

Date: 26 January 2022

Our Reference: FOIA-2022-005

RE: Your request for information under the Freedom of Information Act 2000

I write in response to your Freedom of Information Act 2000 ('FoIA 2000') request, dated 07/01/2022, in which you requested:

"Please include the following information:

- Whether or not an inclusive language guide has been published in any of the past three calendar years, 2019, 2020 and 2021
- A copy of any such guide
- The estimated cost in staffing hours and finances to prepare such a guide"

Decision

When a request for information is made under FoIA 2000, a public authority has a general duty under section 1(1) of the Act to inform an applicant whether the requested information is held. There is then a general obligation to communicate that information to the applicant.

In line with section 1(1) of the FoIA, I can confirm the College **holds recorded information** relevant to your request:

Whether or not an inclusive language guide has been published in any of the past three calendar years, 2019, 2020 and 2021 / A copy of any such guide

At disclosure document 1, please find pages 4 - 7 of the College's 2021 style guide. All other pages in the style guide fall outside of the scope of your request and have not been provided.

The estimated cost in staffing hours and finances to prepare such a guide

Disclosure document 1 - there is no information held on the estimated cost in staffing hours and finances.

In addition, there are three publicly available College documents which may satisfy part 1 of your request:

Nuerodiversity: Glossary of terms

Discovery report into workplace adjustments

Diversity, equality and inclusion peer support summary report

No recorded information is held for the three publicly available documents in regard to the estimated cost in staffing hours and financing of preparing the inclusive language parts of the documents.

Your rights can be found at the end of this letter.

Yours sincerely,

Kate Kaufman | Legal Advisor

Information Management and Legal Team

College of Policing

Email: FOI@college.pnn.police.uk

Website: www.college.police.uk

Your right of review

Under the Freedom of Information Act 2000 you have a right to request an internal review if you are dissatisfied with our handling of your request. Review requests should be made in writing (by email or post) within 40 working days from the date of our original response. We will aim to respond to your review request within 20 working days.

The Information Commissioner's Office (ICO)

If, after lodging a review request you are still dissatisfied, you may raise the matter with the ICO. For further information you can visit their website at <https://ico.org.uk/for-the-public/official-information/>. Alternatively, you can contact them by phone or write to them at the following address:

Information Commissioner's Office

Wycliffe House

Water Lane

Wilmslow

Cheshire

SK9 5AF

Phone: 0303 123 1113

College of Policing Style guide

September 2021



Diversity, equality and inclusion

This section provides advice to ensure that our materials are accessible and include appropriate and inclusive language. It is not intended to be a comprehensive guide – follow the links below for more detailed guidance.

Accessibility

When creating Microsoft Word and PowerPoint documents, use the College branded templates provided and apply the embedded style sheets. The templates have been developed to support accessibility for readers with certain conditions, such as dyslexia. Features to note in these style sheets include:

- appropriate contrast between text and background
- Arial font
- left-aligned text without justification
- line spacing of 1.5 where possible
- bullet points and numbering for lists where appropriate
- bold text for emphasis (not capital letters, italic text or underlined text)
- underlined text for hyperlinks only

Using language that supports inclusion

When producing materials, check whether you have:

- avoided stereotyping through both text and images
- ensured different ethnic groups and genders are not over- or under-represented

- promoted equality and diversity
- considered the protected characteristics of the **Equality Act 2010**

The protected characteristics are:

- age
- disability
- gender reassignment
- marriage and civil partnership
- pregnancy and maternity
- race
- religion or belief
- sex
- sexual orientation

ageism is stereotyping, prejudice or discrimination against an individual or group of people because of their age.

‘Elderly’ is an adjective (for example, ‘elderly relatives’), not a noun (‘the elderly’). If a noun is needed, use ‘older people’ instead.

Use ‘young man’ and ‘young woman’ when referring to individuals between the ages of 16 and 18, or ‘young people’ when referring to a group.

Only mention a person’s age if this is relevant.

disability – the legal definition of a disability is a physical or mental impairment that has a substantial and long-term

adverse effect on a person's ability to carry out normal day-to-day activities ([section 6 of the Equality Act 2010](#)).

Avoid the terms 'disabled person', 'disabled people' and 'handicapped'. Use 'people with disabilities' instead.

People have 'specific requirements' or 'are entitled to reasonable adjustments', they do not have 'special needs'. When writing about services or facilities, use 'accessible' rather than 'disabled'. For example, 'accessible parking' rather than 'disabled parking'.

Someone who is not disabled is a 'person without a disability' or 'non-disabled' (not 'able bodied').

Do not use the term 'wheelchair bound'. Use 'wheelchair user' or 'walks with, or uses, a mobility aid' instead.

Avoid terms such as 'afflicted by', 'suffers from' or 'is a victim of'. If it is necessary to refer to a specific condition, use 'has a diagnosis of', or terms such as:

- people with a neurodiversity
- people with a learning disability
- people with speech and language difficulties
- people with hearing or visual impairment
- people who are deaf
- people who are deaf without speech
- people who are blind
- people with epilepsy

Specify the condition or use the term 'mental health condition' when referring to, for example, depression, schizophrenia or bipolar disorder. Avoid the term 'mental illness'.

When referring to people with mental health conditions, avoid using terms such as 'schizophrenic' as adjectives. Instead, for example, say 'people who are diagnosed with schizophrenia'.

gender is cultural, whereas sex is biological.

Trans is an umbrella term used to describe people whose gender is not the same as the sex they were assigned at birth. Some people identify as transsexual, transgender, gender fluid or non-binary, and it is appropriate to use the word 'gender' in these instances. This is not an exhaustive list. Please refer to the Stonewall guidance linked below if you would like further information.

Avoid gendering job titles or roles. For example, avoid 'policeman', 'fireman', 'actress' and so on. Instead, use neutral terms such as 'police officer', 'police constable', 'postal worker', 'firefighter', 'nurse', 'worker' and 'actor'.

Do not use 'he' in reference to both sexes. 'He or she' can be used occasionally but can be difficult to read. Try to reword the sentence to eliminate the pronoun, use 'they' as a gender-neutral pronoun or use a plural noun.

Similarly, use 'working hour' instead of 'man hour', and use 'humankind' instead of 'mankind'. Do not use 'ladies' or 'girls' when referring to adult women.

race includes colour, nationality, and ethnic or national origins ([section 9 of the Equality Act 2010](#)).

The GOV.UK style guide recommends using ‘ethnicity’ instead of ‘race’. An exception here is when referring to the Equality Act 2010 (or other legislation that specifically uses the term ‘race’).

Capitalise all ethnic groups. For example, Asian, Black, Gypsy, Irish Traveller, Mixed, White, Other.

Order ethnic groups alphabetically in charts and tables, with ‘Other’ placed last.

Examples of appropriate terms include:

- people from a Black Caribbean background, people from a White British background
- the Black ethnic group, the White ethnic group
- Black people, White people

Referring to a group of people as ‘Blacks’ or ‘Whites’ is not appropriate.

Avoid the terms ‘Black, Asian and minority ethnic’, ‘BME’ and ‘BAME’ where possible, as these are used inconsistently and often misunderstood. If it is necessary to use the term ‘Black, Asian and minority ethnic’, or if this is the most appropriate option available, use the full term rather than an acronym where possible.

The terms ‘ethnic minorities’ or ‘ethnic minority groups’ are preferable when referring to all ethnic groups except the

White British group. When comparing with the White group as a whole, use ‘all other ethnic groups combined’ or ‘ethnic minorities (excluding White minorities)’. Avoid the terms ‘people of colour’ and ‘non-White’.

Mixed ethnicity – some people may prefer to be referred to as Black or White, or in accordance with their cultural or ethnic origins. If you do not know their preference, ‘people from a Mixed ethnic background’ or ‘people with a Mixed ethnicity’ are the most appropriate terms. Avoid the terms ‘Mixed parentage’, ‘Mixed people’ and ‘Mixed race’.

If you can use a specific adjective, this is preferred over a collective term. For example, avoid the term ‘Asian’ if a more specific adjective, such as ‘Chinese’ or ‘Pakistani’, can be used.

‘West Indian’ is a historical term that is used now only in historical contexts, such as the West Indian Cricket Team.

Avoid the term ‘Oriental’ when referring to a person’s ethnicity.

sexuality – do not define people by their sexuality. Terms such as ‘homosexual’, ‘heterosexual’, ‘gay’ and ‘bisexual’ are adjectives and not nouns.

Use the acronym LGBT+ when referring to the LGBT+ community.

Other advice

Only use ‘asylum seeker’ when describing a person

genuinely seeking asylum, as this term is often misused to describe a community.

Use the terms 'migrant' and 'migration' instead of 'immigrant' and 'immigration'. These terms can be expanded on (for example, 'recent migrants', 'long-standing migrants' or 'economic migrants').

For further guidance, contact a member of the College's D&I team at D&I@college.pnn.police.uk

Useful links

[Writing about diversity \(GOV.UK style guide\)](#)

[Race and ethnicity \(ONS style guide\)](#)

[Stonewall glossary of terms](#)