

# **IDEA Project**

## **Resource List**

V1 December 2022

## Introduction

This list brings together some of the key IDEA resources that already exist.

We have only included resources that we think are useful, and have provided a short summary of each one.



## Pillar 1: Vision, values, and strategy

### 1. Quick guide: vision and mission

Arts Marketing Association. 2017. Webpage and free downloadable toolkit.

A quick guide containing exercises to help you develop a powerful vision and mission.

### 2. Organisational values: meaning, examples, purpose and creation

Personio. Date unknown. Web article. 8-minute reading time.

On overview of organisational values and step-by-step guide to developing them.



## **Pillar 2: People and culture**

### **Equality and protected characteristics**

#### **1. Trans-inclusion**

Come Play with Me and Youth Music. 2022. 56-minute video

Through this webinar you will understand more about trans identities and terminology, and hear about ways you can be an ally to trans communities.

#### **2. LGBTQ+ Inclusion**

Come Play with Me and Youth Music. 2022. 53-minute video

Through this webinar you will understand more about LGBTQ+ identities and terminology, and hear about ways you can be an ally to LGBTQ+ communities.

#### **3. Having people's backs with Cee Haines**

More Music Morecambe. 2022. 4-minute video with transcript.

Cee draws on their own experiences as a transmasculine non-binary person to demonstrate that the struggles of minority communities are not always obvious to outsiders.

#### **4. Disability equality and accessibility**

Youth Music and Attitude is Everything. 2022. 60-minute video.

An introduction to disability equality including language, terminology and with questions from online seminar attendees with Paul Hawkins.

## **Inclusive recruitment**

### **1. How to make your recruitment process more engaging and inclusive.**

SLS 360. 2023. Free eBook. 16 pages

Download the guide for five top tips on attracting a diverse range of candidates who want to work for you.

### **2. Best practice recruitment guide**

Creative and Cultural Skills. 2019. Free downloadable guide. 32 pages

This guide will provide some helpful food for thought, encouraging organisations to think about their current approach and whether recruitment processes could be changed or built on for the better.

### **3. Accessible employment guide**

Attitude is everything. 2021. Free downloadable guide. 50 pages

Aimed at businesses of all scales, and particularly small and micro-sized enterprises without extensive HR resources, this guide offers simple and straightforward tips on how to attract talented Deaf and disabled workers with advice on everything from accessible job interviews and accessible meetings to suggested adjustments to office and work environments.

### **4. A quick start guide to using positive action in recruitment and promotion**

Government Equalities Office. 2021. Free downloadable guide. 12 pages

This quick start guide is intended to help employers understand how they can use new positive action provisions to improve diversity in their workforce when recruiting and promoting candidates.

### **5. Developing your employer Action Plan**

Mind and Rethink Mental Health. Date unknown. Free downloadable guide. 9 pages

A free guide on how to fill out the 'Time to Change Employer Pledge Action Plan'. This guide contains all the information as well as links to resources needed to complete the action plan.

6. **From Here to Diversity: A practical guide for recruiting Black and Asian Charity Trustees**

Action for Trustee Racial Diversity. Date unknown. Free downloadable guide. 31 pages

A free guide on how charities can take positive and sustainable steps to increase the racial diversity of their Boards.

7. **Socio-economic diversity and inclusion in the arts: A toolkit for the employer**

Jerwood Arts and the Bridge Group. 2019. Free downloadable guide. 72 pages

This toolkit gathers the practical ideas and case studies to support long-term change across the arts sector and encouraging take-up of an intersectional approach to equality, diversity and inclusion.

8. **Talk into Action EDI Webinar Series**

Music Mark (members only). 2022. Webinar series.

A series of webinars by Samantha Stimpson, the Founder and Chief Executive of SLS 360 and guest speakers focusing on each area of the Talk into Action pledge.

- Webinar 1: Dealing with Data
- Webinar 2: Action Planning for Success
- Webinar 3: Language
- Webinar 4: Recruitment

9. **How Youth Music uses data to track diversity**

Youth Music. 2021. Web article. 6-minute reading time

Collecting data on the diversity of the workforce is crucial in understanding where there may be inequalities, barriers to opportunities and to progression. Insights Manager Remi shares Youth Music's approach to gathering and analysing this data.

10. **How and why you should update language in your organisation**

Youth Music. 2022. Web article. 6-minute reading time

The article outlines some of the changes to language Youth Music uses across their organisation to describe groups of people, why it's important, and what you should take into consideration when you update language in your own organisation.

11. **Building strong relational skills for organisational change**

DOT project. 2022. Web article. 4-minute reading time.

Key takeaways from a training series designed to help teams and organisations facing change.



## Pillar 3: Key policies and procedures

### 1. **Equality, diversity, and inclusion policy template**

ACAS. 2022. 3 page document.

Equality, diversity and inclusion policy template an employer can adapt for their organisation.

### 2. **Ethics at work: an employer's guide**

CIPD. 2019. Downloadable guide and webinar series.

Advice on how to foster ethical behaviour in your organisation, covering topics such as codes of conduct, job design and whistleblowing.

### 3. **An ethos of safeguarding**

Youth Music / Rachel Graham from TiPP. Video webinar. 47-minutes.

Key considerations to embed a culture of safeguarding across an organisation contextualised to music organisations that work with young people.

### 4. **Whistleblowing**

Unison. 2021. Webpage and downloadable resources.

An introduction to whistleblowing, including a model whistleblowing policy.





## **Pillar 4: Reach and engagement**

### **1. Practical tips on how to increase 'hard to reach' young people's engagement**

Music Fusion and Youth Music. 2022. 61-minute video.

This online and interactive session looked at Music Fusion's ethos and psychology, which underpins their successful programme of delivery for hard to reach young people aged 11-25.

### **2. Music with young people with social, emotional and mental health difficulties**

Dr Phil Mullen and Mac Makes Music. 2020. Video series.

Video summaries of key sections from Dr Phil Mullen and Mac Makes Music's resource for working musically with children and young people with SEMHD, particularly those excluded from mainstream school.

### **3. Putting people first with Phill Howley**

More Music Morecambe. 2021. 2-minute video.

A brief overview of how to create the atmosphere for a musically inclusive session and being a facilitator for young people's music.

### **3. Reflecting our communities with Ruby-Ann Paterson**

More Music Morecambe. 2021. 4-minute video.

Ruby-Ann explains how we need to ask ourselves some difficult questions to ensure authentic representation.

### **4. Inclusive music-making with Sarah**

More Music Morecambe. 2021. 3-minute video.

Sarah talks about her training with More Music and the importance of having people involved with music, with music leaders needing to ensure everyone is enjoying themselves and has access to the right sort of instruments.



## Pillar 5: Musical offer

### 1. **Being responsive with Sam Malik**

More Music Morecambe. 2021. 4-minute video

Sam asks us to consider whether our bias on musical teaching gets in the way of young people learning.

### 2. **Thinking about musical genres with Cath Sewell**

More Music Morecambe. 2021. 3-minute video

Cath about blurring of lines between genres and how the evolution and energy of music can be better represented in music education.

### 3. **What career advice can music educators give to young creatives? With Elijah**

Youth Music. 2022. 15-minute video.

Elijah talks about the jobs of the future in music and culture. He also discusses what young creatives want from music education projects.

### 4. **Music with young people with social, emotional and mental health difficulties**

Dr Phil Mullen and Mac Makes Music. 2021. Free downloadable document. 15 pages

A resource for working musically with children and young people with SEMHD, particularly those excluded from mainstream school.

### 5. **Music Mark x Why Music sessions (members only)**

Music Mark. Various recordings

A series of Recordings and resources from Music Mark's online sessions curated by Nate Holder of Why Music, exploring rap, hip hop, blues, steel pan, grime, jazz and much more. Series includes:

- Agency and Equity in Music Education with Dr. Sarah Gulish
- Hindustani Music with Pete Yelding
- Jazz and Cultural Competency with Brandi Waller-Pace
- Grime, Trap and Pop using Music Technology with Max Wheeler
- The Roots of Blues Music with Syreeta Neal
- Trinbagonian Culture and the Steel Pan with Malika Green
- Electronic Music & Hip Hop with Ethan Hein
- Music and Islam with Faz Shah
- Rappin' the Classroom with Francis Winston

#### 6. **Youth Music quality framework**

Youth Music. 2017. Web page and free downloadable documents.

Quality framework designed to help plan for and evaluate quality in a music-making session with children and young people.



## Pillar 6: Youth voice

### 1. Share the Mic

Youth Music. 2022. Web resource hub.

A one stop shop for all things Youth Voice. Site includes links to resources from a wide range of organisations covering a variety of topics.

### 2. Youth Advocacy Toolkit and Engaging Political Decision-Makers

UNICEF. Date unknown. Free downloadable toolkit. 17 pages.

Youth-led advocacy is about supporting young people to speak up and helping them actively take part in the decisions that affect them. UNICEF's Advocacy Toolkit will give you the skills and information you need to stand up for what is important to you.

### 3. Youth Voice and Participation Handbook

Lawrence Becko Associates and Sound Connections. 2020. Free downloadable toolkit. 35 pages.

The definitive guide to youth voice and participation for the creative and cultural sector, written by Lawrence Becko and Jennifer Raven.

### 4. Youth Voice and Participation for Music Education Hubs

Mac Makes Music and Sound Connections. 2021. Free downloadable toolkit. 17 pages.

The toolkit covers various topics including, why hubs should embrace youth voice, how to integrate youth voice into your strategy, how to integrate youth voice into your delivery and how to assess where you're at and where to go next.

## **5. A practical guide for schools to showcase music at professional venues**

Lincolnshire One Venues. Free downloadable toolkit. 24 pages.

LOV share some of their top tips to creating live music events where the key.

## **6. Young Trustees Movement**

Young Trustee Movement. Website.

A movement that aims to double the number of trustees aged 30 and under on charity boards by 2024.

## **7. LGBT School Resources**

Just like us. Website.

Just Like Us provides a range of free primary and secondary school resources to help make schools more inclusive. Resources include subject-specific lesson plans, posters, videos, assembly slides and more for EYFS, KS1, KS2, KS3 and KS4. They also provide session resources as part of their Pride Groups programme.

## **8. Music Mark Youth Voice Series**

Music Mark (members only). 2021. Web series.

Resources from Music Mark's Youth Voice Series exploring a range of ways to incorporate the voices of young people in organisational decision making.

- Session 1: What are the possibilities for youth voice?
- Session 2: Youth Voice and your EDI strategy
- Session 3: Measuring the impact of youth voice





## Pillar 7: Communications

### 1. [Guide to accessible content](#)

Youth Music. 2023. Online article and free downloadable resource. 4-minute reading time and 38 page document.

A guide created by Youth Music on how to make your content accessible. Includes tips, tricks, and useful tools.

### 2. [Do's and don'ts for on designing for accessibility](#)

Gov.uk. 2016. Downloadable posters.

A series of posters that illustrate the different access needs that different people have.

### 3. [Accessible communications guide](#)

Charity Comms. Date unknown. Online resource. 28-minute reading time.

This resource is a starting point. A way in to help you and your teams start thinking about how you can make your comms more accessible. It won't have all the answers, but we hope you find it a practical tool to help you on your accessible comms journey.

### 4. [Access Toolkit: Making outdoor arts events accessible to all](#)

Independent Street Arts Network (ISAN). 2010. Free downloadable toolkit. 80 pages.

This toolkit highlights simple measures that event organisers can take to improve access for Deaf and disabled people to outdoor events.

### 5. [Access starts online: guide for venues and festivals](#)

Attitude is everything. 2016. Free downloadable guides and templates.



Access information is the gateway for many Deaf and disabled people when it comes to gauging whether a gig or festival might be for them. Attitude is everything has put together guides and templates to help venues and festivals achieve this.



## **Pillar 8: Partnerships and advocacy**

### **1. TED Talks Storytelling Playlist**

TED Talks. Online videos.

A series of TED Talks on the importance of storytelling.

### **2. Media and Communications Toolkit**

National Lottery Community Fund and Media Trust. Unknown date. Free downloadable toolkit. 32 pages.

This toolkit offers advice on putting together a communications plan, creating content and gaining media coverage, as well as customisable templates for emails, posters, press releases and social media copy and a list of useful resources and guidelines.

### **3. NESTA Partnership Toolkit**

NESTA. 2019. Free downloadable toolkit. 12 pages.

Practical steps to help you create a successful partnership, write an effective partnership agreement, and get your collaboration off to a good start.



Supported using public funding by

**ARTS COUNCIL  
ENGLAND**

The National Foundation for Youth Music, The Print Rooms, 164-180 Union St, London SE1 OLA

Registered charity number 1075032 / Limited company number 03750674