

# Alwoodley Community Association

## Diversity and Inclusion Policy

### 1. Policy Statement

This Diversity and Inclusion Policy, Standards, Code of Conduct and Reporting Procedure are applicable to Alwoodley Community Association (“ACA”).

As an organisation we contribute actively to enable people to be involved in our activities, 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, events and individuals to deliver a positive experience for everyone. The Reporting Procedures in page 3 outline how to respond to safeguarding or discrimination concerns/disclosures.

### 2. Use of Terminology

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

**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 our activities are 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. 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,

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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** – ACA 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 our facilities and participation in associated activities by people from any group that is under-represented and that they can do so with dignity or without being singled out.

### 3. Scope

ACA has direct safe and inclusive responsibility for:

- Staff they employ;
- Volunteers, including Trustee board members;
- Venues they own;
- Events and programmes they run; and

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

### 4. 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.**

- ACA's Committee and Chair 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.
- ACA's chair and Welfare Officer have overall responsibility for implementation of the policy.
- The Chair and Welfare Officer of ACA 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 Welfare Officer is responsible for supporting ACA 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 and volunteers are responsible for raising diversity and inclusion concerns with the Welfare Officer.
- Players, parents and guardians are responsible for upholding the Code of Conduct and Reporting Procedure.
- The ACA committed to:
  - formally adopt this policy,

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- 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

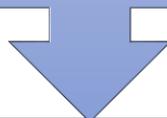
Where there is a diversity and inclusion concern/disclosure:

- The individual who is told about, hears, or is made aware of the concern/disclosure is responsible for following the Concern Reporting Procedure above

## 5. 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 and volunteers are encouraged to follow ACA's whistleblowing policy; they are encouraged to:

1. Complain directly to the person or organisation and seek resolution. In the first instance, this can often resolve many disputes or concerns.



2. Seek further advice from the Equality Advisory Support Service a call on 0808 800 0082. For further information their website is: <http://www.equalityadvisoryservice.com/app/ask>

If someone comes to you with a concern around discrimination, listen to their complaint, reassure them and advise them of the routes listed above (1-2).

## 6. Related policies and guidance

- Safeguarding Policy
- Data Protection Policy
- Health and Safety Policy

## Codes of Conduct

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## 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
- 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 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 ACA 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 ACA 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 organisation staff, volunteers and Officials and accept their decisions
- Behave, respect and listen
- Take care of their equipment and organisation 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

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- Not smoke, drink alcohol or drugs of any kind on organisation premises or whilst representing ACA at competitions or events
- Talk to ACA Welfare Officer about any concerns or worries they have about themselves or others

## All adults agree to:

- Positively reinforce their child and show an interest in their activities
- Use appropriate language at all times
- Be realistic and supportive
- Never ridicule or admonish a child for making a mistake or losing
- Treat all children, adults, volunteers, coaches, officials and members of staff with respect
- Behave responsibly at the venue; do not embarrass your child
- Accept official's decisions
- 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 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