

Version Control

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Summary of Updates: British English compliance, QA improvements, designated person relocated to approval section, updated review dates.

Approval

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## **Equality & Diversity Policy**

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## Policy Review

### Version Control

Title		Version
Equality & Diversity Policy		3.0
Approval Body	Date	Review Date
Corporation	14/10/2024	14/10/2025
Lead Person	Neville Algar	

### Approval

Name	Neville Algar
Signature	<i>N.Algar</i>
Position	Head of Education

### Policy Statement

#### Equality Legislation and Commitment

Ignite Sport UK Ltd is committed to promoting awareness, equality, diversity and inclusion across the organisation and operates in accordance with the Equality Act 2010 and have established this policy to ensure compliance with the Act in the management of the organisation, its activities and in the delivery of the products and any assessment it is approved to deliver. This commitment includes training managers and all other employees about their rights and responsibilities under the equality policy. Responsibilities include ensuring the full understanding of this policy during induction and at regular policy refresher sessions. In addition to this Ignite Sport UK Ltd commits to ensure fair recruitment and that senior staff members implement this policy as part of their everyday mentor role. It is against the law to discriminate against anyone because of the nine protected characteristics outlined in the Equality Act. The policy is promoted to employers and apprentices as well as Ignite staff within our induction sessions and all staff have annual policy update training. Copies of the policy are available through our policy shared file or hard copies of all policies

can be provided if requested. Learners and employers sign to acknowledge the policy content.

## Scope

We value diversity and recognise that our organisation is greatly enhanced by unique individuals from a range different range of backgrounds, experiences, views, beliefs and cultures represented within across our staff. We embrace diversity and acknowledge that variety and difference are intrinsic to the success and future development of our business

We treat all individuals equally ensuring that no one should feel threatened or degraded on the grounds of the nine protected characteristics. Senior leadership team, management team and all staff are committed to ensuring this policy is adhered to.

## Protected characteristics

### Definitions

**Age** - Age refers to a person belonging to a particular age (e.g. 32-year olds) or range of ages (e.g. 18 - 30-year olds).

**Disability** - Disability is defined as where an individual has a physical or mental impairment which has a substantial and long-term adverse effect on that individual's ability to carry out normal day-to-day activity.

**Gender reassignment** - Gender reassignment refers to the process of transitioning from one gender to another.

**Marriage and civil partnership** - Marriage in England and Wales is no longer restricted to a union between a man and a woman but now includes a marriage between a same-sex couple. Same-sex couples can also have their relationships legally recognised as 'civil partnerships'. Civil partners must not be treated less favourably than married couples (except where permitted by the Equality Act).

**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.

**Race** - 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.

**Religion or belief** - Religion has the meaning usually given to it, but belief includes religious 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** - Sex is defined as a man or a woman.

**Sexual orientation** - Sexual orientation is where a person's sexual attraction is towards their own sex, the opposite sex or to both sexes.

**Gender identity** - Gender identity is a personal internal perception of oneself and, as such, the gender category with which a person identifies may not match the sex they were registered at birth. In contrast, sex is biologically determined.

## **Discrimination**

### **Discrimination Prevention**

Ignite Sport UK Ltd ensures that all stakeholders prevent and tackle all types of discrimination. Ignite Sport UK Ltd operates zero tolerance on any acts of discrimination based upon the grounds of the nine protected characteristics outlined within the Equality Act 2010. Where discrimination is alleged and proven, action will be taken in accordance with the Ignite Sport UK Ltd Malpractice and Maladministration Policy.

### **Discrimination type description**

**Direct discrimination** - Direct discrimination is where someone is treated less favourably than another person because of a protected characteristic.

**Associative discrimination** - Associative discrimination is direct discrimination against someone because they are associated with another person who possesses a protected characteristic.

**Discrimination by perception** - Discrimination by perception is direct discrimination against someone because others think they possess a particular protected characteristic. They do not necessarily have to possess the characteristic to be discriminated against.

**Indirect discrimination** - Indirect discrimination occurs when there is a rule or policy that applies to everyone but disadvantages a person with a particular protected characteristic.

**Harassment** - Harassment is behaviour that is deemed offensive by the recipient. Employees can now complain of the behaviour they find offensive even if it is not directed at them.

**Harassment by a third party** - Harassment by a third party is where employers could be held liable for harassment of their workers by third parties. This means that employers could be potentially liable for harassment of their employees by people (third parties) who are not employees of the company, such as customers or clients.

**Victimisation** - Victimisation occurs when someone is treated badly because they have made or supported a complaint or grievance under this legislation.

## Procedure

### Deployment activities

Equality and diversity is encouraged throughout all activities in the management of the recognised centre, in the delivery of the products and assessment and specifically but not limited to the areas outlined.

**Workforce recruitment** - All staff are recruited in a fair and equitable manner. Staff selection for employment, volunteering, promotion, training or any other benefit will be on the basis of aptitude and ability. Staff are fully inducted into the centre policies and practices and have a clear understanding of their role and code of conduct commitments.

**Workforce management** - All staff are managed equally and subject to performance reviews in line with their job description and the centres code of conduct. Learning and development planning is conducted and CPD is monitored.

**Learner enrolments** - All learner's enrolment for courses and related initial assessments are conducted in accordance with the product pre-requisites, specific selection and initial assessment criteria including an initial assessment of every learner having considered barriers to access in accordance with the Equality Act 2010 and its protected characteristics. Access arrangements are put in place and carefully monitored where these are required.

**Delivery and assessment** - All learners are treated equally being provided with the same learning and assessment programme; the exception being for those where agreed reasonable adjustments have been applied. Learners are assessed in line with the assessment criteria and only those who have successfully achieved the criteria are eligible to be submitted for certification. Assessment decisions are communicated and recorded with an appropriate rationale.

**Quality assurance** - All learners' assessment may be subject to quality checks for internal quality assurance and moderation purposes; unless the checks are made as a result of an incident [complaint, appeal or allegation]. All learners must be aware that regulated qualifications are subject to an EQA intervention.

**Customer service** - All feedback, complaints, appeals, allegations, incidents of discrimination or any type of unfair treatment is taken extremely seriously, acknowledged and investigated ensuring a swift response and appropriate action.

## Roles and Responsibilities

### Staff

- Actively to encourage non-discriminatory practices and to report any incidences of behaviour that fail to comply with this policy.
- To support the aims of the Equality and Diversity policy.

- To undertake appropriate equality and diversity training.

### **Learners**

- Actively to encourage non-discriminatory practices and to report any incidences of behaviour that fail to comply with this policy.
- To support the aims of the Equality and Diversity policy.
- To be aware of equality and diversity issues.
- To undertake appropriate equality and diversity training.

### **Management**

- To provide appropriate equality and diversity awareness and training for all staff.
- To support centre manager and quality nominee in implementing the policy.
- To ensure that recruitment advertising, selection and appointment procedures, performance management processes and disciplinary grievance processes are fair and transparent and are consistently applied.
- To monitor employment equality data and to publish the findings of monitoring activity, as appropriate.
- To investigate all matters of alleged discrimination, harassment and inappropriate behaviour promptly and thoroughly.

### **Recruitment and Selection**

- Recruitment advertising will encourage applications from all sectors of the community reflecting commitment to equality and diversity.
- Recruitment advertising will appear in publications appropriate to the audience capable of producing the best candidates (subject to budget considerations).
- Job descriptions, person specifications and recruitment advertisements will be written on the basis of the essential and justifiable requirements of the position.
- Short listing, appointment and rejection decisions will be transparent and justifiable and will be supported by written comments.

### **Gaining commitment**

- Adopting easy to follow processes in relation to Equality Diversity and inclusion that are monitored and reviewed regularly
- Embedding Equality, Diversity and Inclusion in everything we do including recruitment, induction and training
- Promoting Equality, Diversity and Inclusion at learner reviews and staff 1-1's
- Leading by example
- Communicating changes in relation to Equality, diversity and Inclusion
- Offering all staff and learner training in equality, diversity and inclusion
- Ensuring all of our employers are aware of their responsibilities for Equality, Diversity and Inclusion
- Monitoring the inclusion of learners in the workplace and in training

## **Training**

- Managers and leaders will be supported to obtain a EDI certification from foundation learning online
- Training on this policy will be include at all induction training for new staff and induction of learners
- Staff refresher training will be held annually as a minimum or upon changes to this policy.
- Line managers will be responsible for ensuring their team are trained in this policy.
- Equality and Diversity will be embedded into learning and course materials

## **Promotion and Communication**

This policy will be available to all learners, employees and employers at induction and throughout their engagement. Additionally this policy will be available on the Ignite Training website. It will also be available in printed form on request and, if requested, will be made available in different formats (eg. large print, audio).

## **Confidentiality**

Any information disclosed to the institution in relation equality and diversity issues will be kept strictly confidential in accordance with legislative requirements. For more information on how we manage your information please refer to the data protection (GDPR) policy

## **Breach of Policy**

Contravention of the Equality and Diversity policy will be treated as a disciplinary matter and offenders will be dealt with under the centres Disciplinary policy for staff or the learner Disciplinary Code.

## **Policy review**

Ignite Sport UK Ltd have in place a standardised and systematic monitoring process to ensure the relevance of this policy addendum. In addition, any data which is collected with relates to the implementation of this policy will be used to inform the ongoing management of our organisation and delivery of the products and services.

This policy will be reviewed annually unless there is a change in legislation changes or supporting data identifies that a review is required before this date.

## **Associated Policies**

- Data Protection (GDPR Policy)
- Code of conduct
- Disciplinary Policy

- Bullying and harassment Policy
- Grievance Policy