



Being Human festival 2022: Good Practice Agreement

We want all activities that feature in the Being Human festival to adhere to a few key principles, related to good practice in community and public engagement.

These do not require additional work or resource but are really important to factor into your planning and delivery. Please read through the principles below and let us know that you agree by completing the online form [here](#).

By taking part in Being Human festival I understand that I am:

- Organising/ participating in an activity that will engage with people without an existing relationship with my university/ institution, who will learn something new about humanities research
- Ensuring that people attending or taking part in my activity will have an opportunity to contribute their own views, opinions and knowledge
- Organising an activity that will feature direct participation from a professional researcher in the humanities (e.g. an academic or curator)

By taking part in the festival I confirm that I will:

- Ensure that diversity and inclusion has been considered within my programming, venues and platforms
- Ensure reasonable adjustments are made to make all activities, venues and platforms accessible
- Ensure all venues will be step free and have accessible toilets
- Ensure venue accessibility information will be included on all event listings and audiences will be given the opportunity to communicate their access requirements ahead of time
- Be specific about my intended audiences
- Ensure that any speaker line-ups are appropriately diverse, including no all-male or 'about us, without us' activities – where a subject is explored without representation from those affected by it
- Ensure that activities are welcoming and inclusive for all
- Ensure that activities are organised at a time, place and venue that is suitable for my intended audience
- Comply with UK-GDPR guidelines when processing personal data, including bookings, photography and filming
- Comply with my institution's, partners' and venues' safeguarding policies and procedures for all activities involving young people, children or vulnerable adults. If these organisations do not have safeguarding policies and procedures in place, I will comply with the University of London's safeguarding policies and procedures.
- Complete a risk assessment for my activities, using my own institutions' risk assessment template and guidelines. If my institution does not have a template for this, I will contact the Being Human team for guidance on completing a risk assessment.