

Equality and Diversity Policy

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Purpose

Swim Tutor are committed to eliminating discrimination and encouraging diversity amongst everyone, we aim to represent all sections of society.

Everyone should feel respected and able to give their best in all they do.

We are committed to ensuring this policy is both implemented and embedded for all ATC staff, customers, and learners. As an Approved Training Centre, we consistently ensure that the training we provide is inclusive and accessible to everyone. All Swim Tutor staff, customers and learners are responsible for the implementation of this policy.

Policy

Our policy is to provide equality and fairness for all ATC staff, customers, and learners and not to discriminate on grounds of gender, marital status (including civil partnerships), race, ethnic origin, colour, nationality, national origin, disability, sexual orientation, religion, or age. STA oppose all forms of unlawful and unfair discrimination.

All Swim Tutor staff, customers, and learners will be treated fairly with respect. Any person involved in the delivery, assessment of our STA qualifications should have equal opportunities to access the qualifications, assessments, related products, and services and that the content of the qualifications and assessments should reflect the wide diverse audience. We strive to support and encourage learners of all abilities to ensure the qualifications are awarded fairly to everyone whilst ensuring the integrity of the qualifications are maintained. All training will be based on aptitude and ability, after making reasonable adjustments or special considerations where appropriate.

All Swim Tutor staff, customers, and learners will be helped and encouraged to develop their full potential and the talents and resources of the workforce will be fully utilised to maximise the efficiency of the business.

It is illegal to discriminate directly or indirectly and hinder equality of opportunity, therefore it is our intention to ensure that nobody is subject to unfair treatment in any way, and we recognise our responsibilities and legal obligations.

Our Equality and Diversity policy is in line with The Equality Act 2010, and we endeavour to take positive action to:

- Provide everybody with the same opportunities for training.
- Ensure everybody is aware of, understands and abides by our Equality Policy to comply with current legislation.
- Take a no-tolerance approach to any form of intimidation, bullying or harassment.
- Develop qualifications, support services and products which take into consideration the needs of all learners and do not unnecessarily discriminate against any individual or group.
- Promote fair access to qualifications, minimising any barriers to access or assessment by implementing reasonable adjustments and special considerations policies.
- Ensure that learning opportunities and fair assessment is open to all who will benefit without compromising the integrity of qualifications.
- Ensure content and language of all written content, including assessment materials and programmes are non-discriminatory and free from any bias or stereotypical wording.
- Monitor our qualifications, entry requirements and assessments to identify barriers to access or achievement and remove or minimise unnecessary barriers or bias which could impact on individuals or groups.

As an Approved Training Centre, Swim Tutor will implement this policy through:

- Ensuring all staff and learners have access to this information to assist them in planning, putting into practice and monitoring their rights and responsibilities under this policy.
- Providing support and relevant training / updates for all staff and revising any policy or practice that could disadvantage individuals or groups.
- Provision of regular CPD / updates for staff
- Ensure all staff, and learners know how to offer feedback and register complaints.

Effective complaints procedures will be used to resolve complaints of discrimination with a full and prompt consideration under this policy, breaches of this policy will be dealt with through our Approved Training Centre Complaints Policy

Monitoring and Review

This policy was written by Fiona Leeson trading as Swim Tutor in March 2023.

This policy will be reviewed annually from the version date, and/or after any appeals have been made, to ensure this policy is fit for purpose.

Review Number	Date of Review	Purpose and Details of Change	Initial
001	24/4/2024	No Changes	FL
002	11/11/2025	No Changes	FL