, illness or loss/lack of function and disability (the barriers and discrimination created by society. These barriers are seen as being the disabling factors which prevent or limit opportunities. They may take the form of attitudes, discrimination or the physical environment.

Carclew acknowledges that disability may be permanent or temporary and is often not visible. Experiences of disability are diverse and may be experienced alongside additional barriers to participation such as gender, age, sexuality, language, culture and means.

Current Situation

Area	Description
Infrastructure	<ul style="list-style-type: none"> • Carclew House heritage building with first floor offices accessible only by stairs. • Multi-level Carclew reception desk. • Ramp access to outdoor Carclew toilets. • Deafness Friendly Handset located at Carclew Reception. • Carclew Reception entrance has doorbell at accessible height. • One reserved car park in the Carclew grounds for disability access. • All Gender accessible toilets • Ramps available to access the raised grassed area on the grounds
Programming	<ul style="list-style-type: none"> • Health and Wellbeing form for workshop participants includes access questions. • Participant access needs identified and supported as they arise as per organisational participant registration. • Carclew is an affiliate member of the Companion Card Program. Adherence to the program is a compulsory condition of all Carclew funding. • Fellowship application forms updated to improve accessibility.
Personnel and Organisational Culture	<ul style="list-style-type: none"> • Commitment to access and inclusion in Carclew Constitution and Rules 2021, and a cross-organisational DAIP working group • Carclew Directions 2022-2024 states that we make access, equity and inclusion central to all that we do. • Code of Conduct Policy in place and available on the Carclew website • Merit based recruitment processes • Mental Health First Aid Training for all staff - biannually • Disability Awareness Training for all staff - annually

Actions

The Carclew Disability Access and Inclusion Plan is structured around the themes and priority areas of the Inclusive SA: State Disability Inclusion Plan 2019-2023

1. Inclusive Communities For All

Social inclusion is a priority for people living with disability as it affects all aspects of their lives. It is our aim that the contributions and rights of people living with disability are valued and understood by all South Australians and that their rights are promoted, upheld and protected. We also want to ensure that people living with disability are supported to advocate for their own rights.

Priority 1: Involvement in the community

Priority 2: Improving community understanding and awareness

Priority 3: Promoting the rights of people living with disability

Action	State Plan Priority #	Responsibility	Timeframe	Measurable Target
1. Disability awareness and disability discrimination awareness training for all staff	2	Leadership Team	Annual	All staff
2. Policies in place so that people with disability are safe from harm, exploitation and neglect	3	Leadership Team	Ongoing	Annual policy review
3. Staff updates and legislation awareness at staff meetings	3	All Staff	Standing agenda item in monthly staff meetings	Include in all bi-annual achievement reviews

Action	State Plan Priority #	Responsibility	Timeframe	Measurable Target
4. Develop and implement procedures to seek and respond to feedback on accessibility and inclusion	2	Leadership Team	On-going	Procedure is implemented
5. Elevate and spotlight artists with disability and celebrate their achievements	2	Marketing & Communications	Ongoing	Opportunities to promote work by artists with lived experience of disability
6. Sharing access and inclusion resources and practices across our sector	8	Marketing & Communications All Staff	Ongoing	DAIP and other resources are made available

2. Leadership and Collaboration

People living with disability want to have a greater role in leading and contributing to government and community decision-making. It is our aim that the perspectives of people living with disability are actively sought and that they are supported to participate meaningfully in government and community consultation and engagement activities.

Priority 4: Participation in decision-making

Priority 5: Leadership and raising profile

Priority 6: Engagement and consultation

Action	State Plan Priority #	Responsibility	Timeframe	Measurable Target
1. Diverse representation and consultative panel to inform Disability Access & Inclusion Plan	6	Leadership Team Carclew DAIP Committee	2022	Proportion of people living with disability represented on staff or an advisory group. DAIP panel to review in a year.
2. Establish co-design, consultation and engagement practices that ensure young people living with disability are involved in key planning and decision-making processes.	6	All Staff	Ongoing	Proportion of young people living with disability that are/were engaged and consulted on issues.
3. Undergo specialized marketing training in accessibility	6	Senior Manager and Managers, Marketing	6 months	Training Completed
4. Maintain and regularly review policy and procedural framework that	5	Leadership Team	Annual	Mission and objectives direct programming decision making

Action	State Plan Priority #	Responsibility	Timeframe	Measurable Target
prioritises access, equity and inclusion.				
5. Programs are devised with funding and community partners who value and uphold the principles of access, equity and inclusion.	6	Leadership Team, Project Leads	Ongoing	100% of partnering organisations have access policy and/or DAIP in place
6. Increase representation of people with lived experience of disability at leadership level, across staff, Board, committees and advisory groups.	4	Board, All Staff	Ongoing	Data is gathered to establish benchmark of disability membership of current staff and committees. Proportion of people living with disability represented on staff or an advisory group.
7. Require applicants to Carclew's programs to consider access and inclusive practice outcomes within their planning	5	All staff	Ongoing	Updated application documentation Increased access and inclusion outcomes within supported activity

3. Accessible Communities

The accessibility of the built environment, quality services and information is key to ensuring people living with disability are included and have the opportunity to equally participate in all aspects of community life. It is our aim to increase accessibility to public and community infrastructure, transport, services, information, sport and recreation and the greater community.

Priority 7: Universal Design across South Australia

Priority 8: Accessible and available information

Priority 9: Access to services

Action	State Plan Priority #	Responsibility	Timeframe	Measurable Target
1. Inclusion Audit completed for Carclew buildings, including signage	7	Infrastructure	Annual	Audit Report
2. Audit of website and collateral against accessibility standards and development of new accessibility collateral in various formats.	8	Marketing	Ongoing	Audit Report
3. All promotional collateral include links to Accessibility info on the website for access support for prospective participants, employees and visitors	8	Marketing	Ongoing	100% of collateral

Action	State Plan Priority #	Responsibility	Timeframe	Measurable Target
4. Create an accessible venue guide	8	Senior Manager and Managers, Marketing	6 months	Venue Guide Published
5. Access and inclusion is embedded into marketing planning and processes	8	Senior Manager and Managers, Marketing	Ongoing	Updated processes
6. Actively market Carclew programs to CALD and Disability Communities, through including representation in marketing collateral	9	Senior Manager and Managers, Marketing	6 months	Updated processes
7. Project plans and risk assessments consider accessibility and ensure all access requirements are implemented	9	All Staff	Ongoing	Pitch documents to include this
8. Program offers variety of engagement and multiple access	9	Senior Manager, Arts Programs	Annual	Number of registrations
9. Visitors' access needs are actively supported by trained staff in front-facing position	7	All staff	Ongoing	Every event
10. Carclew is an affiliate of the South Australian Companion Card Program	9	Senior Manager, Arts Programs	Ongoing	All grant recipients

Action	State Plan Priority #	Responsibility	Timeframe	Measurable Target
and recipients of Carclew grants are required to commit to the program				
11. Increase accessibility in Carclew's grants program, including adaptive resources, non-written application options, information provided in multiple formats including a contact point for access enquiries	9	Grants Officer	Ongoing	Reviewed annually
12. Addressing physical access requirements and flexible service delivery (eg access to premises, ramps for events, bathroom facilities, appropriate waiting rooms, chill out zone).	7	Senior Manager, Arts Programs	Ongoing	Annual program assessed
13. Sharing access and inclusion resources and practices across our sector	8	Marketing & Communications All Staff	Ongoing	DAIP and other resources are made available
14. Create an Access Statement to be used across Carclew publications to promote Carclew's commitment to accessibility	8	Marketing & Communications All Staff	6 months	Appears in Carclew marketing collateral

4. Learning and Employment

Workforce participation is fundamental to social inclusion. It provides economic independence and choice, social connections and friendships, value, identity and belonging. It is our aim that people living with disability have access to inclusive places of study and that education and training provides pathways to meaningful and inclusive employment and volunteering opportunities.

Priority 10: Better supports within educational and training settings

Priority 11: Skill development through volunteering and support in navigating the pathway between learning and earning

Priority 12: Improved access to employment opportunities and better support within workplaces

Action	State Plan Priority #	Responsibility	Timeframe	Measurable Target
1. Disability Awareness Training required by all staff and volunteers.	10	Leadership Team	Annual	All staff to undertake training
2. Flexible working arrangements are provided including part time/ working from home/ flexible hours	12	Chief Executive	Ongoing	All requests reviewed
3. Job Access/A budget is available to staff to assist with costs of implementing access and inclusion requirements	9	Senior Managers	Annual budget development	Annual (jobaccess.gov.au- Fed Gov will pay for reasonable workplace modifications for disabled staff
4. Benchmark current workforce diversity and investigate any current barriers experienced by staff	12	Leadership Team	Ongoing	Quarterly report (Staff survey to gain feedback on barriers to participation

Action	State Plan Priority #	Responsibility	Timeframe	Measurable Target
5. Staff complaints processes and policy in place, information about options for resolution of complaints available	12	Leadership Team	Annual Reporting	Processes and policy in place and all reports dealt with within one month.
6. Creating disability inclusion training opportunities for our cohort of early career artists and those contracted across all of our programs.		Leadership Team	Bi-annual	# Artists that have undertaken training
7. Research and development of alternative/accessible learning options for artists in schools programs	10	Senior Managers, Arts Programs	Ongoing	Two per year
8. First aid training for staff	10	Senior Manager, Finance and Operations	Completed within the first year of employment	All staff trained

Disability Access and Inclusion Plan Development & Implementation

Consultation

Carclew consultation for the 2022-2025 DAIP included:

- A voluntary committee of staff from across the organisation including members from Arts Programs team, Administration, Directorate, and the Chief Executive.
- Disability and Inclusion Training hosted by Gaelle Mellis from Access 2 Arts in July 2021 to establish collective organisational understanding and awareness.
- One-on-one discussion with disability advocate and arts leader Gaelle Mellis.
- Senior Manager consultation with Rebecca Young, Chief Executive, Access2Arts in early 2022.
- Convene a Consultation Panel of people with lived experience of a range of disabilities particularly in the youth arts sector.
- Consultation Panel invited to review and provide feedback on the draft DAIP and attend a round table discussion and review of the draft plan facilitated by Rebecca Young, Access2Arts.
- Consultation informed revision of Carclew DAIP prior to endorsement by the Board.

This section comprises the report under regulation 9(4) of the *Disability Inclusion Regulations 2019 (SA)*.

Relationship to other policies, strategies, frameworks

Carclew's DAIP reflects and supports the Carclew Directions Statement 2021-2024 and the Mission, Objectives and Guiding the Principles included in it.

Carclew's DAIP is supported by the Carclew Strategic Plan 2021-2024.

Carclew's Organisational Risk Assessment & Management Plan reflects DAIP intent.

Carclew Respectful Behaviours Policy and Procedures. The policy is in place to ensure everyone involved with Carclew is aware of Carclew's zero tolerance position on bullying, discrimination, victimisation, harassment and sexual harassment. The policy informs the procedures to be followed should any grievances arise.

All staff are bound by the Public Sector Code of Ethics.

Examples of previous achievements

Carclew has had a long-term commitment to access and inclusion. For over 10 years, we have drafted and reviewed Disability Action Inclusion Plans resulting in the current plan and process.

- Draft DAIP developed with consultation and support of a disability advocate Gaelle Mellis (formerly from Access 2 Arts in 2021)
- An audit of Carclew building was undertaken in 2017 to improve facilities and physical access by Aefre Katharine Annear MAICD, Neurodiversity Trainer and Consultant. Subject Matter Expert - Disability Studies, Autism, Mental Health and Complex Needs.
- Intentionally located all public spaces on the ground floor for ease of access. Staff have the flexibility to work from home.
- There is a wheelchair accessible ramp to the back door which is close to the accessible carpark with a doorbell at accessible height. There is also ramp access to the two outdoor Carclew toilets.
- The reception desk is multi-level, located closest to the back entrance of the building and has an amplified phone designed for hard of hearing people.
- Assistance animals are welcome in the venue and a quiet space is available on request.
- Toilet facilities include all gender accessible options on the ground floor level.
- Training for staff in February 2019 by Katharine Annear, Neurodiversity Trainer and consultant.
- Disability Access and Inclusion Training in July 2021 was hosted by Gaelle Mellis (formerly of Access2Arts) undertaken by 22 Carclew staff members on 19 July 2021 to establish collective organisational understanding and awareness.
- Application forms and procedures of the Carclew grants program were reviewed and improved to increase accessibility for applicant in 2020 with Gaelle Mellis,
- The updated Carclew website launched in January 2022 was designed for better accessibility and follows current standard practices. The new website is compatible for screen reader devices, including ALT text used to correctly describe all images.

Implementation Process

- **Lines of responsibility for DAIP implementation:** Carclew's Chief Executive, Board, Leadership Team and all staff
- **How the plan will be communicated to internal/external stakeholders and networks, including on agency websites**

The DAIP will be published and made available for download from Carclew's website. Marketing campaign to be devised and promoted via Carclew marketing channels in consultation with Carclew Board and staff.
- **Disability access and inclusion a regular item on meeting agendas**

Carclew's Disability Access and Inclusion Plan and disability access and inclusion are standing agenda items on Leadership and All Staff meetings.
- **Review of State authority policies, procedures, practices to ensure the needs of people living with disability have been addressed.**

Carclew is committed to regular review of State Government policies, procedures and practices to inform the annual review of our DAIP.
- **Strategic, business and workforce planning to incorporate goals and outcomes associated with the DAIP**

Carclew commits to these goals and outcomes for our current DAIP and for future DAIPs.
- **Monitoring, reporting and review mechanisms implemented.**

Carclew to conduct annual review of the DAIP with staff assessing their programs against the Strategic Plan and reports to the Board.
- **Positive promotion of the DAIP, with a focus on raising awareness and changing misconceptions, rather than simply complying with legislative requirements.**

Carclew commits to working with all staff, Board, volunteers and stakeholders to promote awareness in line with the social model of disability which recognise that environment and societal barriers are obstacles to a person's equal participation, not their individual conditions. Promotion of this will be shared via Carclew online marketing channels and as part of our ongoing review of DAIP policies and procedures.

Acknowledgments

Carclew sincerely thanks the groups and individuals who have assisted in the Disability Action Inclusion Plan development:

<p><u>Carclew DAIP Committee</u></p> <p>Tricia Walton, Chief Executive</p> <p>Terri Dichiera Senior Manager, Arts Programs</p> <p>Tess Syme Coordinator, Arts Programs</p> <p>Ruth Weldon Manager, Arts Programs</p> <p>Hana Fittes, Executive Assistant</p> <p><u>Carclew DAIP Contributors</u></p> <p>Amanda Macri, Senior Manager, Finance and Operations</p> <p>Peta Johnston, Senior Manager, Arts Programs</p>	<p><u>DAIP Advisory Panel, 2022</u></p> <p>Abbie Madden – Acces2Arts</p> <p>Carclew DAIP Advisory Panel:</p> <p>Antony Abbraciavento</p> <p>Joanna Agius OAM</p> <p>Sophie Laguna</p> <p>Jamilla Main</p> <p>Marcus Reiley</p> <p>Adeline Roe</p> <p>Jacqueline Tedmason</p> <p>Sam Wannan</p>
<p><u>DAIP Consultants</u></p> <p>Gaelle Mellis, Access2Arts 2021</p> <p>Katharine Annear, A Different Mind, 2021</p> <p>Rebecca Young, Chief Executive, Access2Arts, 2022</p>	

Glossary and Definitions

Definitions, abbreviations and explanation of terms that may be unfamiliar:

CALD	Culturally and Linguistically Diverse
DAIP	Disability Action Inclusion Plan
LD	Learning Disabilities (Link: healthdirect.gov.au/learning-disabilities)
ND	Neurodiversity: the range of differences in individual brain function and behavioural traits, regarded as part of normal variation in the human population (used especially in the context of autistic spectrum disorders).
NDS	National Disability Strategy (Link: disabilitygateway.gov.au/ads/strategy)
UNCRPD	United Nations Convention on the Rights of Persons with Disabilities
Universal Design	Universal design is the design of buildings, products or environments to make them accessible to people, regardless of age, disability or other factors. It addresses common barriers to participation by creating things that can be used by the maximum number of people possible.