

Customisable templates for internal processes



"Enabling educators to become aware of the real-life challenges faced by LGBTQIA+ learners and leading the educators towards setting personal learning objectives for improved inclusion."

This tool helps educational organizations review and adapt key documents to create a more inclusive and accessible environment for all learners, with a particular focus on LGBTQIA+ inclusivity. It provides guidelines for modifying enrollment forms, teaching materials, behavioral rules, and communication documents to ensure diverse gender identities, learning needs, and backgrounds are acknowledged and supported. By implementing these adjustments, institutions can foster a more welcoming and equitable learning space for everyone.



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Overview of Documents to Review for Inclusivity

In an educational organisation, numerous documents can be made more accessible and relevant for all stakeholders—students, teachers, administrators, and parents—through inclusive design. In order to be more inclusive towards LGBTQIA+ learners there are some specificities to consider, but in general these rules will help you to be more inclusive towards ALL learners.

Here is a list of key documents that can be adapted with an inclusive perspective:

1. Enrollment and Registration Forms
 - Offer versions in easy language and accessible formats; include clear instructions and assistance; add options for diverse gender identities and family backgrounds; and inquire about support needs.
2. Guides and Information Materials for Participants*
 - Provide information in easy-to-understand language, translate into multiple languages, and add complementary media (e.g., audio versions or videos). Use visual elements to make information more understandable.
3. House and Behavioral Rules
 - Formulate rules clearly, inclusively, and with visual support to promote awareness of diversity and mutual respect. Use examples and images representing diverse people and lifestyles.
 - Make sure that consequences are explained and will be enforced in the event of rule violations.
4. Lesson plans and teaching materials
 - Develop flexible and differentiated materials that address different learning levels, styles and needs. Provide visual and auditory support and accessible digital versions.
5. grade and performance reports
 - Individualized feedback that takes into account each individual's learning progress and personal strengths, rather than standardized assessments only.
6. feedback and evaluation forms
 - Provide simple and accessible wording and multiple feedback channels to allow everyone to provide feedback - e.g. digital and analog forms, easy language questions, and verbal feedback options where appropriate.

7. meeting and minutes templates

- Clearly structured, accessible documents that ensure that all participants in a meeting can easily understand what was discussed and what actions are planned.

8. guidelines, procedure manuals and work instructions

- Use language that is easy to understand and in simple language, use visual explanations and diagrams where possible. The instructions should be clear and comprehensible and take into account the different requirements and needs.
- Consider flexibility and diversity in work processes and requirements, clearly articulate guidelines for accessibility and inclusion, and explain training opportunities in inclusion and diversity.

9. further education and training opportunities

- Create accessible information brochures that appeal to different learning styles and structure training opportunities so that all staff can participate (e.g. flexible dates and accessible venues).

10. communication materials (e.g. newsletters, notices)

- Use clear, gender-equitable and inclusive language, provide information in easy-to-understand language and provide alternative formats such as audio versions or translations.