

EALING TRAILFINDERS FOUNDATION

Equality, Diversity, and Inclusion Policy

Championing an inclusive environment for all

Version:	1.0
Date approved:	May 2026
Approved by:	Tom Roberts, Chair of Trustees
Policy owner:	Ian Isham, Head of Community and Foundation
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The Ealing Trailfinders Foundation is committed to ensuring that everyone — regardless of age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex, or sexual orientation — has an equal opportunity to participate in, volunteer for, and benefit from our programmes.

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1. Policy Statement

The Ealing Trailfinders Foundation (the "Foundation") is committed to promoting equality, valuing diversity, and fostering an inclusive environment across all of its programmes, activities, and operations. We believe that sport has the power to bring people together, break down barriers, and build stronger communities — and that every person deserves the opportunity to take part, regardless of their background or identity.

We recognise that discrimination, harassment, and exclusion remain real barriers for many people in sport and in wider society. This policy sets out our commitment to actively challenging those barriers and ensuring that the Foundation is a welcoming, fair, and respectful place for everyone.

The Foundation will not tolerate discrimination, bullying, harassment, or victimisation of any kind — whether directed at participants, staff, volunteers, trustees, or anyone else associated with our work. This applies both during Foundation activities and in any related online or digital communication.

Equality, diversity, and inclusion are not simply legal obligations — they are core values of the Foundation and are central to achieving our mission.

2. Scope

This policy applies to:

- All Foundation staff (paid and voluntary), trustees, contractors, and delivery partners.
- All participants in Foundation programmes, events, and activities.
- All aspects of the Foundation's work, including recruitment, programme delivery, communications, and governance.
- All venues and environments in which the Foundation operates.
- Online and digital communications carried out on behalf of the Foundation.

This policy should be read alongside the Foundation's Safeguarding Policy and Health and Safety Policy, both of which contain provisions relevant to the protection and inclusion of all individuals.

3. Legislative Framework

The Foundation's approach to equality, diversity, and inclusion is underpinned by the following:

- The Equality Act 2010 — the primary legislation covering discrimination and equal treatment in Great Britain.
- The Human Rights Act 1998 — incorporating the European Convention on Human Rights into UK law.
- The Children Act 1989 and 2004 — placing a duty of care on organisations working with children.
- The Public Sector Equality Duty (Equality Act 2010, s.149) — where applicable to publicly funded activities.
- UN Convention on the Rights of the Child.
- Sport England's Code of Sport Governance and inclusion guidance.
- RFU Equality, Diversity and Inclusion Policy and guidance.

4. The Nine Protected Characteristics

The Equality Act 2010 protects individuals from discrimination on the basis of the following nine characteristics. The Foundation is committed to ensuring that no one is treated unfairly on account of any of these:

Protected Characteristic	Description
Age	This includes people of all ages — children, young people, and adults. The Foundation serves participants across a wide age range and

	will not treat any person less favourably on account of their age.
Disability	A physical or mental impairment that has a substantial and long-term adverse effect on a person's ability to carry out normal day-to-day activities. The Foundation will make reasonable adjustments to ensure that disabled people can participate fully.
Gender Reassignment	Applies to people who are proposing to undergo, are undergoing, or have undergone a process of reassigning their sex. The Foundation will treat all individuals with respect and dignity, regardless of their gender identity.
Marriage and Civil Partnership	Protects individuals from discrimination in the workplace based on their marital or civil partnership status. This applies in the context of Foundation employment and volunteering.
Pregnancy and Maternity	Protects individuals from unfavourable treatment during pregnancy and maternity leave. The Foundation will support staff and volunteers who are pregnant or on maternity leave.
Race	Includes colour, nationality, and ethnic or national origin. The Foundation is committed to anti-racist practice and will actively challenge racist language, behaviour, or attitudes.
Religion or Belief	Includes any religion, religious belief, or philosophical belief, as well as a lack of religion or belief. The Foundation will respect the faith and belief commitments of all participants and staff.
Sex	Protects individuals from discrimination on the basis of being male or female. The Foundation is committed to ensuring equal opportunities for all genders across its programmes.
Sexual Orientation	Refers to whether a person's sexual attraction is towards their own sex, the opposite sex, or both. The Foundation is committed to creating an inclusive environment for LGBTQ+ participants, staff, and volunteers.

5. Roles and Responsibilities

5.1 EDI Lead

The Foundation designates a named EDI Lead responsible for overseeing implementation of this policy.

Name:	Ian Isham
Role:	Head of Community and Foundation
Email:	ian.isham@etprm.com
Telephone:	07599 712431

5.2 All Staff and Volunteers

Every member of staff, volunteer, and trustee is responsible for:

- Treating all individuals with dignity and respect at all times.
- Actively promoting an inclusive environment within their role.
- Challenging discriminatory behaviour, language, or attitudes promptly and appropriately.
- Reporting any EDI concerns or incidents to the EDI Lead.
- Completing all required EDI training.
- Acting as a positive role model for participants, particularly children and young people.

5.3 The Board of Trustees

The Board of Trustees is responsible for:

- Providing strategic leadership on equality, diversity, and inclusion.
- Ensuring the Foundation has effective EDI policies and the resources to implement them.
- Monitoring EDI data and outcomes and holding the organisation to account for progress.
- Ensuring the Board itself reflects the diversity of the communities the Foundation serves, as far as possible.

Trustee EDI Lead:	Tom Roberts, Chair of Trustees
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6. Types of Unlawful Discrimination

The Equality Act 2010 defines several forms of unlawful discrimination. All Foundation staff, volunteers, and trustees must be aware of these and avoid any such conduct.

Direct Discrimination: Treating someone less favourably than another person because of a protected characteristic. For example, excluding a participant from a session because of their race or disability.

Indirect Discrimination: Applying a provision, criterion, or practice that, although it applies to everyone, puts people with a particular protected characteristic at a disadvantage. For example, requiring all participants to attend a session on a religious festival day.

Harassment: Unwanted conduct related to a protected characteristic that has the purpose or effect of violating a person's dignity, or creating an intimidating, hostile, degrading, humiliating, or offensive environment. This includes verbal, physical, and online conduct.

Victimisation: Treating someone unfairly because they have made, or are suspected of making, a complaint about discrimination, or because they have supported someone else's complaint.

Discrimination Arising from Disability: Treating a person unfavourably because of something arising from or connected to their disability, when that treatment cannot be justified.

Failure to Make Reasonable Adjustments: Failing to take positive steps to remove or reduce a disadvantage experienced by a disabled person in accessing the Foundation's services, programmes, or employment.

7. Our Commitments

The Foundation is committed to embedding equality, diversity, and inclusion across all areas of its work. The following commitments underpin our approach.

7.1 Recruitment and Volunteering

- Advertise all roles as widely and accessibly as possible to attract a diverse range of candidates.
- Use fair and consistent selection processes based on merit, skills, and suitability for the role.
- Not discriminate against any applicant on the basis of any protected characteristic.
- Positively encourage applications from under-represented groups.
- Provide reasonable adjustments in the recruitment process for disabled candidates.

7.2 Programme Delivery

- Design and deliver programmes that are accessible and relevant to diverse communities in Ealing and the surrounding area.
- Actively work to remove barriers to participation — including financial, physical, cultural, and linguistic barriers.
- Ensure that all participants are treated with equal care and consideration by coaches and volunteers.
- Take proactive steps to reach and engage under-represented groups.

7.3 Partnerships and External Relationships

- Expect all partner organisations, contractors, and suppliers to uphold standards of equality and inclusion consistent with this policy.
- Include EDI expectations in all relevant contracts and partnership agreements.

7.4 Communications and Marketing

- Ensure that Foundation communications and marketing materials represent the diversity of the communities we serve.
- Use inclusive language in all written, verbal, and digital communications.
- Avoid stereotyping or use of imagery that could be considered discriminatory or exclusionary.

8. Inclusion in Sport and Coaching

The Foundation recognises that sport can, at times, reflect and reinforce inequalities present in wider society. We are committed to creating a coaching and sporting environment that actively challenges these inequalities.

8.1 Inclusive Coaching Practice

- All coaches and session leaders must deliver sessions in a manner that is inclusive of all participants, regardless of ability, background, or identity.
- Coaching language must be respectful, appropriate, and free from stereotyping.
- Coaches must be attentive to the needs of all participants and take positive steps to ensure that no individual feels excluded or marginalised.
- Coaching content and activities should, where possible, reflect and celebrate the diverse backgrounds of participants.

8.2 Girls and Women in Sport

- The Foundation is committed to increasing participation in sport among girls and women.
- Coaching environments must be free from sexism and gender-based stereotyping.
- The Foundation will actively consider single-sex provision where this would better support participation.

8.3 LGBTQ+ Inclusion

- The Foundation is committed to being a welcoming and affirming environment for LGBTQ+ participants, staff, and volunteers.
- Homophobic, biphobic, and transphobic language and behaviour will not be tolerated under any circumstances.
- The Foundation will consider how its programmes and communications can actively signal inclusion to LGBTQ+ communities.

8.4 Disability and Para-Sport

- The Foundation will take active steps to enable disabled participants to access its programmes.
- Where appropriate, the Foundation will develop adapted or para-sport sessions.
- Coaches will receive appropriate training to support participants with a range of physical, cognitive, and sensory needs.

8.5 Race and Ethnicity

- The Foundation is committed to anti-racist practice across all its activities.
- Racist language or behaviour — from staff, volunteers, or participants — will be addressed promptly and firmly.
- The Foundation will actively engage with communities from Black, Asian, and ethnically diverse backgrounds to understand and respond to barriers to participation.

9. Accessibility

The Foundation will take reasonable steps to ensure that its programmes, venues, communications, and processes are accessible to all.

- Venues used for Foundation activities will be assessed for physical accessibility prior to use, including wheelchair access, accessible toilets, and appropriate changing facilities where relevant.
- Where full physical accessibility cannot be achieved, the Foundation will seek alternative suitable venues.
- Registration forms, participant information, and key communications will be written in plain English and formatted to support readability.
- The Foundation will consider providing key information in other formats or languages where this would remove a significant barrier to participation.
- Financial hardship will not be a barrier to participation where it is within the Foundation's means to offer bursaries, reduced fees, or free places.
- The Foundation will seek feedback from participants and communities on accessibility and act on that feedback where possible.

10. Language and Communication

Language has a powerful impact on whether people feel included or excluded. The Foundation is committed to using inclusive, respectful language in all its communications and activities.

- All staff, volunteers, and trustees must use respectful and appropriate language when communicating with or about participants and colleagues.
- Discriminatory, offensive, or stereotyping language — including language related to any of the nine protected characteristics — will not be tolerated.
- Staff and volunteers must challenge inappropriate language from participants where it is safe to do so, and report it to the EDI Lead.
- The Foundation will use gender-neutral language in its communications and documentation wherever appropriate.
- Where participants speak English as an additional language, the Foundation will, where possible, take steps to support communication and understanding.

11. Complaints and Reporting

The Foundation takes all complaints and concerns relating to equality, diversity, and inclusion seriously. Anyone who believes they have been discriminated against, harassed, or treated unfairly has the right to raise a concern or make a formal complaint.

11.1 How to Raise a Concern

- In the first instance, concerns may be raised informally with the EDI Lead (Ian Isham, ian.isham@etprm.com, 07599 712431).
- Where an informal approach is not appropriate, or where the concern remains unresolved, a formal complaint may be submitted using the EDI Complaints Form (Appendix A).
- Where the complaint involves the EDI Lead, it should be directed to the Chair of Trustees (Tom Roberts).
- Complaints will be acknowledged within five working days and investigated promptly, fairly, and confidentially.

11.2 Protection for Complainants

- Anyone who raises a concern in good faith will be protected from victimisation or retaliation.
- All complaints will be treated with sensitivity and confidentiality, and information will be shared only on a need-to-know basis.
- Anonymous concerns will be considered, but may be more difficult to investigate fully.

11.3 Concerns Involving Children

Where a complaint or concern involves a child or young person, it must also be considered under the Foundation's Safeguarding Policy. The EDI Lead will consult with the Designated Safeguarding Lead as appropriate.

12. Breaches of this Policy

Breaches of this policy — including acts of discrimination, harassment, or victimisation — will be taken seriously and may result in disciplinary action.

- For staff and volunteers, breaches may result in disciplinary proceedings, up to and including dismissal or termination of volunteering arrangement.
- For participants, breaches may result in suspension or exclusion from Foundation activities.
- Where a breach may constitute a criminal offence (for example, racially or religiously aggravated harassment), the Foundation will report the matter to the Police.
- The Foundation will maintain a record of all reported breaches and the actions taken in response.

13. Training and Awareness

The Foundation will ensure that all staff, volunteers, and trustees receive appropriate training and support to fulfil their responsibilities under this policy.

- All new staff and volunteers will receive EDI awareness as part of their induction.
- Relevant staff and coaches will complete recognised EDI training, refreshed at least every three years.
- The Foundation will provide additional training or guidance on specific topics (for example, disability awareness, anti-racism, or LGBTQ+ inclusion) where this would support the delivery of programmes.
- The Board of Trustees will receive regular updates on EDI matters and will consider EDI implications when making strategic decisions.

14. Monitoring and Review

The Foundation will monitor the effectiveness of this policy and its implementation on an ongoing basis. Monitoring activities will include:

- Collecting and reviewing diversity data on participants, staff, and volunteers (where individuals consent to provide this information).
- Reviewing complaints and concerns related to EDI and identifying any trends or patterns.
- Seeking feedback from participants and communities on their experience of inclusivity.
- Reporting on EDI outcomes to the Board of Trustees at least annually.

This policy will be reviewed annually, or earlier if required by changes to legislation, significant incidents, or changes to the Foundation's activities or structure.

Policy approved by:	Tom Roberts, Chair of Trustees
Date approved:	May 2026
Next review date:	May 2027
EDI Lead:	Ian Isham, Head of Community and Foundation
Version:	1.0

Appendix A — EDI Complaints Form

Use this form to report a concern or make a formal complaint relating to equality, diversity, or inclusion. Submit to the EDI Lead (ian.isham@etprm.com) or, where the complaint involves the EDI Lead, to the Chair of Trustees (Tom Roberts). All information will be treated in strict confidence.

Section 1: Your Details

Full name (or "Anonymous" if you prefer):

Role / relationship to the Foundation (e.g. participant, parent, staff, volunteer):

Contact email or telephone (optional, but required for us to update you):

Date of complaint:

Section 2: Details of the Complaint

Who is the complaint about (name and role, if known)?

Date(s) and location of the incident(s):

Description of what happened (please be as specific as possible — facts only):

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Which protected characteristic(s) do you believe were involved?
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Were there any witnesses? If so, please provide their names:

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Section 3: Impact

How has this incident affected you (or the person on whose behalf you are complaining)?
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Has the matter been raised informally previously? If so, with whom and what was the outcome?

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Section 4: Desired Outcome

What outcome would you like to see from this complaint?
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Section 5: For EDI Lead / Trustee Use Only

Date received:

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Acknowledgement sent (date):

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Investigation summary and outcome:

Action taken:

Signed and dated: