Diversity & Equal Opportunities Policy

TARGET AUDIENCE

Staff, coaches, volunteers, partnering organisations, children and young people participating within our Buzzers Academies Clubs/Camps and other activities.

DEFINITIONS

- A **child or young person** is anyone under the age of 18.
- **Diverse** means having people from many different backgrounds.
- **Inclusive** means that no one is left out because of who they are.

STATEMENT OF POLICY

Buzzers Academies Ltd is an equal opportunity employer and provider and has created the attached policy for this purpose.

Buzzers Academies Ltd are committed to ensuring that our workplaces are free from unlawful or unfair discrimination on the grounds of age, colour, race, nationality, ethnic or national origin, marital status, disability, sex or sexuality, gender reassignment, religious belief, part time or fixed term status within the framework of law.

Buzzers Academies Ltd is committed to providing a working environment for all its staff, coaches and service users that is comfortable and free from all forms of bullying and harassment. We adopt a zero-tolerance approach towards bullying and harassment and any member of Buzzers Academies staff who is found to have harassed or bullied a fellow member of staff, volunteer, or service user, will be subject to disciplinary action, up to and including dismissal.

If Buzzers Academies Ltd has grounds to believe that a member of staff may have been bullying or harassing another member of staff, volunteer, or user, regardless of whether there has been a formal complaint, the company will formulate an investigation into the alleged bullying or harassment.

Any member of Buzzers Academies staff who believes that another member of the team's conduct amounts to bullying or harassment, has the right to follow the company's *Grievance Procedure* and should raise their concerns to the Operations Manager and/or HR Manager. If this manager is the individual portraying the bullying/harassing behaviour, the member of staff should contact the company Managing Director. Furthermore, all staff and volunteers have the right to complain if they believe that they have been bullied or harassed by a third party, for example a customer or commissioning partner.

Compliance with this policy should also ensure that:

- Staff or volunteers do not commit unlawful acts of discrimination.
- Staff are encouraged to report any incidents of bullying or harassment that they experience or witness so that Buzzers Academies Ltd can investigate and resolve the matter.

  We will take all such complaints seriously and a member of staff who makes a genuine complaint of bullying or harassment will be protected and will not be penalised or victimised in any way.

As part of any investigation, Buzzers Academies Ltd will:

- Make sure that a company senior manager arranges a meeting with the member of staff who raised the allegation.
- Ensure that the member of staff raising the allegation is given full opportunity to explain their grievance.
- Seek a means to resolving the member of staff's grievance, considering company policies, procedures, rules and the need for consistency and fairness.
- Take appropriate action if it is felt justified and necessary.

  As soon as possible, following the conclusion of the investigation, Buzzers Academies will inform the member of staff suspected of bullying or harassment and the member of staff raising the grievance, as to the outcome of the investigation. Buzzers Academies Ltd will decide at that point whether it is appropriate to instigate disciplinary action against the alleged bullying member of staff. Any disciplinary proceedings will be conducted in accordance with Buzzers Academies Ltd disciplinary procedure.

YOUR RESPONSIBILITIES

Every member of Buzzers Academies staff are required to assist the company to meet its commitment to provide equal opportunities in employment and avoid unlawful discrimination.

Acts of discrimination, harassment, bullying or victimisation against staff or services users are disciplinary offences and will be dealt with under Buzzers Academies Ltd disciplinary procedure. Discrimination, harassment, bullying or victimisation may constitute gross misconduct and could lead to dismissal without notice.

RECRUITMENT

We aim to ensure that our associates achieve their full potential and that all employment decisions are taken without reference to irrelevant or discriminating criteria. This policy covers all aspects of employment, from vacancy advertisements, selection for recruitment and training, to conditions of service and reasons for termination of employment.

The objectives of Buzzers Academies Ltd 'Diversity and Equal Opportunities Policy' are:

To ensure that we have access to the widest labour market and to secure the best personnel for the business.

To ensure that no applicant or staff receives less favourable treatment and that wherever possible, all staff are supported to attain their full potential.

To achieve an ability-based workforce, which is in line with the working population.

To ensure staff are recruited based on ability to carry out the job and on merit.

Ultimate responsibility for achieving the policy's objectives lies with Buzzers Academies Ltd Managing Director.

Behaviour or actions against the spirit of this policy will be classed as a serious disciplinary matter and may in some cases, lead to dismissal.

To offer career development opportunities for all staff.

Provide fair training opportunities relevant to staff role.

Provide a work environment free of harassment and bullying.

Buzzers Academies will ensure clear instruction is given to all staff in order to familiarise them with our policy on equal opportunities and in order to help them identify discriminatory acts or practices and to ensure that they promote equal opportunity within their time working for the company.

All persons responsible for recruiting new staff, training new and existing staff and/or managing staff CPD plans, will be instructed not to discriminate and to be fully inclusive.

VACANCY ADVERTISING

Wherever possible, all vacancies will be advertised simultaneously internally and externally.

Wherever steps will be taken to ensure that knowledge of vacancies reaches underrepresented groups internally and externally.

All vacancy advertisements should include an appropriate short statement on equal opportunities.

SELECTION AND RECRUITMENT

Selection criteria (role description and person specification) will be kept under constant review to ensure that they are justifiable, non-discriminatory on grounds, and seen as being essential for effective performance of the job.

Wherever possible, more than any one person should be involved in the selection and recruitment process, and all should receive guidance on equal opportunities.

Reasons for selection and rejection of applicants for vacancies will be documented during the recruitment process.

Buzzers Academies to provide specialist diversity training for senior staff. The training is specifically tailored to cover topics including stereotyping, valuing difference, and avoiding potentially discriminatory situations.

Personnel records:

In order to review the effective operation of the *Equal Opportunities Policy* (and for no other purpose) a record will be kept of all Buzzers Academies staff, including their age, gender, racial origins and medical notes (relevant to the effectiveness of the job role). This information will be requested following initial recruitment but is not mandatory. The information gathered will be reviewed on an on-going basis.

Delivery and working with and alongside external providers:

Alongside our aims and objectives for staff and volunteers as listed above, we will also ensure that all Buzzers Academies Ltd external providers, adhere to and implement our diversity and equal opportunities policy at all times.

As an organisation, Buzzers Academies Ltd work to help and enable everyone to take part in sport and physical activity. This policy is aimed at not only making our organisation diverse and inclusive, but to also ensure that young people taking part in our activities are also.

Buzzers Academies Ltd acknowledges its responsibility to safeguard the welfare of every child and young person who has been entrusted to its care and is committed to working to provide a safe environment for all children.

By promoting and following Buzzers Academies' good practice, all staff can help reduce the risk of abuse of young people, protect themselves more effectively and minimise the likelihood of allegations arising.

All Buzzers Academies Ltd staff should adhere to the following principles:

- Always work in an open environment e.g. avoiding private or unobserved situations and encouraging open communication with no secrets.

- If in the scenario of a 1:1 (mentoring) situation, give some thought to the venue and environment where the session will take place. Avoid private, closed places; instead, operate in an open, transparent space.

- Make the experience of your sessions fun and enjoyable.

- Create an environment in which every child is respected and valued for the diversity and individuality they bring.

- Promote fairness, confront, and deal positively and pro-actively with bullying, harassment or any other inappropriate behaviour.

- Will not tolerate or allow to go unchallenged any form of discrimination, harassment and bullying by any individual or child towards other children whilst engaged in any Buzzers Academies activities.

- Treat all children equally and with respect and dignity.
- Always put the welfare of the children first.
- Avoid unnecessary physical contact with children. Where any form of manual/physical support is required, it should be provided openly and with the consent of the child. Physical contact can be appropriate so long as it is neither intrusive nor disturbing and the child's consent has been given.
- In extreme cases where a child is becoming a danger to either themselves, other children or staff, appropriate physical contact can be made to eliminate any risks or danger to all individuals involved; to be judged lawful, the force of restraint used must be in proportion to the consequences it is intended to prevent.
- Keep up to date with the technical skills, qualifications, and insurance in sport, childcare and education.
- Never transport a child in a personal vehicle unless in an emergency. In this case, it is the Buzzers Academies staff's responsibility to contact the child's parents/carers/guardians as well as the company Manager Director, before they transport the child. If this incident does occur, then the child must travel in the back seat of the vehicle (where possible).
- Be an excellent role model; this includes not smoking or drinking alcohol in the company of children.
- Always give enthusiastic and constructive feedback rather than negative criticism.
- Do not undertake any medical treatment on a child, unless qualified to do so.
- Keep a written record of any injury that occurs, along with details of any treatment given. This should be written on the company's official 'Minor Accident form'.

Buzzers Academies use of photographic / filming equipment:

There is evidence that sporting activities/events have been used as an opportunity to take inappropriate photographs or film footage of young and disabled sports people in vulnerable positions. Therefore, Buzzers Academies Ltd is committed to adhere to the appropriate guidelines detailed below.

Recording images of young people:

There are risks posed directly and indirectly to children and young people using photographs on websites and publications. Therefore, the following guidelines must be followed at all times during Buzzers Academies provision:

- All young people featured in photographs/recordings must be appropriately dressed for the activity they are undertaking.

- The photograph/recording should ideally focus on the activity. Where possible, images of children should be recorded in small groups.
- Buzzers Academies Ltd staff will still be allowed to use video equipment as a legitimate coaching aid and means of recording special occasions with the written consent of parents/carers/guardians and the child.

- Care should be taken in the dissemination and storage of the photographic/recorded material.

Buzzers Academies publishing images of young people:

If a photograph/recording is used, personal details of the child such as home address and telephone numbers should *never* be revealed. Parent/carer/guardian permission should always be received to take and use an image of their child. This ensures that parents/carers/guardians are aware of the way the image of their child is representing the sport, activity or Buzzers Academies Ltd as an organisation.

A parent/carer/guardian photography permission question is included within the Buzzers Academies Ltd online booking system and is accessible/visible to all staff at the specific Club/Camp.

In order to guard against the possibility of a child under a court order, appearing on a website, the simultaneous streaming of images onto a website is not recommended.

Delayed streaming also provides an opportunity for the editing of inappropriate clips e.g. disarranged clothing.

Buzzers Academies Ltd expects everyone involved within delivery of activity connected to the company, including those who advocate our work, to:

- Fully adopt and embrace the ethos of equity and diversity as outlined in this policy.

- Be respectful of all others and not discriminate, bully, harass or victimise anyone.

- Respect individual difference based on any characteristic.

- Where necessary, explain this policy and its implications to others including children.

- Be role models for everyone involved in Buzzers Academies activities.

- Challenge, where appropriate, and report all forms of discrimination, bullying, harassment and victimisation to Buzzers Academies Ltd senior staff.

- Assist Buzzers Academies Ltd in any investigations/allegations and provide accurate unbiased information.

We acknowledge that every child or young person who participates in Buzzers Academies activity, should be able to take part in an enjoyable and safe environment and be protected from poor practice and abuse.

Buzzers Academies Ltd recognises and fully embraces the ownership and implementation of this policy and recognises that it is the responsibility of every adult involved in Buzzers Academies Ltd to do so.

Personnel records:
In order to review the effective operation of this *Diversity and Equal Opportunities policy*, a record of all children and young people taking part will be kept, including collation of age, gender, racial origins, disability and home address. This information will be requested when every child and young person joins or registers onto a Buzzers Academies activity.

All information gathered will be reviewed on an on-going basis and based on the results of our reviews, if or where required we will carry out consultation which will actively target children and young people who are found to be under-represented or not engaged within our offer.

The aim of this on-going consultation will be to establish the reason(s) why certain children and young people are not engaged within our offer. Alongside children and young people and their parents/carers/guardians, we will then work together to address issues or barriers that their feedback highlights and put systems in place aimed at addressing and removing these barriers.

BUZZERS ACADEMIES LTD

Telephone:
07389 877 211

Email:
info@buzzers.org.uk
camps@buzzers.org.uk
clubs@buzzers.org.uk
haf@buzzers.org.uk

Website:
www.buzzersacademies.co.uk

Ofsted Registration:
EY2781195

Company number:
15284435

Registered business address:
40a Station Approach
Hayes
Kent
BR2 7EJ

This policy was reviewed and/or updated on 20/10/2026