****

**Swimtime Franchise Name**

**Equal Opportunities and Diversity Policy**

Error! No bookmark name given.Swimtime Franchise name promotes a working environment in which diversity is recognised, valued, and encouraged. We acknowledge the multi-cultural and diverse nature of the UK workforce and society in general. We are committed to principles of fairness and mutual respect where everyone accepts the concept of individual responsibility. These principles are embedded into Swimtime Franchise name selection, recruitment, programme delivery, assessment, and quality management/assurance. We recognise that discrimination in the workplace in any form is unacceptable and, in most cases, unlawful. We view any breach seriously. We will investigate and potentially take appropriate action.

**Definitions and Protected Characteristics**

The Equality and Human Rights Commission offers definitions of different types of discrimination.

<https://www.equalityhumanrights.com/en/advice-and-guidance/key-concepts>

No participant, or anyone our organisation deals with, receives less favourable treatment because of their protected characteristics. The protected characteristics are:

* Age
* Disability
* Gender Reassignment
* Marriage and Civil Partnership
* Pregnancy and Maternity
* Race (including colour, nationality, ethnic or national origin)
* Religion or Belief
* Sex
* Sexual Orientation

**Swimtime** Franchise name **Policy**

Is in line with the Equality Act 2010 and we endeavour to take positive action to ensure equality of treatment for all by aiming to:

* Raise awareness of equality and diversity.
* Ensure that you are never discriminated against or receive less favourable treatment because of a protective characteristic.
* Acknowledge any issues that could be defined as discrimination, victimisation, or harassment with an appropriately sensitive and prompt investigation.
* Comply with current legislation.
* Take into consideration the needs of all when delivering services, products, and support services.
* Minimise any barriers to access or assessment by implementing reasonable adjustments and special consideration policies to promote fair access to awards and assessment criteria delivery.
* Ensure developing opportunities and fair assessment is open to all participants who will benefit without compromising the integrity of award delivery.
* Remove or minimise any unnecessary barriers or bias which could impact on individuals or groups by monitoring the award entry requirements and assessment criteria.

**Your Responsibilities**

Each and every one of us is a stakeholder in the success of this policy. We expect you to make a positive contribution towards maintaining an environment of equal opportunity throughout the organisation. Please make sure you always observe this policy. In particular, you have individual responsibility to adopt the following:

* Do not take unlawful discriminatory actions or decisions contrary to the spirit of this policy.
* Do not discriminate against, harass, abuse, or intimidate anyone on account of their protected characteristics.
* Do not place pressure on any other to act in a discriminatory manner.
* Resist pressure to discriminate placed on you by others and report such approaches to an appropriate member of staff.
* Co-operate when we investigate, including providing evidence of conduct which may amount to discrimination.
* Co-operate with any measures introduced to develop or monitor equal opportunity.

Discrimination is not just treating one person less favourably than another. It can take place because: -

* someone associates with a person with a protected characteristic.
* someone is believed to possess a protected characteristic (even though they do not).

We expect you to treat, and be treated by, Staff, volunteers, service providers, participants, and the people our organisation deals with considerately and with respect.

**Swimtime** Franchise name **will implement this policy through:**

* Ensuring all staff, service providers, volunteers, participants and service providers have access to this information to assist them in putting in to practice and monitoring their rights and responsibilities under this policy.
* Providing support and relevant updates for all staff, volunteers, participants, service providers and service providers.
* Continually monitor and revise policies and practices
* Provide regular training including updates and access to CPDS for staff, service providers and volunteers.
* Provide staff and participants the tools for offering feedback or how to register a complaint.

**Where You Feel You have Encounter Discrimination**

* If you feel subject to discrimination of any kind as identified within this policy, make clear to the individual concerned that you find it unacceptable. Person-to-person discussion at an early stage may be enough to resolve your concern without involving anyone else. Alternatively, seek the help of a trusted colleague (e.g. a fellow learner or a trusted member of staff) and ask them to approach whoever has caused you offence.

Should this not resolve the concern raised then the following procedure will be followed.

* The Swimtime Franchise name Complaints Policy will be implemented to deal with and resolve complaints of discrimination with a full and prompt robust process.

Thank you for your contribution and commitment to making our policy work.

**Monitoring & Review**

This policy and its procedures will be reviewed regularly for improvements as part of Quality Assurance requirements. This will ensure it is fit for purpose, reflects the service we deliver to our customers.

Swimtime Franchise name, address, telephone number, email address

**VERSION CONTROL**

|  |  |  |  |
| --- | --- | --- | --- |
| VERSION LABEL | LAUNCH DATE | DETAILS | REVIEW DATE |
| V20.1 | N/A | Reviewed | May 2025 |
| V20.1 | N/A | Reviewed | May2024 |
| V20.1 | 02/05/2022 | Reviewed & updated | May 2023 |
| V1.1 | 09/06/2021 | Overhaul & update | June 2022 |
| V1 | N/A | Reviewed | January 2021 |
| V1 | 2019 | Overhaul & Branding | January 2020 |
| 2018 | 2018 | Original Version | January 2019 |