British Taekwondo Council

Equity Policies

Version 2

Printed March 2017

BTC Ltd is recognised by **UK Sport** as the NGB for Tae Kwon Do in the UK

BRITISH TAEKWONDO COUNCIL

Equity Policy

Version	Author	Date	Review Date
2	Trevor Nicholls	Feb 2017	Feb 2019

Section	Title	Page
1	Introduction	1
2	Scope	1-2
3	BTC Commitment	2
4	Responsibilities of Management	2-3
5	Responsibilities of Staff	3
6	Third Parties	3
7	Related Policies and Arrangements	3
8	Rights of Disabled People	3-4
9	Transgender Athletes	4
10	Equity Training	4
11	Monitoring	4
APPENDICES		
	Inclusion Policy	
	Transgender Policy	

1. INTRODUCTION

British Taekwondo Council Limited (hereinafter BTC) recognises that discrimination and victimisation is unacceptable and that it is in the interests of BTC and its employees to utilise the skills of the total workforce.

2. SCOPE

It is the aim of BTC to ensure that no employee or job applicant receives less favourable facilities or treatment (either directly or indirectly) in recruitment or employment on grounds of the "protected characteristics" under the Act:

- Age
- Disability
- Gender reassignment
- Marriage and civil partnership
- Pregnancy and maternity
- Race
- Religion and belief
- Sex
- Sexual orientation

Our aim is that our workforce will be truly representative of all sections of society and each employee feels respected and able to give of their best.

We oppose all forms of unlawful and unfair discrimination or victimisation. To that end the purpose of this policy is to provide equality and fairness for all in our employment.

All employees, whether part-time, full-time or temporary, will be treated fairly and with respect. Selection for employment, promotion, training or any other benefit will be on the basis of aptitude and ability. All employees 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 organisation.

Our staff will not discriminate directly or indirectly, or harass customers or clients because of age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, sex, and sexual orientation in the provision of BTC's goods and services.

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, any Government Departments, and any other statutory bodies.

3. BTC COMMITMENT

- To create an environment in which individual differences and the contributions of all our staff are recognised and valued.
- Every employee is entitled to a working 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.
- 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 and has been agreed with Member Organisations / employee representatives.
- The policy will be monitored and reviewed regularly

4. RESPONSIBILITES OF MANAGEMENT

Responsibility for ensuring the effective implementation and operation of the arrangements will rest with the Chief Executive. Directors / Member Organisation representatives 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. Each Member Organisation representative will ensure that:

- all their staff are aware of the policy and the arrangements, and the reasons for the policy;
- grievances concerning discrimination are dealt with properly, fairly and as quickly as possible;
- proper records are maintained.

Head Office will be responsible for monitoring the operation of the policy in respect of employees and job applicants, including periodic departmental audits.

5. RESPONSIBILITIES OF STAFF

Responsibility for ensuring that there is no unlawful discrimination rests with all staff and the attitudes of staff are crucial to the successful operation of fair employment practices. In particular, 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 manager if they become aware of any discriminatory practice.

6. 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 clients or customers. BTC will not tolerate such actions against its staff, and the employee concerned should inform their manager / supervisor at once that this has occurred.

BTC will fully investigate and take all reasonable steps to ensure such harassment does not happen again.

7. RELATED POLICIES AND ARRANGEMENTS

All employment policies and arrangements have a bearing on equality of opportunity. BTC policies will be reviewed regularly and any discriminatory elements removed.

8. RIGHTS OF DISABLED PEOPLE

BTC attaches particular importance to the needs of disabled people.

Under the terms of this policy, Member Organisation representatives are required to:

- make reasonable adjustment to maintain the services of an employee who becomes disabled, for example, training, provision of special equipment, reduced working hours. (NB: Member Organisation representatives are expected to seek advice on the availability of advice and guidance from external agencies to maintain disabled people in employment);
- include disabled people in training/development programmes;
- give full and proper consideration to disabled people who apply for jobs, having regard to making reasonable adjustments for their particular aptitudes and abilities to allow them to be able to do the job.

9. TRANSGENDER ATHLETES

BTC Ltd considers that Taekwondo is a gender affected sport under the Equality Act 2010. In consultation with Member Organisations and Taekwondo athletes, a BTC Transgender Policy has been developed and added to the BTC suite of policies and procedures.

10. EQUITY TRAINING

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

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

11. MONITORING

- BTC deems it appropriate to state its intention not to discriminate and assumes that this will be translated into practice consistently across the organisation as a whole. Accordingly, a monitoring system will be introduced to measure the effectiveness of the policy and arrangements.
- The system will involve the routine collection and analysis of information on employees by gender, marital status, ethnic origin, sexual orientation, religion / beliefs, grade and length of service in current grade. Information regarding the number of staff who declare themselves as disabled will also be maintained.

- There will also be regular assessments to measure the extent to which recruitment to first appointment, internal promotion and access to training/development opportunities affect equal opportunities for all groups.
- We will maintain information on staff who have been involved in certain key policies: Disciplinary, Grievance and Bullying & Harassment.
- Where appropriate, **equality impact assessments** will be carried out on the results of monitoring to ascertain the effect of BTC policies and our services / products may have on those who experience them.
- The information collected for monitoring purposes will be treated as confidential and it will not be used for any other purpose.
- If monitoring shows that BTC, or areas within it, are not representative, or that sections of our workforce are not progressing properly within BTC, then an action plan will be developed to address these issues. This will include a review of recruitment and selection procedures, BTC policies and practices as well as consideration of taking legal Positive Action.

BRITISH TAEKWONDO COUNCIL

Inclusion Policy

Version	Author	Date	Review Date
2	Trevor Nicholls	May 2016	May 2018

Section	Title	Page
1	Introduction	2
2	Mission statement	2
3	The British Taekwondo Council and its Member Organisations' Schemes of Work	2
4	How does the syllabus incorporate all?	3
5	How is successful inclusion achieved?	3
6	The Role of Member Organisation Instructors	4
7	What happens if Students are not achieving their highest potential?	4-5
8	Summary of BTC Inclusion Policy's Key aims	5-6
9	Conclusion	6

1. INTRODUCTION

The British Taekwondo Council Ltd (BTC) and its Member Organisations acknowledge the value of each of its members' individuality. For the BTC it is a truism that each individual is different and unique. The BTC recognises that within its member organisations there are a variety of differences amongst people who are practitioners, Instructors, parents/careers and other who the BTC liaise with. The BTC and its member organisations are fully committed to provide each individual with the opportunity to achieve their highest standards. Through appropriate intervention and correct provisions put in place by the BTC and its member organisations the BTC agree confident that each individual are able to reach their full potential.

2. MISSION STATEMENT

The BTC's purpose is to make all of its member organisations inclusive. It is the predominate aim of the BTC that all individuals are encouraged to reach their optimum potential and in doing so it is the role of the BTC to remove all potential obstacles which could have a detrimental effect on a single individual or group. Therefore it is essential that equality of opportunity is represented in all groups of people. The BTC acknowledges the diversity of people which makes up its Member Organisations within the BTC schools/clubs. Taekwondo recognises the need to supply opportunities for all, irrespective of differences in:

- Age
- Gender
- Minority ethnic and faith groups
- Children with special educational needs
- Gifted Individuals – Talent pathway programmes
- Differences in social or cultural backgrounds
- Sexual orientation
- Children and adults with disabilities
- Ability

3. THE BRITISH TAEKWONDO COUNCIL AND ITS MEMBER ORGANISATIONS' SCHEMES OF WORK

The BTC Member organisations' unique syllabi are the starting point for inclusive practice. All member organisations follow this necessary component in order for inclusion to be deemed successful. Individual action plans are met through the adaptation of original syllabi to support the needs of each individual or group of individuals who are involved with Taekwondo whether in NGB-recognised community clubs, satellite clubs, in-curriculum or after-school sessions.

The syllabus each Member Organisation follows provides an outline for instructors to adapt and manipulate their planning in order to cater for the needs of the pupils in each group. The syllabus acts as a blueprint for all instructors which they are able to modify to meet the vastly different needs of the learners in front of them in each lesson they deliver.

4. HOW DOES THE SYLLABUS INCORPORATE ALL?

The BTC Member Organisations' unique syllabi outline tasks and challenges in order to monitor students' learning, understanding and progression, usually through a hierarchical system of grading and continuing assessments. Instructors amend tasks and learning challenges where deemed necessary in order to compensate for all types of individuals that make up a class.

The BTC endeavours to include all individuals and in doing so overcome barriers of assessments and learning, introducing, where deemed necessary, a number of possible provisions such as:

- Introducing both short term and long term individual action plans
- Introducing private lessons
- Introducing the possibility of semi-private lessons
- Alternative local schools/classes which could have different dynamics and size
- Alternative registered BTC instructors

Above are ideas and examples, and not intended to be limiting. All possible alternative provision which promotes success for an individual is welcomed.

The BTC seeks to remove all possible barriers which could arise when taking part in both learning the martial art and being assessed in the martial art. It is therefore the role of the BTC and its Member Organisations to adapt syllabi and assessments in order to accommodate all individuals and ensure their continued active involvement. Planning is our key priority to successful inclusion.

5. HOW IS SUCCESSFUL INCLUSION ACHIEVED?

The BTC recognise that inclusion is not something which will happen overnight. The BTC will regularly monitor and evaluate this policy to ensure that all its Member Organisations are working towards becoming fully inclusive clubs and schools.

Instructors are able to self-evaluate by asking some simple questions. These questions alone can provide profound answers as to whether or not successful inclusion is occurring within their school/club.

- Do all of the students achieve their best?
- Are each individual's needs met?
- Are the higher ability athletes being catered for (Talent Pathway) and are the mixed ability and lower ability individuals within a group feeling recognised and self-worthy?
- To what existent are people achieving their full potential? If people are not achieving their personal optimum results, what are we doing to change this?
- Are the provisions and actions which we have put in place having an effect? Is this effect positive?
- Are the dynamics of the class inclusive? Do all students work together in a homogenous manner?

6. THE ROLE OF MEMBER ORGANISATION INSTRUCTORS

The BTC and its Member Organisations realise that for their schools to be fully inclusive the role of the instructors is at the core of it becoming successful. The BTC seek to provide each individual with the same opportunities to reach their own highest possible level of achievement.

The BTC Member Organisations instructors look at the makeup of their school and analyse if high achievement for all is being upheld.

Instructors look at the diverse make up of their class and set this against the attainment agreed with students to ensure that each individual is achieving as much success as possible, in context to their highest achievement possible.

Instructors use on-going assessments of student progression, alongside grading of students when deemed ready. These on-going assessments made by instructors enable careful planning which is able to incorporate the mixed calibre of students which makes up a class. All groups of people who participate should be able to acknowledge their self-worth. It is therefore essential that achievable goals with the general consensus of achieving success and avoidance of failure are set.

Instructor session planning is crucial in order to incorporate all students and all diverse needs. It is through on-going assessments the ranging abilities within a class are brought to light. Lessons plans based on assessment data make it possible for differentiation within lessons to occur so all students' needs are met.

7. WHAT HAPPENS IF STUDENTS ARE NOT ACHIEVING THEIR HIGHEST POTENTIAL?

The BTC recognises at times students fall below what is expected however it is then the role of the Member Organisations' instructors to rectify this.

Collaboration and communication are essential, both between instructors, students and, if necessary, those responsible for students. The goals set by instructors for students are made clear to students and what is expected of each individual is understood; likewise what is expected of the instructor is reciprocated.

The introduction of individual action plans can be encouraged. If a student is falling below what is expected and not attaining their full potential then intervention is vital. Instructors enable the student to succeed and avoid failure by planning individual's lessons which work parallel with the specific needs of that student. Carrying out individual action plans cater for the individual's needs and promotes success and, in turn, self-esteem. Instructors will review action plans to ensure firstly that needs are met and secondly students are being pushed to reach attainable goals.

Students' success does not always fall below their expected level but in fact frequently exceeds their expected level. When a student's achievement is exceeding what is expected of them it is the role of the Instructor to cater for this.

To ensure a student's full potential is being reached the BTC and its Member Organisations recognise the need that individual action plans may also be necessary for higher achievers. Instructors are able to plan work that once again is parallel with

the needs for that specific individual or group of individuals. This can come in the form of using the syllabus of higher grades and adapting it to cater for high achieving pupils. Alternatively adaptations to lessons to extend the breadth of techniques can be directed to high achieving pupils whilst working to the blue print plans of other students in the class.

In following individual action plans and instructor adaptations of lessons to suit all needs, the BTC and its Member Organisations offer routes to ensure pupil progression is always sustained. The BTC wants all of its students to achieve their highest level achievement. It therefore recognises that for some pupils' local club training is not enough. It is through the instructors' on-going assessments of students that they are able to suggest furthering student training. The BTC offers regional, national and International training camps, seminars and competitions through its talent pathway programme.

Instructors are responsible for ensuring that all students:

- Create a homogenous environment where each individual is made to feel safe and secure
- Recognise and appreciate differences in the students that make up a class
- All group activities are selected in order to promote success of all individuals
- Individuals have challenging but achievable targets
- Group activities are mixed to include all students
- Participation for everyone

8. SUMMARY OF BTC INCLUSION POLICY'S KEY AIMS

The key aims of the BTC Inclusion Policy are as follows:

- The BTC seeks through its Member Organisations to ensure all children/ adults are able to access Taekwondo irrespective of any barriers they may encounter.

- Correct provisions are put in place by the BTC Member Organisations to support each student in the reality of optimising their full potential. It is the role of the BTC Member Organisations to ensure all barriers which could prevent reaching the optimum state are removed.

- It is crucial to the BTC that all clubs, schools, and associated events, such as competitions, promote and sustain a caring and developing environment in which both staff and students are made to feel safe. The BTC works on the principle that every individual is valued.

- The BTC and its Member Organisations value the co-operation of students, parents, carers and any others not mentioned. The BTC recognise that successful inclusion is highly dependent on the collaboration between Member Organisations and those responsible for care of individuals. Working in partnership with one another ensures individual needs are met.

- To integrate people from all walks of life into Taekwondo. The promotion of inclusive practice is our fundamental aim which we constantly strive to achieve.

- It is the aim of the BTC to support existing students who already take part in Taekwondo as well as introducing, guiding and putting in place any provisions to meet the needs of new students.

- To promote inclusive practice in all types of people not only in general practicing of sport but also in events such as seminars, training camps, competitions both national and international.

- To ensure those athletes who are deemed to be of national and international standard are made aware of the options available to them in order for them to progress.

- To influence the development of inclusive practice within regional, national and international competitions.

This policy should be read in conjunction with the BTC Code of Conduct and Ethics and also the Talent Pathway Programme – event specific (GB Taekwondo).

9. CONCLUSION

The BTC and its Member Organisations pride themselves on being an inclusive establishment. Every individual who is actively involved in Taekwondo under the BTC is valued for their own individuality and what they bring to clubs/schools. The BTC through its Member Organisations welcome all students irrespective of differences and treat every individual on their own merits. The BTC will endeavour to provide the appropriate provisions for every individual and their specific needs. The BTC through its Member Organisations will continually work towards becoming inclusive with every existing and new member they welcome. Achieving the highest standards for all is the highest concern for the BTC and its Member Organisations.

BRITISH TAEKWONDO COUNCIL

Transgender Policy

Version	Author	Date	Review Date
1	BTC	Jan 2017	Jan 2019

Section	Title	Page
1	Mission statement	2
2	Purpose of the Policy	2
3	The BTC's Commitment	2
4	Definitions	2
5	Scope of the Policy	2
6	Competition	2
7	Male to Female Transgender	3
8	Female to Male Transgender	3
9	Confidentiality	3
10	Protection against Harassment and Bullying	3

1. Mission Statement

The BTC and its member organisations acknowledge the value of each member's individuality. It is the core aim of the BTC that all individuals are encouraged to reach their full potential. We will seek to achieve this through the creation of a safe, inclusive and welcoming environment.

2. Purpose of the Policy

The purpose of this policy is to support those involved in Taekwondo, particularly instructors, to respond appropriately, sensitively and fairly with transgender individuals. This includes BTC and member organisation tournaments and national team selection.

This policy exists to reassure transgender students of the protection and support they have, both within law and BTC policies and procedures.

The policy also supports member organisations in meeting the requirements of the Equality Act 2010, which lists gender reassignment as one of the nine protected characteristics on the grounds of which people are protected from unlawful discrimination.

3. The BTC's Commitment

The BTC is fully committed to tackling transphobia and promoting the inclusion of transgender individuals in Taekwondo

The BTC aims to create an inclusive, trans-friendly culture in Taekwondo, free from discrimination, harassment and victimisation.

No person will be treated less favourably on the grounds of transgender identity or reassignment.

4. Definitions

In this policy, 'female' refers to an individual living as and identifying as female on a full-time basis.

In this policy, 'male' refers to an individual living as and identifying as male on a full-time basis.

5. Scope of the Policy

This policy applies to BTC and member organisation sanctioned events including competitions and gradings.

BTC members should comply with, and adopt, this policy and associated guidance as a minimum standard within their clubs.

6. Competition

A transgender student who wishes to compete solely in the patterns division will be eligible to compete as the sex with which they identify.

7. Male to Female Transgender

Transgender students who have transitioned before puberty, or students who have not yet entered puberty will be eligible to compete as a female.

Transgender students who have transitioned after puberty must demonstrate that their total testosterone level in serum has been below 10nmol/L for at least 12 months prior to their first competition.

8. Female to Male Transgender

Female to Male transgender students will be eligible to compete in the male divisions without restriction.

9. Confidentiality

The BTC will respect the confidentiality of all transgender individuals.

10. Protection against Harassment and Bullying

The BTC recognises it is the right of every individual to choose whether to be open about their gender identity and history. To 'out' someone without permission is a form of harassment and a criminal offence.

Transphobic bullying and harassment contravenes the BTC's Code of Conduct and Equity Policy.