



LOTTERY FUNDED

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Working In Partnership With



Preston & South Ribble District

Application for the Navajo Lesbian, Gay, Bisexual & Transgender (LGBT) Friendly Charter Mark

Section One: Questionnaire/Application Form

Please return to the Charter Mark Panel (address at the end of section one of this form).

Name of Organisation.....

Name of Contact Person.....

Role/Designation.....

Department/Section (if any)
.....

Address.....

.....

.....

Postcode.....

Telephone Number.....

Fax Number.....

Email.....

Navajo Mission Statement

Navajo promotes Lesbian, Gay, Bisexual and Trans (LGBT) Friendly services to support the private and social welfare needs of all members of the LGBT community.

Definition of Friendliness

We define 'Lesbian, Gay, Bisexual and Trans Friendly' as a comprehensive recognition and acceptance of equality between LGBT and heterosexual/normative cultures and lifestyles.

Guidance Note:

This questionnaire is designed to help you and help us to assess where your organisation currently stands in terms of LGBT friendliness. You don't have to score highly in most areas to qualify: we are looking for organisations willing to assess themselves honestly, and committed to improving in those areas where they feel they need to improve.

As a starting point, please tell us what you think about your organisation's LGBT friendliness at the moment, responding to the following questions by scoring from 1 (low) to 5 (high) – circle what you think is the appropriate score for your organisation.

1. How far does your organisation actively recognise the importance of LGBT issues?

1 2 3 4 5 (1 = not at all, 5 = completely)

2. At what level at present would you rate your service as being LGBT friendly?

1 2 3 4 5

3. How far do you think that **LGBT workers** and **members of your organisation** feel comfortable in being open about their sexual orientation or gender identity?

1 2 3 4 5

4. How far do you think that **service users** of your organisation feel comfortable in being open about their sexual orientation and gender identity?

1 2 3 4 5

5. How far would you assess your organisation's physical environment as being LGBT friendly? (e.g. positive images of LGBT people on posters in public waiting room, equal opportunities statement on display that mentions LGBT people)

1 2 3 4 5 (1 = not at all, 5 = completely)

6. Does you organization / business have any religious or political affiliations or values?
Yes / No (If Yes please state)

.....

.....

7. Would your religious or political affiliations and values limit what you are able to deliver in terms of LGBT friendly services? (For example: The organization would be unable to deliver services to support same sex relationships)

Yes / No (If Yes please state how)

.....
.....

8. Does your organisation have any special provision for its LGBT workers and members? (e.g. worker support group – this may only be relevant to large organisations)

Yes / No

If Yes, please detail.....

9. Does your organisation offer any particular provision for LGBT service users (e.g. specific workers, projects), or specific services for LGBT people?

Yes / No

POLICIES

10. Does your organisation have an Equal Opportunities Policy & Harassment Policy?

Yes / No

a) If Yes, do they specify sexual orientation? **Yes / No**

b) Do they specify gender identity/transgender? **Yes /No**

If **No**, please state why not, if possible:

.....
.....

11. If your organisation has an Equal Opportunities Policy, how is it publicised to:

Workers /Members

.....
.....

Service users

.....
.....
.....

12. If you have a Gender Equality Scheme is it inclusive of trans people? **Yes / No**

If **No**, do you know why?

Please detail:

.....
.....

13. Is sexual orientation and gender identity mentioned in any other relevant policies within your organization, e.g. Confidentiality Policy, Recruitment Policy, Training Policy, Compassionate Leave Policy, Complaints/Grievance Policies? **Yes / No**

If Yes please supply evidence (electronic copies if possible)

14. Do you have evidence of how they have been equality impact assessed in relation to LGBT issues? **Yes / No**

If Yes please supply evidence (*electronic copies of Equality Impact Assessments*) if possible)

TRAINING

15. Do you currently deliver training on LGBT issues? (*This may only apply to large organizations*)

Yes/ No

16. Please state who is able to access this training? (staff, volunteers, stakeholders etc)

.....
.....

17. Please indicate the subject area of training you currently deliver

- LGBT awareness
- Recognising and challenging homophobia/transphobia
- Understanding LGBT legislation
- Training for trainers in LGBT issues

18. Would you like further information about Navajo approved training courses and services?

Yes / No

ADMIN AND ENVIRONMENT

19. Are your administration and organisational systems inclusive of LGBT members and service users (e.g. language used in written documents)

Yes/No

If Yes, show evidence:

.....
.....

20. Is your promotional / organisational service literature inclusive of LGBT people? (e.g. use of imagery and language)

Yes/No

If Yes, please show evidence:

.....
.....

21. Do you have targeted/appropriate information (posters, leaflets etc) available for LGBT people?

Yes / No

(If **Yes** please indicate below)

- ❖ LGBT helplines **Yes / No**
- ❖ LGBT community organisations & events **Yes / No**
- ❖ Transgender information and support **Yes / No**
- ❖ LGBT press, e.g. the Pink Paper **Yes / No**
- ❖ How to report homophobic/ transphobic incidents to the police **Yes/ No**
- ❖ Other **Yes/No**

Please state if these are visibly displayed or available only on request? **Yes / No**

RECRUITMENT

22. When recruiting staff or volunteer workers does your organisation access the LGBT community to achieve a proportional representation of LGBT staff? **Yes / No**

If **Yes** how? (*E.g. Out North West magazine, LGBT community websites and networks*)

.....
.....

23. Do job advertisements and applications include information about welcoming applicants from the LGBT community and other diverse groups?

Yes / No

SERVICE DEVELOPMENT

24. Is there active networking / consultation with LGBT members and organisations?

Yes / No

If Yes, please detail:

.....
.....

25. In what areas do you think your organisation could make progress into becoming a more LGBT friendly service?

Please detail

.....
.....

26. What procedures do you have for reporting LGBT incidents / harassment?

.....
.....

27. How do you think your services can be developed to address the needs of the LGBT community?

.....
.....

28. Any further information/comments you would like to offer:

.....
.....

Note: Please send copies of any supporting documents and policies etc, preferably in electronic format if possible

I wish to apply for the Navajo Charter Mark on behalf of this organisation.

Signed..... Date.....

When Section One is completed please return this form to:

*Navajo Charter Mark Panel
c/o Project Oscar
NHS Central Lancashire
Public Health Dept
Jubilee House
Lancashire Business Park
Centurion Way
Leyland
PR26 6TR*

Email: info@navajoonline.org.uk

"The best mind-altering drug is truth" - - - Lily Tomlin

Section Two: Action Plan

*(The following action plan is to be agreed and signed **only** after the initial assessment interview has taken place prior to the application being reviewed at the Navajo Charter Mark Panel))*

Agreed Action Plan:

Policies

Administration:

Recruitment:

Training:

Service Development:

Please note:

This review should not be considered as comprehensive, the recommendations and action plan agreed here should be used to inform the long term development of services. Please compile all evidence collected for use at the next periodical review.

I agree to the above action plan:

I agree to the above action plan:

Name

Position

Sign here:

Date:

Date of first review: