



# Diversity and Inclusion Policy

## Including Code of Conduct and Reporting Procedure

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### Policy Statement

This document is the Diversity and Inclusion Policy for the Protection of Children and Vulnerable Adults for King's Life Limited, trading as Kings Premier Health Club and Marina Court Investments, trading as Marina Health & Leisure Limited (collectively the "**Club**").

As a club we contribute actively to enable more people to participate in activities at the Club 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. The Reporting Procedures in our Safeguarding Policy outline how to respond to both safeguarding or discrimination concerns/disclosures.

### 1. 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 that they are able to enjoy their activity 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 an 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, member, 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,

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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** – The Club 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.

## 2. Scope

The Club has direct safe and inclusive responsibility for:

- Staff, consultants, coaches and officials they employ;
- Volunteers;
- Venues they own;
- Events and programmes, they run; and
- Ensuring all accreditation requirements are met by accredited coaches, officials and venues.

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

- Accredited coaches, officials and venues;
- Members, parents and carers;
- Volunteers recruited by other organisations;
- Venues hired by or on our behalf
- Club Events.

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

## 3. 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 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.

The Group Club Manager, Sean Mills, and Welfare Officer, Zoe Blake, have overall responsibility for implementation of the policy. The Group Club Manager and 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, Zoe Blake, 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 members and guests.

All staff, consultants, coaches, officials and volunteers involved at the Club are responsible for raising diversity and inclusion concerns with the club's Welfare Officer to start with; however, the below procedure should always be followed.

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Members and guests are responsible for upholding the Code of Conduct and Reporting Procedure.

The Club is committed to:

- Formally adopting this policy,
- Taking steps to ensure that our management, members, guests, participants and volunteers behave in accordance with the policy, including where appropriate taking disciplinary;
- Ensuring that access to membership as well as access to participation is open and inclusive;
- Publishing accurate information about the location and accessibility of our facilities.
- Supporting 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.

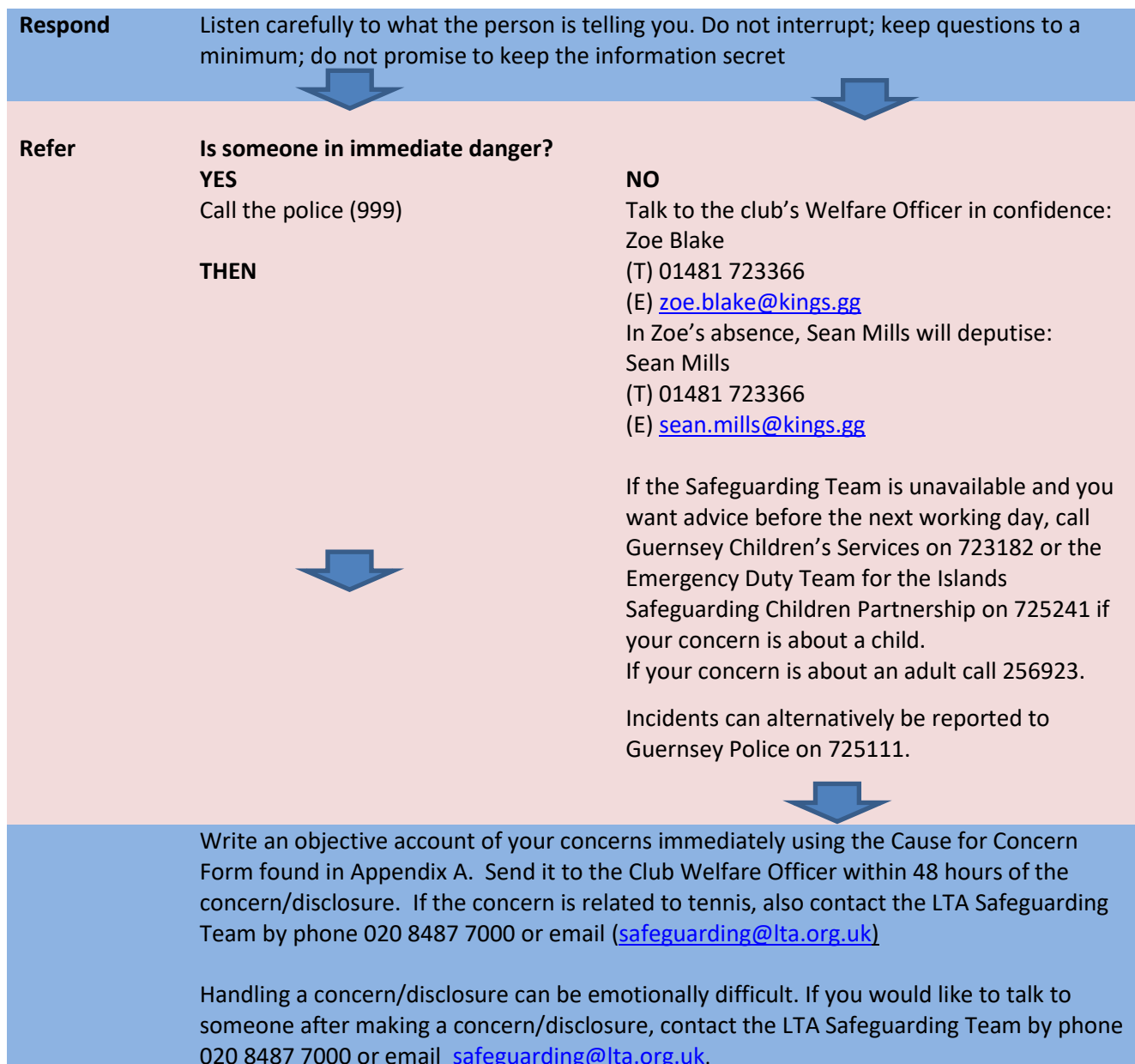
Where there is a diversity and inclusion concern/disclosure:

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

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## Concern Reporting Procedure

Anyone who has concerns that they or someone else is being discriminated against or has been a victim of discriminatory language or behaviour should:



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## 4. 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:

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

2. Contact Group Club Manager, Sean Mills or Welfare Officer Zoe Blake . If required, you can contact the LTA Safeguarding Team: [safeguarding@lta.org.uk](mailto:safeguarding@lta.org.uk) - they can assist in liaising with the club and investigating the matter. Alternatively, Guernsey Children's Services on 723182 or the Guernsey Adult Safeguarding team on 256923.

3. 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 (1-3).

Breaches of this Policy and/or failure to comply with the outlined responsibilities may result in the following:

- Venues – Potential removal of accreditation.
- Staff – disciplinary action leading to possible dismissal and legal action.
- Contracted consultants, officials and coaches – termination of current and future roles within all four organisations and possible legal action.
- Recruited volunteers, including councillors and board members – termination of current and future roles within all four organisations and possible legal action.

## 5. Related policies and guidance

- Safeguarding Policy for Children & Vulnerable Adults
- Grievance Policy
- Bullying & Harassment Policy
- Physical Contact Policy
- Data Protection Policy
- Disciplinary Policy
- And others that may be identified from time to time

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## Appendix A:

### CAUSE FOR CONCERN FORM

**This form must be completed on all occasions where there is cause for concern that an individual is being discriminated against or has been a victim of discriminatory language or behaviour.**

Date:

Time:

Name of individual cause for concern is about:

Age and Date of Birth (if known):

Address (if known):

Contact No. (if known):

Describe your concern and action taken:

Observations to support cause for concern and/or account given of allegation:

Description and location of any visible marks, bruising etc.:

Details of any witnesses to incident/cause for concern:

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## CONTINUATION SHEET – CAUSE FOR CONCERN FORM

Name of alleged abuser, relationship to victim (if known):

Any special factors and other relevant information:

Name of person completing form:

Signature:

Date:

Print Name:

Acknowledgement of receipt by Welfare Officer:

Signature:

Date:

Print Name: