

Over & In Limited
Diversity & Inclusion Policy

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:

Respond

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

Refer

Is someone in immediate danger?

YES

Call the police
(999)

NO

Contact Over & In's Welfare Officer
welfareofficer@overandin.com If the Welfare Office is unavailable and you want advice before the next working day, call the NSPCC (0808 800 500) if your concerns are about a child.

If your concerns are about an adult, ask them for details of your Local Authority Adult Social Care Services.

Hate crime can alternatively be reported through True Vision at www.report-it.org.uk

Record

Write an objective account of your concerns immediately using the Reporting a Concern Form found on the [safeguarding page](#). Send it to the Safeguarding Team within 48 hours of the concern/disclosure (welfareofficer@overandin.com)

Diversity & Inclusion Policy

1. Policy Statement

This Diversity and Inclusion Policy is applicable to Over & In and is based on similar policies of:

- The Lawn Tennis Association (LTA)
- Tennis Scotland
- Tennis Wales
- The Tennis Foundation.

As a company we contribute actively to enable more people to play tennis 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.

2. Use of terminology

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 and 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, 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, race or sexual orientation, socio-economic status or any other background.

Positive action – Over & In 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.

3.Scope

Over & In 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 we run

We recommend and 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.

4. Responsibility for implementation of the Diversity & Inclusion Policy

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

- The Welfare Officer has overall responsibility for implementation of the policy.
- The Welfare Officer is responsible for updating this Policy and Reporting Procedure in line with legislative and company's developments; and develop a strategic and proactive approach to diversity and inclusion and respond to discrimination concerns.
- The Welfare Officer is responsible for supporting the company 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 players, parents and carers.
- All staff, consultants, coaches, officials and volunteers involved in tennis are responsible for raising diversity and inclusion concerns with the company's Welfare Officer.
- Players, parents and guardians are responsible for upholding the Code of Conduct and Reporting Procedure.

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 above.

5. Breaches of the Diversity and Inclusion Policy

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

- Disciplinary action leading to possible dismissal and legal action;

Actions taken by staff, consultants, volunteers, officials, coaches inside or outside Over & In that are seen to contradict this Policy may be considered a violation of this Policy.

Where an appeal is lodged in response to a safeguarding decision made by Over & In, the individual should adhere to the Over & In appeal procedure.