



Equal Opportunities Policy

1. General Statement

- a. Tadpoles Swimming Club is committed to achieving equal opportunities in the services it provides.
- b. No member of Tadpoles Swimming Club should receive less favourable treatment because of sex, colour, ethnic origin, age, race, disability, religion, sexual orientation, marital status, or any other criterion not relevant to the point at issue.
- c. As a provider of a service to the community, Tadpoles Swimming Club accepts the responsibility to promote equal opportunities and challenge discrimination wherever it occurs. This document sets out the main consequences of this commitment and the action to be taken in order to achieve equal opportunities.
- d. It is the responsibility of all Club members to ensure that no other Club member receives less favourable treatment than any other.
- e. Tadpoles Swimming Club recognises that some members may, because of their past or present diagnosis, say or do things which would otherwise be unacceptable and incompatible with Tadpoles Swimming Club's Equal Opportunities Policy. Tadpoles Swimming Club will do all it can to challenge such behaviour. In cases where intervention is possible, a gentle approach will be adopted which aims to alter attitudes and behaviour while maintaining support for all members affected.
- f. The Committee of Tadpoles Swimming Club will review this policy every three years.

2. Responsibility

- a. The Committee of Tadpoles Swimming Club has overall responsibility for the effective operation of this policy. However, all members have a duty as part of their involvement with Tadpoles Swimming Club to do everything they can to ensure that the policy works in practice.
- b. Tadpoles Swimming Club Committee will bring to the attention of all members the existence of this policy, and will provide such training as is



necessary to ensure that the policy is effective and that everyone is aware of it.

3. Positive Action

- a. Tadpoles Swimming Club believes that passive support for equal opportunities is not enough and that positive steps shall be taken. Tadpoles Swimming Club is committed to recognising and developing potential which has not been used before because of past discrimination and disadvantage and encouraging access and applications from under-represented groups.
- b. Every effort will be made to ensure that the services offered by Tadpoles Swimming Club reflect the composition of the community it serves.

4. Dealing with Complaints

- a. If any member feels that they have been, or are being discriminated against, in any way, they are entitled to pursue the matter with the Equal Opportunities Officer, or any member of the Committee
- b. All instances or complaints of discriminatory behaviour will be treated seriously.
- c. Complaints or allegations of an unfounded or malicious nature will also be treated as serious and may involve using the disciplinary procedure.

5. Joining the Tadpoles Swimming Club

- a. All membership applications will be treated equally and no application will receive less favourable consideration because of sex, colour, ethnic origin, age, race, disability, religion, sexual orientation, marital status, or any other criterion not relevant to the point at issue. However the safety of all members is paramount and an application may be declined if the Club feels that it cannot provide safe facilities for all members.
- b. Tadpoles Swimming Club will ensure that application forms reflect only the requirements of the Club and do not imply stereotyping.
- c. A copy of Tadpoles Swimming Club's Equal Opportunities Policy will be available to all Club members.



6. Use of Language

- a. Members will avoid and challenge the use of language which, in any way, belittles.
- b. Where the language used has a personal impact on others and it has been made clear to the person concerned that their use of such language is unwelcome and/or offensive, disciplinary action may be taken if they persist with it.
- c. All materials used or developed by Tadpoles Swimming Club will be judged in the light of the promotion of equal opportunities, and those considered to be discriminatory will not be used.

7. Sexual Harassment

- a. No member should be subject to sexual harassment.
- b. This is interpreted as unwanted behaviour of a sexual nature including:
 - i. verbal sexual abuse
 - ii. physical contact
 - iii. repeated remarks which an individual finds offensive
- c. If it has been made clear to the person concerned that their behaviour is unwelcome and they persist with it, then the member who is the recipient of the behaviour will be entitled to make a formal complaint.

8. Equal Opportunities Officer/Monitoring of Policy

- a. The reason for having an Equal Opportunities Officer is to advise, inform and consult with the Committee and members in order to progress and improve equal opportunities within Tadpoles Swimming Club.
- b. The person appointed to this role should be committed to progressing equal opportunities within Tadpoles Swimming Club in a positive manner.
- c. The Equal Opportunities Officer will:
 - i. Monitor and report on Tadpoles Swimming Club's equal opportunities progress, development and practice and make an annual report to the Board of Tadpoles Swimming Club.



- ii. Ensure members awareness and understanding of equal opportunities issues and practice within Tadpoles Swimming Club.
 - iii. Advise and consult with Tadpoles Swimming Club's Committee on equal opportunities to recommend and discuss courses of action.
 - iv. Know or have access to appropriate information, legislation, policy, etc. for the purposes of carrying out their role.
 - v. Identify and advise on any Tadpoles Swimming Club equal opportunities training needs and provision.
9. The Tadpoles Swimming Club will encourage and pay the necessary expenses for the Equal Opportunities Officer to attend meetings and training courses relevant to the role.
10. It is not intended that the Equal Opportunities Officer should represent particular views, opinions or interests of individuals or groups, nor have the authority within this role to discipline members, or raise a grievance on behalf of a particular individual or group.
11. The Equal Opportunities Officer will be available in an advisory capacity in the case of a grievance involving equal opportunities issues.
12. The current Equal Opportunities Officer is Dave Davis.