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# Equality and Diversity Policies

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Effective From: 24/10/2021

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TRS Franchise and The Right Step Dance  
Company (T0: Medway, Maidstone,  
Sittingbourne and Gravesend)

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# EQUALITY AND DIVERSITY POLICIES

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### Definitions

When referring to TRS this includes TRS Franchise and The Right Step Dance Company (T0: Medway, Maidstone, Sittingbourne and Gravesend).

When referring to The Safeguarding Policies this includes this document in its entirety including all of its elements and The Safeguarding Policies should be used in conjunction with all of the TRS Policy and Procedure Documents (TRS policies, procedure documents, risk assessments and code of conducts).

When referring to staff this includes Office staff, TRS Teachers, volunteers and any other person working for TRS.

When referring to individuals this includes those participating in dance or movement facilitated by a staff member.

When referring to the organisation this makes reference to the company who have a contract with The Right Step Dance Company and/or the venue in which the class is being held.

### Statement

Everyone has the right to work, do business and participate in social activities in an environment free from discrimination and harassment.

TRS demonstrates its commitment to equal opportunities in every area of its business and believes that everyone has the right to experience the power of self-expression through dance, movement and the arts.

TRS is opposed to any form of discrimination on the grounds of age, ability, gender, marriage or civil partnership, religion, race, sexual orientation etc.

TRS will endeavour to use venues for dance participation that are easily accessible and have a range of accessible facilities, but recognises that there are times this might not be possible. For example, when the organisation makes the final decision as to where the session will be held.

TRS recognises and values peoples' differences and will assist them to use their talents to reach their full potential. Staff are encouraged to take needs into account when planning and delivering and adjust their practice accordingly.

### Roles and Responsibilities

#### TRS:

- To lead by example.
- To ensure that staff understand and feel comfortable implementing the various policies and procedures available to them.
- To ensure staff are given clear guidelines and role description(s).

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- To pass information between the organisation and staff members and vice versa as appropriate.

### **Staff:**

- Uphold the statements and commitments of this policy in all of their work.
- To lead by example.
- Staff are personally liable under equality legislation for any act of unlawful discrimination.

## Recruitment and Engagement Policy

### Policy Statement

A fair, objective and transparent approach (as appropriate when taking into account privacy and data protection) will be used throughout TRS during the process of recruitment and engagement.

### Aims and Objectives

- For TRS to operate fair recruitment and promotion procedures that do not unlawfully discriminate.
- For prospective staff to know where they stand.
- For staff members to feel supported in their career progression.

### TRS Responsibilities

- To advertise work and opportunities in a cost effective way that includes an allowance for current staff to be made aware of the new opportunity before members of the public.
- TRS Teachers will work through the teacher standards. TRS will endeavor to do everything reasonably possible to ensure each prospective and current TRS Teacher receives the same support during their engagement and career progression.
- Ensure that every individual is assessed according to their personal capability to carry out a given job / role.
- Ensure staff are treated equally with regards to terms and conditions of employment, provided they do similar work or work of equal value.
- Ensure equal opportunities and non-discrimination in the operation of grievance and disciplinary procedures.

### Staff Responsibilities

- To do all they can to ensure they recruit, train and promote people based on qualifications, experience and abilities for all roles within TRS.

### Further Considerations

- All potential staff will be required to send a CV to the relevant person before being considered for interview. If needs require, this might be in the form of a video or aural CV.
- Interviews will be conducted at the TRS office or, if needs require, a more appropriate venue. Distance from both parties, facilities and access will all be taken into account when choosing a venue for interview.
- The health, safety and wellbeing of staff and individuals, especially those who are under the age of 18, is paramount to this procedure and any disabilities, needs and requirements will be considered in relation to this.
- Clean Enhanced DBS checks (previously known as CRB Checks) are required of all staff before engagement to a paid role. Volunteers may attend without a DBS check, but must be accompanied by a staff member who has a clean Enhanced DBS Check at all times.

## Etiquette Policy

### Policy Statement

We are a community dance company with a community spirit and this policy reflects what is already happening with TRS and our wider community.

### Aims and Objectives

- For TRS to be a happy place to dance and work where staff, participants and the organisations we work with feel safe and protected.
- To foster meaningful relationships and create a comfortable and relaxed atmosphere in all we do.
- For all involved to practice positive etiquette in order to enhance communication standards for mutually respectful relationships and professionalism.
- For staff, participants and others we work with to be treated fairly and respectfully irrespective of race, sex, nationality, designation, ability etc.
- To protect staff and the wider TRS community from feeling embarrassed, awkward, forced to do something, uncomfortable, unhappy etc.

### TRS Responsibilities

- TRS will support staff as they abide by this policy especially in unusual circumstances and with staff members who require extra support with etiquette, social 'norms' and communication.
- TRS agrees that appropriate actions will be taken when the expectations in this policy are not met.

### Staff Responsibilities

- All TRS Team members are expected to be respectful and trustworthy with each other, the company and the people we work with.
- Staff are expected to be understanding and supportive of other team member's work and personal life including work life balance and differing work hours.
- Dance teachers will not take on work / lessons regularly taught by other team members and teach them for themselves. In the same vein, they will not make contact with staff members at organisations where dance teachers regularly work unless prior, appropriate permission has been sort.
- Dance teachers will not advertise outside projects, events or lessons (dance or otherwise) within TRS lessons or the team WhatsApp groups unless prior appropriate permission is sort.
- Notice periods are not included in contracts, but dance teachers must consider the impact of notice when reneging a contract. More notice provides more time for all involved. Lack of notice has an impact on the participants as they need the opportunity to say goodbye. A proper handover to the new dance teacher should always be achieved so that they are in the position to confidently and effectively teach the remaining lessons. For clubs in schools there is also an impact for parents and school staff. The more notice given, the more likely that TRS is able to find a suitable replacement so that the dance teacher can leave their lessons in good hands.

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- When in training with TRS Training or external training providers, experiences and information of a sensitive nature may be shared by those involved with the course (trainees and trainer). Everyone within TRS will keep it appropriately confidential.
- Sharing of ideas, magic moments and asking questions is common and encouraged between TRS Teachers. Team members will use this sharing in an appropriate and supportive way that also respects the nature of TRS, its Policy and Procedure Documents and copyright law.

### Further Considerations

- Nobody within our community should hesitate to say 'sorry' or apologise for errors or mistakes. These things happen and our community is a supportive and understanding environment.

### Participation Policy

TRS aims to provide an overall programme of dance that is inclusive and diverse and that recognises the needs of individuals, but recognises that this may be difficult to achieve as the organisations request the classes that are provided.

By striving to work with TRS Teachers who have varied experiences, TRS hopes that organisations will recognise that there is an opportunity for more diverse dance practice and that they will be encouraged to initiate opportunities for a varied and diverse range of people.

Staff are encouraged to use the 'Coaching Programme' when teaching children and in this document, rule number 4 is applicable to this policy; 'Join in so that you can have fun'. Staff should recognise that although it is the individuals' choice to dance, they should encourage and support them to engage in the opportunity through the use of words and techniques, by planning appropriately and by using their training and experience to inform their practice.

### Anti - Bullying Policy Policy Statement

As an organisation, TRS takes bullying very seriously and recognises that bullying may take place both within the dance space and outside it.

Bullying will not be tolerated.

This policy will be used in conjunction with all of the TRS Policies and Procedure Documents, especially the Harassment Policy as Bullying and Harassment are similar and may cross over at points.

### Definitions

Bullying is unacceptable behaviour used by an individual or group, usually repeated over time, that intentionally hurts another individual or group either physically or emotionally.

Bullying takes place when there is an imbalance of power.

### **Aims and Objectives**

- For staff and individuals to understand and recognise what bullying is.
- For staff and individuals to be confident that reports of bullying will be explored and dealt with swiftly.
- For organisations to feel that their policies and procedure have been taken into account in the implementation of this policy.

### **TRS Responsibilities**

- To provide a point of contact for concerns from staff, organisations or individuals.
- To support staff if bullying is present in their class and to help them work with the organisation in dealing with bullying.
- To investigate reports of bullying.
- To take the organisation's Anti – Bullying Policy into account when responding to a situation / report of bullying.
- To lead by example.

### **Staff Responsibilities**

- To remain vigilant and to take bullying seriously.
- Use a variety of methods to prevent bullying in the dance space.
- To share concerns with the appropriate person either at the organisation and / or within TRS and to stay involved during the process of stopping any bullying that may be taking place.
- To use their experience and training in dealing with bullying.
- To take the organisation's Anti – Bullying Policy into account when responding to a situation / report of bullying.
- To lead by example.
- Use the 'Report Form' where necessary.

### **Help and support can be found at:**

Kidscape (Equipping young people, parents and professionals with the skills to tackle bullying and safeguarding issues across the UK)

[www.kidscape.org.uk](http://www.kidscape.org.uk)

BullyingUK (listening, supportive and non-judgemental)

[www.bullying.co.uk](http://www.bullying.co.uk)



### Harassment Policy

As an organisation, TRS takes harassment very seriously and recognises that harassment may take place both within the dance space and outside it.

Harassment will not be tolerated.

This policy will be used in conjunction with all of the TRS Policies and Procedure Documents, especially the Anti-Bullying Policy as Bullying and Harassment are similar and may cross over at points.

TRS is committed to promoting a good and harmonious working environment where every member of staff is treated with respect and dignity. No one should feel threatened, intimidated or degraded.

Everyone carries a personal responsibility for their own behaviour and for ensuring that their conduct is in accordance with the principles set out within this policy.

### Definitions

Harassment may be a single incident or series of incidents and tends to focus on gender, race, ethnic background, colour, religion or belief, sexual orientation, socio-economic background, physical characteristics or disability. This policy also covers harassment that falls out of these categories.

Harassment may be unwanted by the recipient, be considered objectionable or cause humiliation, offence, distress or detrimental effect.

### Aims and Objectives

- For staff and individuals to understand and recognise what harassment is.
- For staff and individuals to be confident that reports of harassment will be explored and dealt with swiftly.

### TRS Responsibilities

- To provide a point of contact for concerns from staff, organisations or individuals.
- To listen carefully to concerns raised, respect each person's point of view and to endeavour to understand and acknowledge each person's reaction / perception to another's behaviour.
- To investigate reports of harassment.
- To lead by example.
- To keep a detailed record of all allegations and the outcomes of each allegation of harassment where the complaint is upheld. To ensure all parties involved are informed of the situation as is appropriate.
- To ensure allegations of harassment are considered / investigated by more than one member of management staff.
- Following investigation and if the complaint is upheld to the disciplinary stage, TRS will use the appropriate action(s). These action(s) may include, but are not limited to:
  - A formal written warning
  - Dismissal
  - Arrangements made for both parties to work as separately as possible

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- Request that the harasser attend training course(s)

### **Staff Responsibilities**

- To remain vigilant and to take harassment seriously.
- To share concerns with the appropriate person within TRS.
- To lead by example.
- Use the 'Report Form' where necessary.

### **Help and support can be found at:**

Citizen's Advice

[www.citizensadvice.org.uk/work/discrimination-at-work/what-are-the-different-types-of-discrimination/harassment-at-work](http://www.citizensadvice.org.uk/work/discrimination-at-work/what-are-the-different-types-of-discrimination/harassment-at-work)

## Whistle Blowing Policy

### Policy Statement

TRS is committed to openness, accountability and integrity in line with that commitment.

The Whistle Blowing Policy is similar to elements of the Safeguarding Policies and staff members and individuals should remind themselves of both policies and related procedures before proceeding.

TRS assures staff and individuals that concerns are raised in a private environment free from judgement and that all concerns will be taken seriously and the necessary avenues will be explored. TRS cannot assure staff and individuals that concerns won't be explored using avenues outside of TRS because all concerns must be explored appropriately.

### Definitions

Whistle Blowing is defined as 'raising concerns about misconduct within an organisation or within an independent structure associated with it' (Nolan Committee on Standards in Public Life).

A Whistle Blower is someone who reports wrong doing. This will usually be wrong doing that they have been seen at work. The wrong doing must be in the public interest. This means it must affect others, e.g. the general public. A concern can be raised about an incident that happened in the past, is happening now, or that may happen in the near future.

### Aims and Objectives

- To encourage staff members to report suspected wrong doing as soon as possible in the knowledge that their concerns will be taken seriously and investigated.
- To provide guidance on how to raise concerns.
- To reassure those raising concerns 'made in the public interest' will be heard, acknowledged and acted upon.
- For organisations to feel that their policies and procedure have been taken into account in the implementation of this policy.

### How to Raise a Concern

In order for TRS to be inclusive and to work towards ensuring all concerns are raised, there are various ways in order to raise a concern.

- Fill in the 'Report Form' document including as much detail as possible and send it to a member of senior management. This might be your manager within the territory you are working in or within the wider TRS network.
- Speak to your manager in person or over the phone.
- There are ways to whistle blow outside of TRS and these should be used if you feel you have exhausted internal avenues and further information about this can be found online. These include contacting Ofstead (with regards to children's services), the CQC (Care Quality Commission) or the local authority.

Whichever route you choose it is important to take into account that the information you are sharing may be confidential and so only speak to the appropriate person. You should be prepared to give this person as much and as detailed information as possible.

### **Further Information and Support**

Rebecca Ashton, Director of TRS Franchise and The Right Step Dance Company.  
[rebecca.ashton@therightstepdc.co.uk](mailto:rebecca.ashton@therightstepdc.co.uk)

Ofsted (Office for Standards in Education, Children's Services and Skills)

[www.gov.uk/government/organisations/ofsted](http://www.gov.uk/government/organisations/ofsted)

[enquiries@ofsted.gov.uk](mailto:enquiries@ofsted.gov.uk)

0300 123 466 (About concerns)

CQC (Care Quality Commission)

[www.cqc.org.uk](http://www.cqc.org.uk)

03000 616 161

## **Staff Maternity, Babies and Children Policy**

### **Policy Statement**

TRS is committed to supporting staff members in their choices and needs throughout pregnancy and / or being a mother / father.

The Away From Work Policy should be used in conjunction with this policy.

TRS is very supportive of staff members who choose to have children and supports each staff member individually based on their circumstances and needs.

### **Aims and Objectives**

- To encourage an open and honest relationship between TRS and staff members to benefit both parents, their child(ren) and others involved.
- To support the mother to help keep herself and the baby safe and healthy during pregnancy.

### **TRS Responsibilities**

- To provide opportunity for the staff member to meet with management as outlined in the Away From Work Policy.
- TRS managers will not inform anyone of the pregnancy unless the parent gives permission to do so and until it reaches the point that organisations need to be made aware for their own policy and procedure.
- To provide opportunity for mothers and fathers working in the TRS office to change their timetable as their baby / family grows.

### **Staff Responsibilities**

- To read their contract with regards to maternity provision. As most staff work on a contractual basis many Pregnant Employee Rights do not apply.
- Inform TRS of the pregnancy within the first trimester or as soon as the mother knows (if this is after) so the discussion may begin immediately as to how classes can continue to be taught safely and effectively for mother, baby and participants.
- To take part in discussion with TRS to create an away from work and support plan.
- To plan childcare well in advance. Babies and children cannot accompany staff members to class.
- If the staff member is a TRS Teacher and breastfeeding mother she needs to organise time to breastfeed around class times and / or find alternative options such as expression. Breastfeeding cannot take place during class times.
- If the staff member is working in the TRS office and breastfeeding a plan should be drawn up to support this so the mother is able to fulfil their child's needs and meet the requirements of her contract. For example, breastfeeding breaks can be included in the day in a way that allows the mother to also complete her designated work hours. The staff member needs to inform TRS if this is a requirement for them.

### **Further Information and Support**

Government Advice

<https://www.gov.uk/working-when-pregnant-your-rights>

NHS Advice

<http://www.nhs.uk/conditions/pregnancy-and-baby/pages/your-health-at-work-pregnant.aspx>