

SHG Inclusivity Audit Handbook

Inclusion for members with Mobility Impairments

Stage 3: Capacity building for SHGs





Why this Handbook?

Our Self-Help Group is a family. This handbook is our special tool to make sure our family is a welcoming, safe, and empowering home for every member, especially those with disabilities. An inclusive SHG is a stronger, and more successful SHG.



Our 3 Simple Rules for the Audit

1. Who Leads? We all do! The SHG President or Secretary will guide the process, but every member's voice is equal. We will also have two "Inclusivity Champions" every three months to lead the audit.

2. When? Once a Month. We will spend just 15-20 minutes during our regular monthly meeting looking at one page of this handbook.

3. How Do We Score? With Honesty and Hope.

- 😊 We are strong here! (2 Points)
- 😌 We can grow here! (1 Point)
- 😞 Our next step to improve! (0 Points)

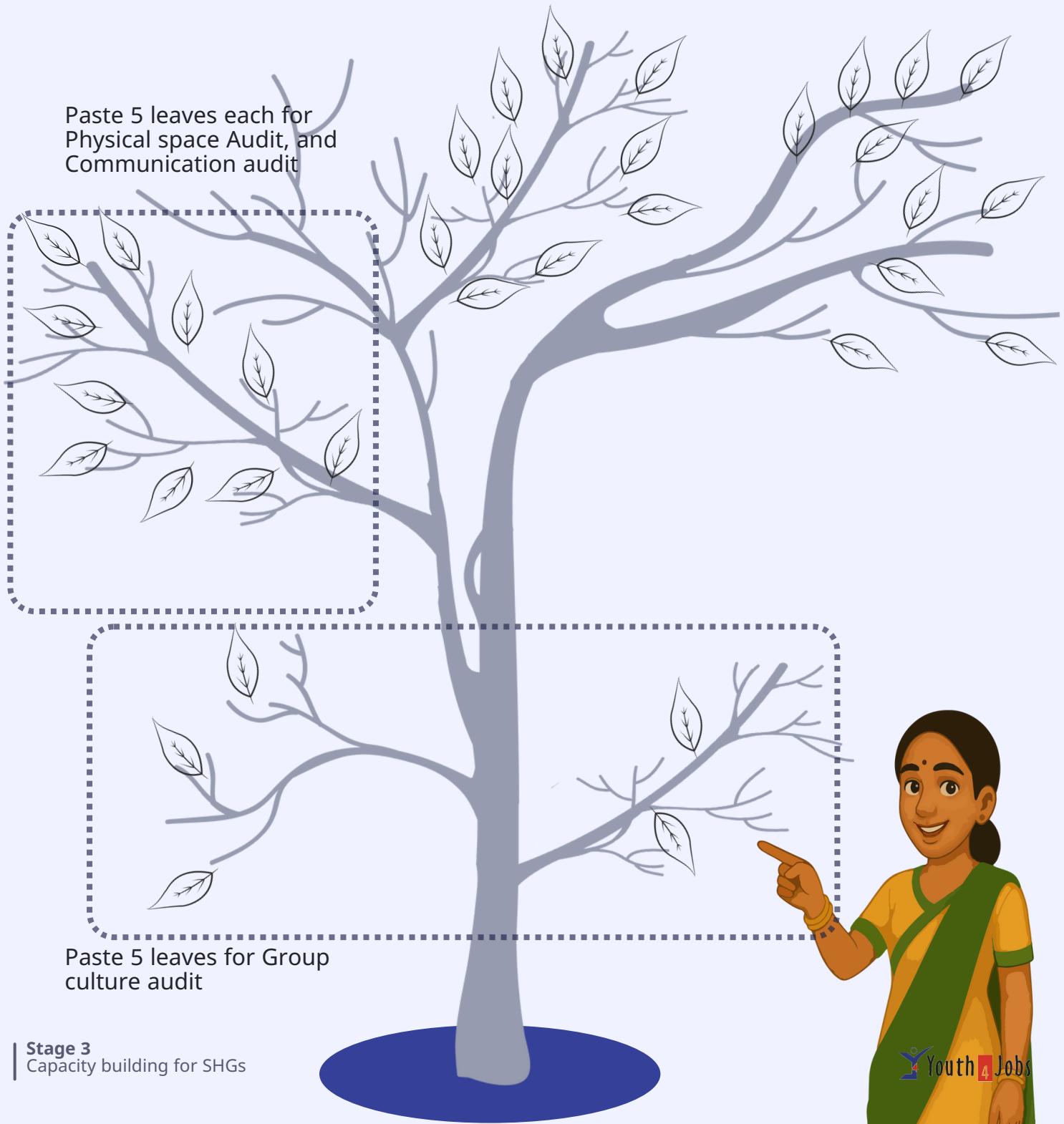


Our Inclusivity Tree 🌳

In our meeting space, we will draw a large tree with many bare leaves. This tree will tell the story of our journey.

- For every 😊 score, we will paste a green leaf.
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- A 😞 score means a leaf stays uncolored - a clear sign of where we need to grow next.

Over time, we will watch our tree fill with color, showing everyone how much we have grown!





Our Welcoming Space (Physical Access)



Goal:

To ensure our meeting place is easy to enter and navigate for members who use a wheelchair, crutches, or have difficulty walking.

What to Check	How to Check (Simple Method)	Our Score (😊, 😐, 😞)
1. Step-Free Entry	Try walking in with a large chair to see if the path is wide and step-free	
2. Clear Pathways	Check if there is at least 3 feet of clear space in all walkways.	
3. Accessible Toilets	Walk to the toilet. Is the path clear? Is the door wide enough for support?	
4. Stable Seating	Check the chairs. Are they stable and easy to get in and out of?	
5. Reachable Items	Sit in a chair and try to reach the water jug or register without straining.	





Our Clear Voice (Communication)



Goal:

To ensure members with mobility impairments can receive and share information without difficulty.

What to Check	How to Check (Simple Method)	Our Score (😊, 😐, 😞)
1. Voice Note Option	Look at our group chat. Do we encourage voice notes for those who find typing hard?	
2. Accessible Forms	Look at our loan form. Can it be filled easily with checkboxes or short answers?	
3. Advance Info on Venues	Before the next external meeting, ask: "Let's check if the new place has steps."	
4. Inclusive Video Calls	On the next call, observe if the leader pauses to ensure everyone is ready to speak.	
5. Phone Buddy System	Assign a volunteer buddy to one member to quickly and accurately pass on messages.	





Our United Family (Group Culture)



Goal:

To ensure members with mobility impairments are treated as equal, capable, and respected contributors.

What to Check	How to Check (Simple Method)	Our Score (😊, 😐, 😞)
1. Asking Before Helping	Look at our group chat. Do we encourage voice notes for those who find typing hard?	
2. Assuming Competence	Look at our loan form. Can it be filled easily with checkboxes or short answers?	
3. Inclusive Activities	Before the next external meeting, ask: "Let's check if the new place has steps."	
4. Leadership Opportunities	Has a member with a mobility impairment held a leadership role in the last 2 years?	
5. Respecting Effort	Track our meeting times for a month. Are we consistently punctual and following agenda.	





Our Action Plan & Growth Ladder

Step 1: Discuss Our Scores (5 mins)

5 mins

- Look at all the 😊 and 😟 scores from this month's audit.
- As a group, decide on the Top 2 areas that need to be improved most urgently.

Step 2: Create Our Action Plan (10 mins)

10 mins

What We Will Improve	Who will be our "Inclusivity Champions" for this task?	By When?
1.		
2.		

Step 3: Climb the Inclusivity Ladder! 🏆🏆🏆

Our journey has levels. As we grow, so does our impact!

- 🥈 **Bronze SHG:** Our goal is to turn all 😟 scores into 😊 or 😃. This means we have a safe and respectful group.
- 🥉 **Silver SHG:** We start proactive projects, like fundraising for a ramp or inviting experts to our meetings.
- 🥇 **Gold SHG:** We become mentors! We help another SHG start their journey and advocate for disability rights in our community.

Official Sign-Off (To be completed after each 6-month review)

- We, the members of the _____ SHG, commit to our action plan.
- SHG President Signature: _____
- CRP Signature: _____
- Date: _____

SHG Inclusivity Audit Handbook

Inclusion for members with Vision Impairments

Stage 3: Capacity building for SHGs





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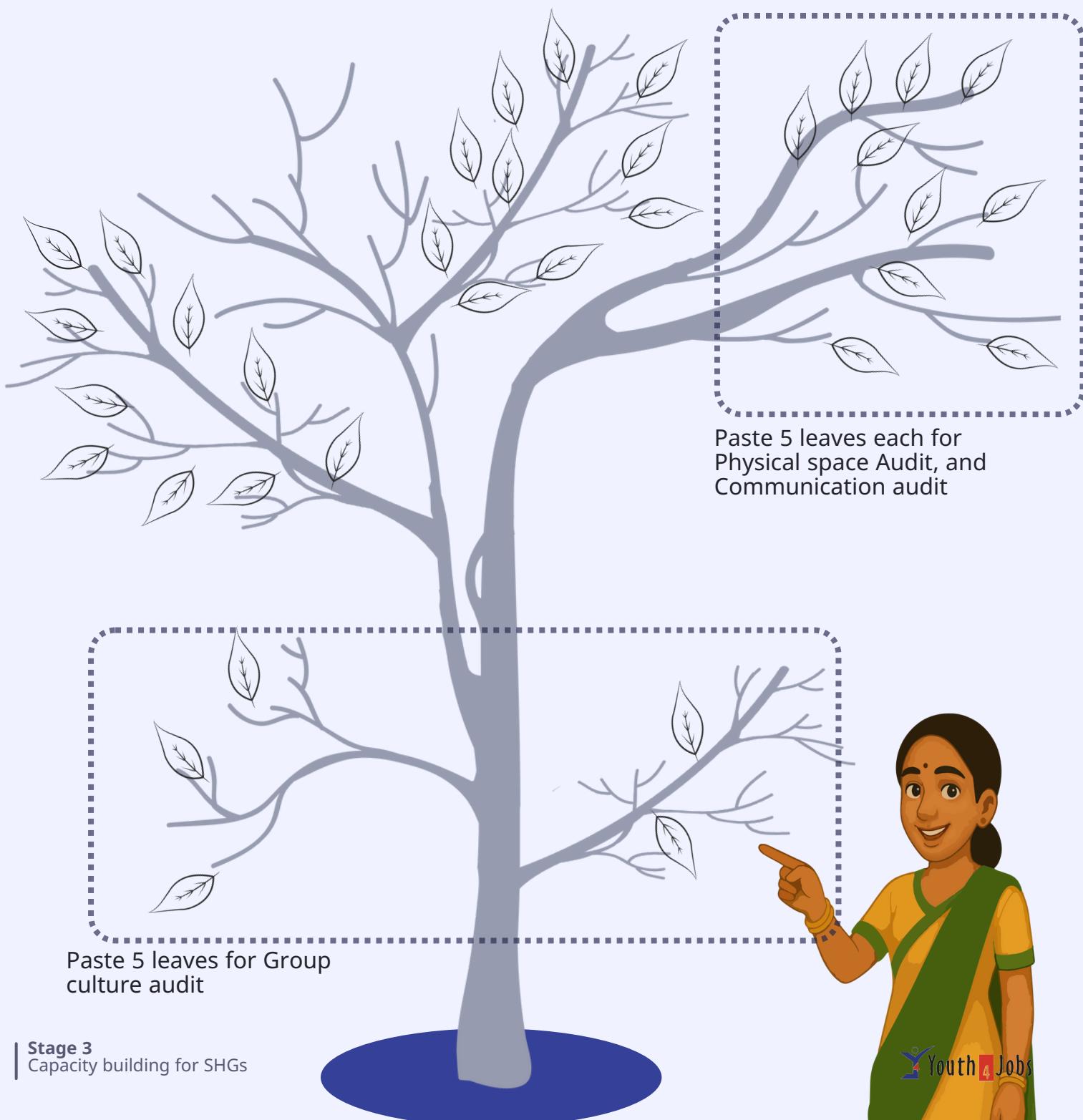
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Our Welcoming Space (Physical Access)



Goal:

To ensure our meeting space is safe and easy to navigate for members with blindness or low vision.

What to Check	How to Check (Simple Method)	Our Score (😊, 😐, 😞)
1. Good Lighting	Is the area well-lit without creating a strong glare on surfaces?	
2. Clear Pathways	Is the floor uncluttered and free of wires or objects that could be tripping hazards?	
3. Contrasting Colors	Are steps or edges of the room marked with a different color to make them visible?	
4. Predictable Layout	Is the furniture arrangement kept the same every meeting so it's easy to remember?	
5. Safe Surfaces	Are the floors non-slippery and free of loose rugs or mats?	




Our Clear Voice (Communication)
**Goal:**

To ensure all information is accessible to members who cannot see written text or visuals.

What to Check	How to Check (Simple Method)	Our Score (😊, 😐, 😞)
1. Reading Aloud	Are all written materials (registers, notices, minutes) read aloud clearly?	
2. Verbal Introductions	At the start of the meeting, does everyone say their name when they first speak?	
3. Describing Visuals	If a photo is shared on WhatsApp, does someone add a voice note describing it?	
4. WhatsApp Voice Notes	Are important announcements sent as voice notes, not just text?	
5. Clear Financials	Are financial figures spoken slowly and repeated to ensure they are understood correctly?	





Our United Family (Group Culture)



Goal:

To ensure members with vision impairments are fully engaged and valued in all group interactions.

What to Check	How to Check (Simple Method)	Our Score (😊, 😐, 😐)
1. Peer Guidance	Do members naturally offer a guiding arm when moving in a new or crowded space?	
2. Speaking Directly	Do members talk to the person directly, not to their companion or friend?	
3. Valuing Input	Is their opinion actively sought on decisions, not just on disability issues?	
4. Hands-On Materials	If we are discussing a craft or product, is it passed around for everyone to touch and feel?	
5. Including in Socials	In social moments, like sharing snacks, is the food offered verbally ("Would you like a biscuit?")?	



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Hearing
speech
Disability



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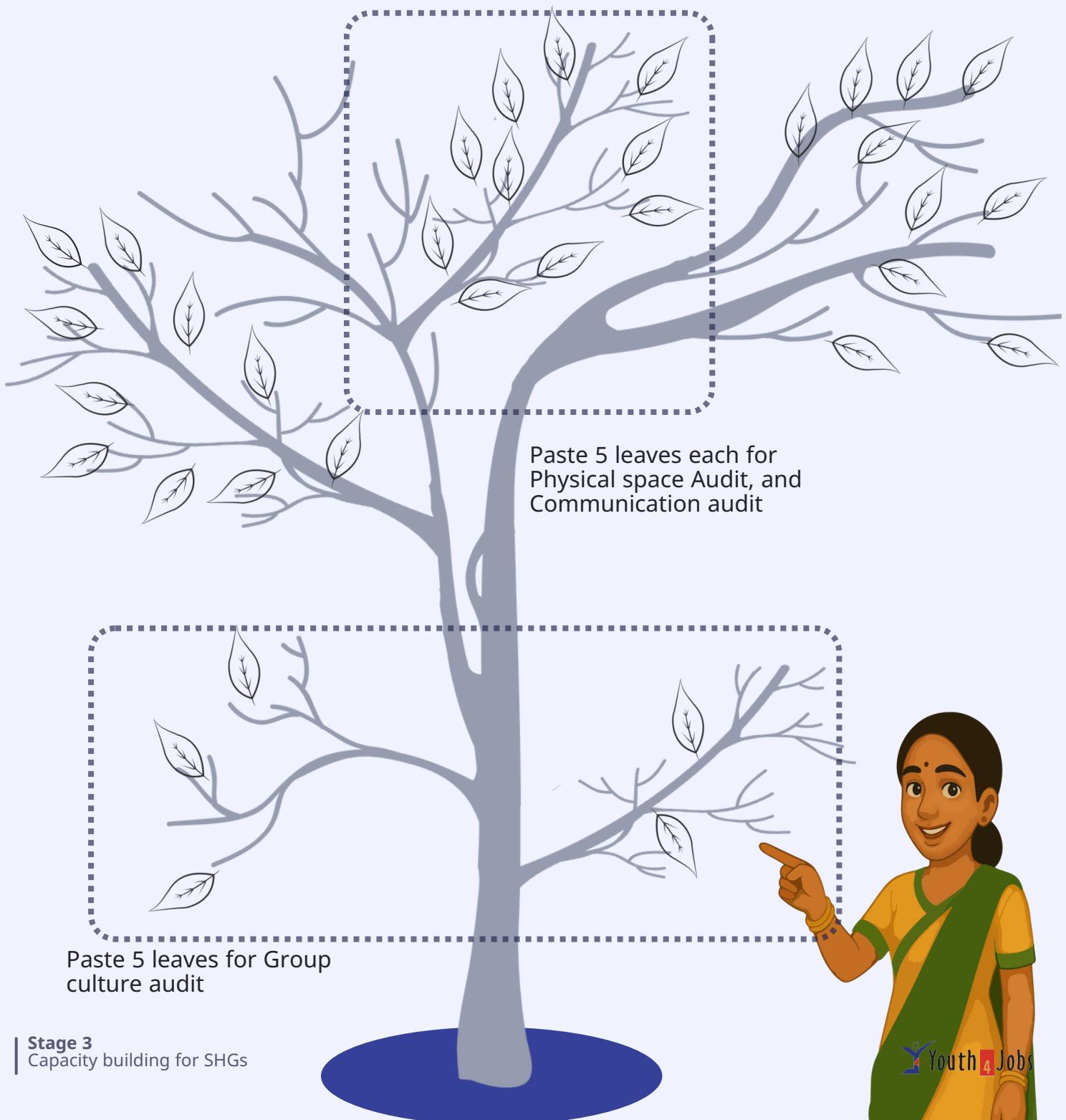
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Our Welcoming Space (Physical Access)



Goal:

To ensure our physical environment supports clear communication for everyone.

What to Check	How to Check (Simple Method)	Our Score (😊, 😐, 😞)
1. Circular Seating	Is seating arranged in a circle so everyone can see each other's faces for lip-reading?	
2. Minimal Background Noise	Is the TV/radio turned off and are side-conversations avoided during the meeting?	
3. Good Facial Lighting	Is the room lit so that everyone's face is clearly visible and not in shadow?	
4. Visual Aids Available	Is there a small slate, blackboard, or chart paper to write down key numbers or words?	
5. Getting Attention	Do members use a gentle wave or a light tap on the shoulder to get attention?	





Our Clear Voice (Communication)

**Goal:**

To ensure our communication style is patient, clear, and respectful for all.

What to Check	How to Check (Simple Method)	Our Score (😊, 😐, 😞)
1. Facing the Person	Do members always face the person they are talking to and keep their mouths visible?	
2. Checking Understanding	After a key decision, do we pause and ask, "Is everyone clear on that point?"	
3. Written Summaries	Are key decisions from the meeting also sent as a simple WhatsApp message afterwards?	
4. Using Visuals	Do we use simple hand gestures, photos, or emojis to make communication clearer?	
5. Patience for Speakers	Do we allow members with speech impairments to finish their own thoughts without interrupting?	





Our United Family (Group Culture)



Goal:

To build a culture where every member's voice is heard and valued, no matter how they communicate.

What to Check	How to Check (Simple Method)	Our Score (😊, 😐, 😐)
1. One Person at a Time	Is there a strong group rule that only one person speaks at a time?	
2. Inclusion in Chitchat	Are members with hearing impairments included in the informal chat before/after meetings?	
3. Valuing All Communication	Is communication through writing or gestures treated with the same respect as speech?	
4. Repeating for Clarity	Are members willing to patiently rephrase a point if another member missed it?	
5. Equal Voice	Is their opinion actively sought on all important decisions?	





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