

The Fitzwilliam Museum

Access, Diversity and Equality Policy

Updated September 2014

The Fitzwilliam Museum is the principal museum of the University of Cambridge and has collections that are recognised as being of national and international significance, with a regional, national and international staff and visitors. Its core purposes are to make the designated collections widely accessible for education, research and enjoyment and to safeguard and preserve them for future generations.

We aspire to ensure that all staff, volunteers, interns, students, visitors and other users are treated fairly, not discriminated against and have a quality experience at the Fitzwilliam Museum.

It is therefore our policy to facilitate access to the museum, its collections and related information for all our visitors - as well as to those who work for or provide services on behalf of the Museum whether paid or unpaid - physically, intellectually and digitally. We respect the diversity of all our people and visitors, taking into account the wide range of social, physical, intellectual and sensory requirements.

As part of the University of Cambridge our policy is underpinned by the University's pro-active and inclusive approach to equality, which supports and encourages all under-represented groups, promotes an inclusive culture and values diversity.

Legislation and Ethical standards

- The Museum will comply with legislation, and if possible anticipate future legal requirements, relating to access, diversity and equality, including the acts specified here:

<http://www.admin.cam.ac.uk/offices/hr/policy/equal.html>

<http://www.admin.cam.ac.uk/offices/hr/equality/cambridge/scheme/>

This policy will also be guided by the Museums Association Code of Ethics for Museums, 2008, in particular 'Encourage people to explore collections for inspiration, learning and enjoyment' and 'Consult and involve communities, users and supporters'.

Building and Services

- Mindful of the constraints of the Grade I listing of its buildings, the museum is committed to complying with legislation concerning physical access and strives to surpass the basic requirements of such legislation at all times.
- Level access is available throughout most of the museum. Additionally entrances, public areas and facilities and circulation routes are fully accessible and appropriate evacuation procedures are in place.
- Signage and orientation are provided for the benefit of all.

Staff and training

- All people will receive equal opportunities in recruitment and selection, employment and training.
- As part of an embedded induction process, individuals receive access, diversity and equality awareness training.
- The museum will raise awareness and promote this policy amongst everyone, paid or unpaid, who works or offers their services to the Museum, for example as a volunteer. Refresher programmes relating to best practice will be made available to enable better practices in these areas.

Social and Financial

- The Fitzwilliam Museum is committed to increasing the diversity of its visitors by providing free admission to its permanent collection and, where possible, its special exhibitions.
- We work with all of our people to enable the best possible welcome for all of our visitors.

Intellectual Access

- The needs of visitors are taken into account in the preparation and presentation of publicity material, information for visitors, collections information and interpretation in the galleries and online.
- In order to ensure we are intellectually accessible to as many visitors as possible we aspire to develop more accessible and more layered interpretive materials.
- The museum is committed to providing a series of free talks and education events that take place on a regular basis to which everyone is welcome.
- We undertake a range of targeted, tailored inclusion work to support the development of entitlement and ownership in non-traditional audiences.
- We will continue to develop our offer for visitors with particular sensory requirements, to include, for example pre-arranged touch tours.
- We will continue to facilitate and develop outreach sessions for those parties that are unable to access the museum.

Digital Access

- Digital access via the Museum's website and other online activity and through resources offered within the galleries is regularly revised and updated in accordance with current best practice and guidelines. Further information can be found in the Museum's Digital policies and guidelines.

Collections care and conservation

- This policy should be read in conjunction with the Fitzwilliam Museum Collections Care and Conservation policy. It is the principal duty of all who work for or provide services on behalf of the Museum, paid or unpaid, to safeguard the collections, to make them accessible for study and enjoyment and to preserve them for future generations. Where there are reasonable constraints, as the result of fragility or sensitivity of the material, access to objects in the collection may need to be restricted.

Consultation and Review

- The museum is committed to an ongoing process of consultation and evaluation in relation to the updating or introduction of facilities and services.
- External organisations representing diverse communities will be involved in this process, for example, the University of Cambridge Disability Resource Centre. Regular internal reviews and audits also will be used to help the Museum develop and maintain facilities and services.
- The policy is available to all, including visitors, upon request in a variety of formats and can be downloaded from the Museum's website. It will be reviewed on a five year basis.

This policy is intended to guide the Museum in developing and maintaining facilities and services for all of its people and visitors.

This policy is endorsed by the Museum Syndicate, guides everyone in the museum workforce in their conduct at all times, and is freely available to our many users and visitors.

Date of Syndicate endorsement: 29 September 2014

Date of review: by 30 September 2019