

ACTIVITY CAMPS



Equality and Inclusion Policy

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Monitoring and Review

This policy will be reviewed annually to ensure they remain correct and are fit for purpose. However, the policy may be reviewed and updated at any time to reflect any changes made by Le Mourier or the regulatory authorities or government legislation

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| Version: | 5/3.24 |
| Policy Launch date | November 2015 |
| Next review date | October 2025 |

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Policy

Le Mourier recognises that discrimination and victimisation is unacceptable and that it is in the interests of the Company and its employees to utilise the skills of the total workforce. It is the aim of the Company to ensure that no child receives less favourable facilities or treatment (either directly or indirectly on grounds of age, disability, gender / gender reassignment, marriage / civil partnership, pregnancy / maternity, race, religion or belief, sex, or sexual orientation (the protected characteristics). All employees, parents/carers and children attending our facilities will be treated fairly and with respect. All employees will be helped and encouraged to develop the full potential and the talents of children in their care and resources of the workforce will be fully utilised to maximise the efficiency of the organisation.

Staff will also identify and take action to combat discrimination in the delivery of the activities, or on any other grounds, which cannot be justified

This policy and the associated arrangements shall operate in accordance with statutory requirements. In addition, full account will be taken of any guidance or Codes of Practice issued by the Equality and Human Rights Commission, Government Departments, and any other regulatory or statutory bodies.

Our commitment

- To create an environment in which individual differences and the contributions of all our staff, parents/carers and children are recognised and valued.
- Everyone is entitled to an environment that promotes dignity and respect to all. No form of intimidation, bullying or harassment will be tolerated.
- Training, development, and progression opportunities are available to all staff.
- To promote equality in the workplace which we believe is good management practice and makes sound business sense.
- All children are given the opportunity to be cared for and included in all aspects of the activities on offer. Where possible this is alongside their peers to develop their full potential.
- Children are encouraged and supported to understand their rights and be guided to understand about ways of challenging discrimination.
- Children are cared for by staff who have been suitably trained in all aspects of equality and diversity including legislation and their responsibilities.
- The managers are expected to examine ways in which diversity can be valued and activities, where possible, are adapted to meet the individual child's needs.
- Staff are expected to offer appropriate support to aid inclusion and ensure that the children and young people can fully participate in Le Mourier's activities. If necessary, seek additional support to do this.
- We will review all our employment practices and procedures to ensure fairness.
- Breaches of our equality policy will be regarded as misconduct and could lead to disciplinary proceedings.
- This policy is fully supported by senior management.
- The policy will be monitored and review annually.

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Management responsibilities

Ensuring the effective implementation and operation of the arrangements will rest with the Chief Executive. Directors / Managers will ensure that they and their staff operate within this policy and arrangements, and that all reasonable and practical steps are taken to avoid discrimination. Management will be responsible for monitoring the operation of the policy in respect of employees and job applications.

Staff responsibilities

Ensuring that no unlawful discrimination rests with all staff and the attitudes of staff are crucial to the successful operation of fair employment practices. All members of staff should:

- Comply with the policy and arrangements.
- Not discriminate in their day-to-day activities or induce others to do so.
- Not victimise, harass, or intimidate other staff or groups who have, or are perceived to have one of the protected characteristics.
- Ensure no individual is discriminated against or harassed because of their association with another individual who has a protected characteristic.
- Inform their line manager if they become aware of any discriminatory practices or behaviour.

Third parties

Third-party harassment occurs where a Company employee is harassed, and the harassment is related to a protected characteristic, by third parties such as parents/carers or children. Le Mourier will not tolerate such actions against its staff, and the employee concerned should inform their manager / supervisor at once that this has occurred. Le Mourier will fully investigate and take all reasonable steps to ensure such harassment does not happen again.

Rights of a disabled person

The Company attaches particular importance to the needs of disabled people.

Under the terms of this policy, managers are required to:

- Make reasonable adjustments to maintain the services of an employee who becomes disabled, for example. training provision of special equipment, reduced working hours.
- Include disabled people in training and development programmes.
- Give full and proper consideration to disabled people who apply for jobs, having regard to making reasonable adjustments for their aptitudes to allow them to be able to do the job.

Equality training

A series of regular briefing sessions will be held for staff on equality issues. These will be repeated as necessary. Equality information is also included in induction programmes.

Training will be provided for managers on this policy and the associated arrangements. All managers who have an involvement in the recruitment and selection process will receive specialist training.

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Document Control

| Version | Published | Changes |
|---------|-----------|---------------------------------------|
| Draft | Nov 2015 | New Document |
| 1.11/15 | Nov 2015 | None |
| 2.4/18 | Apr 2018 | Font and spacing change |
| 3.10/22 | Oct 2022 | Reviewed - No Changes |
| 4.10/23 | Oct 2023 | Reviewed - No Changes |
| 5.3/24 | Mar 2024 | To include children on activity camps |
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