# Redbridge Sports and Leisure Diversity and Inclusion Policy

# Including Code of Conduct and Reporting Procedure

**Diversity and Inclusion in Redbridge Sports and Leisure**

This Policy sets out our commitment and includes our Safe and Inclusive Standards, Code of Conduct and Reporting Procedure and it supports our overall aims for diversity and inclusion that are to ensure that:

* All sports are diverse and inclusive
* Diversity and inclusion are embedded in our club’s culture and our behaviours
* We create a culture where inclusive leadership thrives
* We take a proactive approach using positive action to ensure that communities and individuals are valued and able to achieve their full potential.

To achieve these aims we believe that everyone involved in Tennis has a vital role to play in promoting diversity and inclusion and we ask everyone to become Safe and Inclusive Tennis Champions – proactively promoting Safe and Inclusive tennis and taking action against all forms of discrimination.

We are proud to have a Diversity and Inclusion Policy that demonstrates our commitment to making tennis diverse and inclusive. The commitment to Diversity and Inclusion is upheld by all - Lawn Tennis Association (LTA), Tennis Scotland, Tennis Wales and the Tennis Foundation.

These commitments are fully supported by the Redbridge Sports and Leisure.

Together we can make a positive difference to people from different backgrounds to participate in Tennis at our club.

Thank you.

**Diversity and Inclusion Policy**

1. **Policy Statement**

This Diversity and Inclusion Policy, Standards, Code of Conduct and Reporting Procedure are applicable to **Redbridge Sports and Leisure**

As a club we contribute actively to enable more people to play tennis more often, in a manner that it is safe, inclusive, and fair. This applies regardless of a person’s age, disability, gender reassignment status, sex, marital or civil partnership status, pregnancy or maternity, race, sex, sexual orientation, religion, race or sexual orientation, socio-economic status or any other background.

We recognise that many concerns and/or disclosures may have both safeguarding and diversity and inclusion elements to them. This policy reflects this through its reporting procedures, which replicate the safeguarding concern reporting procedures.

This Policy strives to minimise risk and support our venue, programmes, events and individuals to deliver and experience a positive tennis experience for everyone.

1. **Use of Terminology**

We have adopted the following definitions to explain our approach to diversity and inclusion in tennis:

**Discrimination** –treating someone in a less favourable way and causing them harm, because of their age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex or sexual orientation

**Diversity** – acknowledging, celebrating and respecting the differences between groups of people and between individuals. We will work to ensure that people can be assured of an environment in which their rights, dignity and individual worth are respected, and in particular that they are able to enjoy their sport without the threat of intimidation, victimisation, harassment or abuse.

**Harassment** –unwanted conduct related to a relevant protected characteristic, which has the purpose or effect of violating an individual’s dignity or creating and intimidating, hostile, degrading, humiliating or offensive environment for that individual or creates an intimidating, hostile, degrading, humiliating or offensive environment. The focus is on the perception of the complainant not the intent of the perpetrator. Employees can complain of behaviour they find offensive even if it is not directed at them.

**Inclusion** –ensuring that tennis is equally accessible to any member of the community so they can be fully involved in whatever capacity they choose; and that they are supported to achieve their potential in any capacity e.g. player, employee, volunteer, coach or official. We will work to ensure that people have a genuine and equal opportunity to participate to the full extent of their own ambitions and abilities, that they feel respected and valued and are not singled out, with regard to their age, disability, gender reassignment status, sex, marital or civil partnership status, pregnancy or maternity, race, sex, sexual orientation, religion, race or sexual orientation, socio-economic status or any other background.

**Positive action** – Redbridge Sports and Leisure is committed to taking positive steps to counteract the effects of physical or cultural barriers – whether real or perceived – that restrict the opportunity for all sections of the community to participate equally and fully. We will ensure that we institute, support or contribute to appropriate measures or initiatives that enable access to tennis and participation in associated activities by people from any group that is under-represented in tennis or has difficulty accessing it and that they can do so with dignity or without being singled out.

1. **Scope**

Redbridge Sports and Leisure has direct safe and inclusive responsibility for:

* Staff, consultants, coaches and officials they employ;
* Volunteers, including board members and councillors they recruit;
* Events and programmes they run; and
* Ensuring all accreditation requirements are met by accredited coaches, officials.

We recommend and support the development of good diversity and inclusion practice to:

* Accredited coaches, officials
* Players, parents and carers;
* Club Events.

This Policy is in line with national legislation and applicable to our club, specifically to every person and place that we have direct safe and inclusive responsibility for.

1. **Responsibility for implementation of the Diversity and Inclusion Policy**

**Diversity and inclusion is everyone’s responsibility: not responding to discriminatory or unacceptable language and behaviour is not an option.**

* The club’s Management team have overall accountability for this Policy and Reporting Procedure, for being the strategic lead on diversity and inclusion and for ensuring compliance with the relevant legislation (see Appendix for details).
* The Welfare Officer of the club are responsible for updating this Policy and Reporting Procedure in line with legislative and organisational developments; and develop a strategic and proactive approach to diversity and inclusion and respond to discrimination concerns.
* The Club’s Welfare Officer Pavan Sehmbi is responsible for supporting the club to identify where diversity and inclusion support is required; to implement safe and inclusive procedures; promote diversity and inclusion principles, including the Safeguarding and Reporting Procedure, to all the venues they manage, programmes, events and individuals including players, parents and carers.
* All staff, consultants, coaches, officials and volunteers involved in tennis are responsible for raising diversity and inclusion concerns with the club’s Welfare Officer to start with; then the Safe and Inclusive Tennis team if applicable, as outlined in the Reporting Procedure.
* Players, parents and guardians are responsible for upholding the Code of Conduct and Reporting Procedure.
* Redbridge Sports and Leisure are committed to:
  + formally adopt this policy,
  + take steps to ensure that our committee, members, participants and volunteers behave in accordance with the policy, including where appropriate taking disciplinary action under our constitution;
  + ensure that access to membership as well as access to participation is open and inclusive;
  + publish accurate information about the location and accessibility of our facilities; and
  + support measures and initiatives that British Tennis may institute or take part in to advance the aims of this policy as part of our commitment to our LTA membership.

Where there is a diversity and inclusion concern/disclosure:

* The individual who is told about, hears, or is made aware of the concern/disclosure is responsible for following the [Concern Reporting Procedure](#_Including_Standards,_Code) above

1. **Breaches of the Diversity and Inclusion Policy, Standards, Code of Conduct and Reporting Procedure**

* Where there are concerns that diversity and inclusion good practice has not been followed, all staff are encouraged to follow the club’s whistleblowing policy; consultants, coaches, officials, volunteers and players are encouraged to:
* Notify the Duty Manager on shift immediately providing clear and concise information on their concerns. They in turn will notify the Welfare Officer – [pavan@rslonline.co.uk](mailto:pavan@rslonline.co.uk)
* Your concerns will be investigated by the Welfare Officer who will thoroughly assess the concern and determine whether to escalate what has been raised.
* Should the situation require escalation, the applicable authorities will be notified
* If the employees concern does not require escalation after the situation has been assessed, the incident will be recorded and parents notified of our concerns.
* If a child or parent makes a complaint against an employee, the following procedure must apply:
* The complaint is passed to the Welfare Officer for investigation: Pavan Sehmbi 0208 498 1030 or [pavan@rslonline.co.uk](mailto:pavan@rslonline.co.uk)
* If an employee has a concern over poor or unsafe practice or potential failures in safeguarding regime, they should report this in accordance with the company protected disclosure policy (appx 15 of the staff handbook)

If someone comes to you with a concern around discrimination, listen to their complaint, reassure them and advise them of the routes listed above

Actions taken by staff, consultants, volunteers, officials, coaches, venues, clubs and/or events outside of the LTA, Tennis Scotland, Tennis Wales and/or the Tennis Foundation that are seen to contradict this Policy may be considered a violation of this Policy.

Where an appeal is lodged in response to a safeguarding decision made by the LTA Safeguarding Team and Safeguarding and Protection Committee and/or Licensing and Registration Committee, an independent appeal body such as Sport Resolutions may be used. Their decision is final.

**Codes of Conduct**

All members of staff and volunteers agree to:

* Prioritise the well-being of all children and adults at risk at all times
* Treat all children and adults at risk fairly and with respect
* Be a positive role model. Act with integrity, even when no one is looking
* Help to create a safe and inclusive environment both on and off court
* Not allow any rough or dangerous behaviour, bullying or the use of bad or inappropriate language
* Report all allegations of abuse or poor practice to the club Welfare Officer
* Not use any sanctions that humiliate or harm a child or adult at risk
* Value and celebrate diversity and make all reasonable efforts to meet individual needs
* Keep clear boundaries between professional and personal life, including on social media
* Have the relevant consent from parents/carers, children and adults before taking or using photos and videos
* Refrain from making physical contact with children or adults unless it is necessary as part of an emergency or congratulatory (e.g. handshake / high five)
* Refrain from smoking and consuming alcohol during club activities or coaching sessions
* Ensure roles and responsibilities are clearly outlined and everyone has the required information and training
* Avoid being alone with a child or adult at risk unless there are exceptional circumstances
* Refrain from transporting children or adults at risk, unless this is required as part of a club activity (e.g. away match) and there is another adult in the vehicle
* Not abuse, neglect, harm or discriminate against anyone; or act in a way that may be interpreted as such
* Not have a relationship with anyone under 18 for whom they are coaching or responsible for
* Not to have a relationship with anyone over 18 whilst continuing to coach or be responsible for them

All children agree to:

* Be friendly, supportive and welcoming to other children and adults
* Play fairly and honestly
* Respect club staff, volunteers and Officials and accept their decisions
* Behave, respect and listen to your coach
* Take care of your equipment and club property
* Respect the rights, dignity and worth of all participants regardless of age, gender, ability, race, culture, religion or sexual identity
* Not use bad, inappropriate or racist language, including on social media
* Not bully, intimidate or harass anyone, including on social media
* Not smoke, drink alcohol or drugs of any kind on club premises or whilst representing the club at competitions or events
* Talk to the club Welfare Officer about any concerns or worries they have about themselves or others

All adults agree to:

* Positively reinforce your child and show an interest in their tennis
* Use appropriate language at all times
* Be realistic and supportive
* Never ridicule or admonish a child for making a mistake or losing a match
* Treat all children, adults, volunteers, coaches, officials and members of staff with respect
* Behave responsibly at the venue; do not embarrass your child
* Accept the official’s decisions and do not go on court or interfere with matches
* Encourage your child to play by the rules, and teach them that they can only do their best
* Deliver and collect your child punctually from the venue
* Ensure your child has appropriate clothing for the weather conditions
* Ensure that your child understands their code of conduct
* Adhere to your venue’s safeguarding policy, diversity and inclusion policy, rules and regulations
* Provide emergency contact details and any relevant information about your child including medical history