



Diversity and Inclusion Policy

Version 1.0
01 November 2021

Following the launch of the LTA Inclusion Strategy 2021 - 23, we await the release of new policies and procedures, to include changed reporting lines as this important area of responsibility no longer comes under the brief of the Safeguarding Team.

In the meantime, this policy is based upon the LTA Policy last released in September 2017 and our County Safeguarding Officer will continue to provide advice and guidance.



DIVERSITY AND INCLUSION POLICY

Herts Tennis strives to ensure that:

- Tennis is diverse and inclusive (Access to membership and participation)
- Diversity is embedded in our County's culture and our behaviours
- We create a culture where inclusive leadership thrives
- We take a positive approach using positive action to ensure that communities and individuals are valued and able to reach their potential
- We publish accurate information re the location/accessibility of our facilities

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 Champions - proactively promoting safe and inclusive tennis and taking action against all forms of discrimination.

This policy applies to all staff, coaches, volunteers and other adults associated with Herts Tennis. The commitment to diversity and inclusion is upheld by all - The Lawn Tennis Association (LTA), Tennis Scotland, Tennis Wales and the Tennis Foundation.

This document sets out our approach and we have developed Codes of Conduct for Staff and Volunteers, Coaches and Team Captains, Parents and Carers and Players that uphold the appropriate behaviour to support a safe and inclusive environment .

This applies regardless of a person's age, disability, gender reassignment status, sex, marital or civil partnership status, pregnancy or maternity, race, sexual orientation, religion, socio-economic status or any other background.

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

Concern Reporting Procedure

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

Respond: Listen carefully to what the person is telling you. Do not interrupt; keep questions to a minimum; do not promise to keep information secret

Refer: If someone is in immediate danger, call the police on 999. Alternatively, you may contact the County Safeguarding Officer on csohertfordshire@gmail.com for advice. You may also call the NSPCC on 0800 800 5000 or Children Services on 0300 123 4043 or Adult Services on 0300 123 4042. Hate Crime can alternatively be reported through True Vision at www.report-it.org.uk

Record: Write an objective account of your concerns immediately and email it to safeguarding@lta.org.uk or complete the LTA Online Concern Form <https://safeguarding-concern.lta.org.uk>

Where there are concerns that diversity and inclusion good practice has not been followed, you are encouraged to follow the Herts Tennis Whistleblowing Policy and:

1. Complain directly to the person or organisation and seek resolution. In the first instance, this can often resolve many disputes and concerns
2. Contact the NSPCC Whistleblowing advice line on 0800 028 0285 or the NSPCC at help@nspcc.org.uk

3. Seek further advice from the Equality Advisory Support Service on 0800 800 0082 or at <https://www.equalityadvisoryservice.com/app/ask>

Use of Terminology (See Appendix A for full glossary of terms)

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 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, socio-economic status or any other background.

Positive action - Herts Tennis 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 or 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.

Scope

Herts Tennis 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 and venues.

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

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

This policy is in line with national legislation (*See Appendix B for details of the legislation*) and applicable to our County, specifically to every person and place that we have direct safe and inclusive responsibility for.

Related policies and procedures

- Safeguarding Policy (Including Whistleblowing)
- Transgender Policy
- Anti-Bullying Policy
- Online Safety and Communications Policy
- Safe Recruitment Policy
- Photography and Filming Best Practice Guidance
- Supervision Policy for Herts County Team Events
- Supervision Policy for Herts County Training
- Code of Conduct for Staff and Volunteers
- Code of Conduct for Coaches and Team Captains
- Code of Conduct for Parents and Carers
- Code of Conduct for Players
- Use of Changing Rooms and Showering Facilities Policy
- Compliments, Complaints and Disciplinary Policy

This Policy is reviewed every two years (or earlier if there is a change in national legislation) and recommended for approval by:

Herts Tennis Chairperson Trevor Adamson Date: 1st November 2021
County Safeguarding Officer Tessa Terry Date: 1st November 2021

Appendix A: Glossary of terms

Age: this refers to a person belonging to a particular age group, which can mean people of the same age (e.g. 32 year olds) or range of ages (e.g. 18 - 30 year olds, or people over 50).

Bisexual or Bi: refers to a person who has an emotional and/or sexual orientation to more than one gender.

Bullying: can involve any form of physical, emotional, sexual or discriminatory abuse. It can also include cyber-bullying - using social media or mobile phones to perpetrate bullying.

Direct discrimination: treating someone less favourably than another person because of a protected characteristic.

Disability: a person having a physical or mental impairment that has a substantial and long term adverse effect on that person's ability to carry out normal day-to-day activities.

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.

Discrimination by association: discrimination against someone because they are associated with another person who possesses a protected characteristic.

Discrimination by perception: discrimination against someone because of the belief that someone possesses a protected characteristic.

Diversity: acknowledging and celebrating the difference between groups of people and between individuals.

Equality: treating everyone with fairness and respect and recognising and responding to the needs of individuals. Taking positive actions to address existing disadvantages and barriers affecting how people engage with and participate in tennis.

Ethnicity: the social group a person belongs to, and either identifies with or is identified with by others, as a result of a mix of cultural and other factors including language, diet, religion, ancestry and physical features traditionally associated with race. Ethnicity is essentially self-defined and may change over time.

Gay: Refers to a man who has an emotional, romantic and/or sexual orientation towards men. Also, a generic term for lesbian and gay sexuality - some women (non-binary) or as androgyne/polygender.

Gender identity: this is an individual's internal self-perception of their own gender. A person may identify as a man, as a woman, as neither a man or woman (non-binary) or as androgyne/polygender.

Gender reassignment: the process of changing or transitioning from one gender to another.

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. 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.

Hate Crime: crime that is targeted at a person because of hostility or prejudice towards that person's disability, race or ethnicity, religion or belief, sexual orientation or transgender identity. This can be committed against a person or property.

Homophobia: the fear, unreasonable anger, intolerance or/and hatred towards homosexuality, lesbian gay and bisexual people whether that person is homosexual or not.

Inclusive leadership: leaders who are aware of their own biases and preferences, actively seek out and consider different views and perspectives to inform better decision making. They see diverse talent as a source of competitive advantage and inspire diverse people to drive organisational and individual performance towards a shared vision.

An inclusive leader: is a role model exemplar of inclusive behaviour; listens to and seeks out the views of diverse people and take account of these views, without bias, in the decisions they make; appreciates that a diverse group of people will generate more creative solutions to problems and encourages this; inspires people through a shared vision of future success and motivates them to deliver it; leverages difference for high performance and provides responsive excellence to customers', clients' and service users' needs; provides positive feedback to boost people's self-efficacy; puts effort into helping diverse people identify their talents and develop them for performance now and future advancement; communicates authentically and honestly in a way that inspires trust, loyalty and well-being.

Inclusion: recognising that people from different backgrounds may have different needs and expectations and may experience barriers in trying to access tennis. An inclusive venue is one that takes steps to attract and engage with people from many different backgrounds and meet their needs so that everyone has a positive experience and has the opportunity to achieve their potential.

Indirect discrimination: a practice, policy or rule which applies to everyone in the same way, but that has a worse effect on some people than others.

LGBTQ: an acronym for Lesbian, Gay, Bisexual, Trans and Questioning.

Lesbian: a woman who has an emotional romantic and/or sexual orientation towards women.

Monitoring equality: refers to data collection and analysis to check if people with protected characteristics are participating and being treated equally. For example: monitoring of the number of people with a disability who play tennis at our venue.

Non-binary: an umbrella term for a person who does not identify as only male or only female, or who may identify as both.

Positive action: a range of lawful actions that seek to overcome or minimise disadvantages (for example in employment opportunities) that people who share a protected characteristic have experienced, or to meet their different needs.

Pregnancy and maternity: pregnancy is the condition of being pregnant or expecting a baby. Maternity refers to the period after the birth, and is linked to maternity leave in the employment context. In the non-work context, protection against maternity discrimination is for 26 weeks after giving birth, and this includes treating a woman unfavourably because she is breastfeeding.

Questioning: refers to the process of exploring your own sexual orientation and/or gender identity.

Race: refers to the protected characteristic of race, It refers to a group of people defined by their race, colour, and nationality (including citizenship) ethnic or national origins.

Radicalisation, extremism and terrorist behaviour: radicalisation is the process by which a person comes to support terrorism and/or forms of extremism. Extremism is vocal or active opposition to fundamental British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of different faiths and beliefs. There is no single way to identify an individual who is likely to be susceptible to extremist ideology. The internet and the use of social media can be a major factor in the radicalisation of people.

Reasonable adjustment: what is considered reasonable will depend on all the circumstances of the case including the size of the organisation and its resources, what is practicable, the effectiveness of what is being proposed and the likely disruption that would be caused by taking the measure in question as well as the availability of financial assistance.

Religion or belief: religion has the meaning usually given to it but belief includes religion and philosophical beliefs, including lack of belief (e.g. atheism). Generally, a belief should affect your life choices or the way you live for it to be included in the definition.

Sex: refers to the biological make up such as the primary and secondary sexual characteristics, genes and hormones. The legal sex is usually assigned at birth and has traditionally been understood as consisting of two mutually exclusive groups, namely men and women.

Sexual orientation: a person's emotional, romantic and/or sexual attraction to another person

Trans: an umbrella term to describe people whose gender is not the same as, or does not sit comfortably with, the sex they were assigned at birth. Trans people may describe themselves using one or more of a variety of terms, including (but not limited to) transgender, cross dresser, non-binary, genderqueer (GQ).

Transphobia: the fear, unreasonable anger, dislike, intolerance or/and hatred towards trans people, whether that person has undergone gender reassignment or is perceived to have done that.

Transsexual person: someone who has started the process of changing their gender identity, is undergoing or has undergone gender reassignment.

Unconscious bias or implicit bias: this refers to a bias that we are unaware of, and which happens outside our control. It is a bias that happens automatically and is triggered by our brain making quick judgements and assessments of people and situations, influenced by our background, cultural environment and personal experiences.

Victimisation: when someone is treated badly because they have made or supported a complaint or grievance.

Appendix B: Legislation

The **Equality Act 2010** legally protects people from discrimination in the workplace and in wider society. It replaced the previous anti-discrimination laws with a single Act, making the law easier to understand and strengthening protection in some situations. It sets out the different ways in which it's unlawful to treat someone.

It is against the law to discriminate against anyone because of :

- Age
- Being or becoming a transsexual person
- Being married or in a civil partnership
- Being pregnant or on maternity leave
- Disability
- Race, including colour, nationality, ethnic or national origin
- Religion, belief or lack of religion/belief
- Sex
- Sexual orientation

These are called protected characteristics.

People are protected from discrimination:

- At work
- In education
- As a consumer
- When using public services
- When buying or renting a property
- As a member or a guest of a private County or association

People are also protected from discrimination if:

- They are associated with someone who has a protected characteristic, e.g. a family member or friend
- They have complained about discrimination or supported someone else's claim

Discrimination can come in one of the following forms:

- Direct discrimination - treating someone with a protected characteristic less favourably than others
- Indirect discrimination - putting rules or arrangements in place that apply to everyone, but that put someone with a protected characteristic at an unfair disadvantage
- Harassment - unwanted behaviour linked to a protected characteristic that violates someone's dignity or creates an offensive environment for them
- Victimisation - treating someone unfairly because they've complained about discrimination or harassment