

# **David Muir Fitness**

## **Policies & Procedures Booklet**



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# **1. Equality and Diversity Policy**

## **1.1 Introduction**

David Muir Fitness is committed to promoting equality, diversity, and inclusion in all aspects of our operations. We believe that everyone has the right to be treated with dignity and respect, and we are dedicated to creating an environment where all individuals can thrive and reach their full potential. Our practices are implemented to prevent and tackle any potential or current discrimination or other unfair treatment, whether intentional or unintentional, direct or indirect, against our employees, teachers, members, participants or volunteers.

## **1.2 Purpose**

The purpose of this policy is to:

- Ensure equality of opportunity for all students, staff, and partners.
- Foster a culture of inclusion and respect.
- Comply with relevant equality legislation.
- Promote diversity within our organization and the wider community.

## **1.3 Scope**

This policy applies to:

- All students, staff and contractors at David Muir Fitness including those involved in the delivery of our educational programs and group fitness activities.
- All job applicants regarding recruitment
- All those who participate in our group exercise sessions

## **1.4 Policy Statement**

David Muir Fitness is committed to:

- Providing an inclusive environment where everyone is valued and respected.
- Ensuring that our services are accessible to all, regardless of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, and sexual orientation.
- Promoting equality of opportunity in recruitment, training, and development.
- Encouraging diversity in our curriculum and teaching practices.
- Addressing and eliminating any form of discrimination or harassment.

## **1.5 Responsibilities**

- 1.5.1 The director is responsible for ensuring that this policy is followed and to deal with any potential breaches.
- 1.5.2 The director is responsible for the implementation of this plan
- 1.5.3 All staff members are expected to promote and uphold the principles of equality and diversity in their interactions with students, colleagues, and external partners.
- 1.5.4 Students are encouraged to respect and support the principles of this policy in their behaviour and interactions within the academy.

## **1.6 Implementation**

To implement this policy, David Muir Fitness will:

- Ensure that all employees, volunteers and contractors will be made aware of our Equality & Diversity Policy during their induction.
- Ensure a copy of this policy is made available to all staff, volunteers, contractors, students and other customers at all times.
- Implement measures to ensure employment practices are non-discriminatory.
- Annually review and update our curriculum to ensure it reflects and promotes diversity.
- Consider equality and diversity from the outset during the development of products, services and programmes
- Establish clear procedures for reporting and addressing incidents of discrimination, harassment, or bullying.
- Monitor and evaluate the effectiveness of this policy through feedback from students, staff, and other stakeholders.

## **1.7 Reporting and Complaints**

- 1.7.1 Senior members of staff are responsible for dealing with complaints under this policy.
- 1.7.2 Any individual who feels they have been subjected to discrimination, harassment, or unfair treatment is encouraged to report the incident to a senior member of staff. All complaints will be taken seriously and handled confidentially.
- 1.7.3 No member of staff will be victimised for bringing a complaint under this policy

## **1.8 Review**

This policy will be reviewed annually to ensure it remains up-to-date and effective. Feedback from students, staff, and other stakeholders will be taken into account during the review process.

## **1.9 Communication**

1.9.1 This policy will be made available to all students, staff, and partners via our website

1.9.2 This policy will be covered in all employee, volunteer and contractor inductions

1.9.2 Any changes to this policy will be communicated via the appropriate channels

## **1.10 Further Assistance**

If you have any questions which relate to this policy or if you wish to discuss any instances of discrimination or inequality you have witnessed or experienced, please contact Director of David Muir Fitness.

## **1.10 Conclusion**

David Muir Fitness is dedicated to fostering an inclusive and diverse environment. We believe that by embracing equality and diversity, we can create a richer, more supportive community for everyone involved in our fitness education academy.

Date of review: 01/07/24

Signed: D.Muir

## **2.1 Health and Safety Policy**

### **2.1 Introduction**

David Muir Fitness is committed to ensuring the health, safety, and welfare of all our students, staff, and visitors. We believe that a safe and healthy environment is essential for effective learning and teaching. This policy outlines our commitment to maintaining high standards of health and safety across all our operations.

### **2.2 Purpose**

The purpose of this policy is to:

- Establish and maintain safe working and learning conditions.
- Prevent accidents and work-related ill health.
- Comply with all relevant health and safety legislation.
- Promote a positive health and safety culture within the organization.

### 2.3. Scope

This policy applies to:

- All students, staff and contractors at David Muir Fitness including those involved in the delivery of our educational programs and group fitness activities.
- All job applicants regarding recruitment
- All those who participate in our group exercise sessions

### 2.4 Policy Statement

David Muir Fitness is committed to:

- Providing and maintaining a safe and healthy environment for all.
- Ensuring that all staff and students are aware of their health and safety responsibilities.
- Providing appropriate information, instruction, training, and supervision to ensure health and safety.
- Regularly assessing and managing risks associated with our activities and facilities.
- Promoting the health and well-being of all our students and staff.

### 2.5 Responsibilities

- 2.5.1 The director (David Muir) is responsible for the overall implementation of this policy and ensuring that health and safety considerations are integrated into all aspects of the organization.
- 2.5.2 The designated Health and Safety Officer is responsible for overseeing health and safety measures, conducting risk assessments, and ensuring compliance with relevant legislation. **Designated officer: David Muir**
- 2.5.3 All staff members are responsible for following health and safety guidelines, reporting hazards, and participating in training and safety initiatives.
- 2.5.4 Students are expected to comply with health and safety instructions, report any hazards, and act responsibly to ensure their own safety and that of others.

### 2.6 Risk Assessment and Management

To ensure a safe environment, David Muir Fitness will:

- Conduct regular risk assessments of all activities, equipment, and facilities.
- Implement measures to control and mitigate identified risks.

- Review and update risk assessments regularly and in response to any significant changes or incidents.

## **2.7 Training and Information**

We will provide:

- Induction training for all new staff and students on health and safety procedures.
- Ongoing health and safety training relevant to specific roles and activities.
- Clear and accessible information on emergency procedures, first aid arrangements, and reporting systems.

## **2.8 Emergency Procedures**

David Muir Fitness will:

- Comply with training venue emergency procedures for fire, medical emergencies, and other potential incidents.
- Ensure all staff and students are familiar with emergency procedures and evacuation routes in training facilities.
- Engage in emergency drills as organised by facilities to ensure preparedness.

## **2.9. Accident Reporting and Investigation**

- All accidents, incidents, and near-misses must be reported to the company Health and Safety Officer and relevant venue Health & Safety Officer.
- The Health and Safety Officer will investigate all reported incidents to identify causes and implement measures to prevent recurrence.
- Records of all accidents and incidents will be maintained and reviewed regularly to identify trends and areas for improvement.

## **2.10 Monitoring and Review**

2.10.1 Regular health and safety audits will be conducted to ensure compliance with this policy and relevant legislation.

2.10.2 The Health and Safety Officer will report findings to the leadership team and recommend actions for improvement.

2.10.3 This policy will be reviewed annually and updated as necessary to reflect changes in legislation, best practices, and organizational needs.

## **2.11 Communication**

2.11.1 This policy will be made available to all students, staff, and partners via our website

2.11.2 This policy will be covered in all employee, volunteer and contractor inductions

2.11.3 Any changes to this policy will be communicated via the appropriate channels

## **2.12 Further Information**

If you have any questions which relate to this policy, please contact the director of David Muir Fitness.

## **2.13 Conclusion**

David Muir Fitness is dedicated to maintaining a safe and healthy environment for all. By working together and adhering to this policy, we can ensure the well-being of our entire community and create a positive, productive atmosphere for learning and fitness.

Date of review: 01/07/24

Signed: D.Muir

## **3. Safeguarding Policy**

### **3.1 Introduction**

David Muir Fitness is committed to ensuring the safety and well-being of all students, staff, and visitors. We believe that everyone has the right to be protected from harm, abuse, and neglect. This safeguarding policy outlines our commitment to creating a safe and supportive environment.

### **3.2 Purpose**

The purpose of this policy is to:

- Protect children, young people, and vulnerable adults who participate in our programs.
- Provide staff and volunteers with the overarching principles that guide our approach to safeguarding and child protection.
- Ensure that we comply with relevant safeguarding legislation and best practices.

### **3.3 Scope**

This policy applies to:

- All students, staff and contractors at David Muir Fitness including those involved in the delivery of our educational programs and group fitness activities.
- All job applicants regarding recruitment
- All those who participate in our group exercise sessions

### **3.4 Policy Statement**

David Muir Fitness is committed to:

- Ensuring the safety and well-being of all children, young people, and vulnerable adults who participate in our programs.
- Creating a safe and inclusive environment where everyone feels respected and valued.
- Responding promptly and effectively to safeguarding concerns or allegations of abuse.
- Working in partnership with parents, carers, and external agencies to promote the welfare of children, young people, and vulnerable adults.
- Providing appropriate safeguarding training and support for all staff and volunteers.

### **3.5 Responsibilities**

- 3.5.1 The director is responsible for the overall implementation of this policy and ensuring that safeguarding considerations are integrated into all aspects of the organization.
- 3.5.2 The Designated Safeguarding Lead (DSL) is responsible for overseeing safeguarding practices, responding to safeguarding concerns, and ensuring compliance with relevant legislation.
- 3.5.3 All staff members and volunteers are responsible for adhering to this policy, completing required training, and reporting any safeguarding concerns.
- 3.5.4 Students and participants are encouraged to respect and support the principles of this policy and to report any concerns to a trusted adult.

*DSL Name: David Muir*

*DSL Email: d\_j\_muir@hotmail.com*

### **3.6 Procedures**



### **3.6.1 Recruitment and Training**

- We will implement robust recruitment procedures to ensure that all staff and volunteers are suitable to work with children, young people, and vulnerable adults.
- All staff and volunteers will undergo safeguarding training appropriate to their roles and responsibilities.

### **3.6.2 Reporting and Responding to Concerns**

- Any concerns or allegations of abuse must be reported immediately to the DSL.
- The DSL will take appropriate action, including reporting to external agencies such as social services or the police if necessary.
- Confidentiality will be maintained, and information will only be shared on a need-to-know basis.

### **3.6.3 Safe Environment**

- We will conduct regular risk assessments to identify and address potential safeguarding risks within our facilities and activities.
- Clear procedures will be established for responding to and managing incidents of bullying, harassment, or abuse.

### **3.6.4 Record Keeping**

- Accurate records of safeguarding concerns, incidents, and actions taken will be maintained securely and confidentially.

### **3.7 Code of Conduct**

All staff, volunteers, and participants are expected to:

- Treat everyone with respect and dignity.
- Maintain appropriate boundaries and avoid behaviour that could be misinterpreted.
- Report any safeguarding concerns or inappropriate behaviour immediately.
- Follow all safeguarding procedures and guidelines established by David Muir Fitness.

### **3.8 Monitoring and Review**

- 3.9.1 The DSL will regularly review safeguarding practices and procedures to ensure their effectiveness.

3.9.2 This policy will be reviewed annually and updated as necessary to reflect changes in legislation, best practices, and organizational needs.

### **3.9 Communication**

3.9.1 This policy will be made available to all students, staff, and partners via our website.

3.9.2 This policy will be covered in all employee, volunteer and contractor inductions

3.9.3 Any changes to this policy will be communicated via the appropriate channels

### **3.10 Further Information**

If you have any questions which relate to this policy, please contact the director of David Muir Fitness.

### **3.11 Conclusion**

David Muir Fitness is dedicated to safeguarding the well-being of all individuals involved in our programs. By adhering to this policy, we can ensure a safe and supportive environment for everyone.

Date of review: 01/07/24

Signed: D.Muir

## **4. Quality Assurance Strategy**

David Muir Fitness is committed to ensuring regular checks are carried out in order to maintain high level training courses that are appropriate for the industry and learning environment. The sampling strategy below details the steps taken to ensure consistency of delivery and assessment across all David Muir Fitness's training programmes / courses.

- 4.1 Tutors will be observed on the delivery of their first 2 courses, and then on every 3<sup>rd</sup> after that. Assessments will be observed on the same basis.
- 4.2 Tutors and assessors will be observed on planning and preparation, session delivery, soft skills and communication skills/ability to engage the classroom.
- 4.3 During assessment sampling all the assessments will be sent to/observed by a second assessor for marking. This will include worksheets and video submission.
- 4.4 Practical assessments for this course are live and done during day 2 of the course. A second tutor/assessor will be appointed to the course in line with the basis above: first 2 courses then every 3<sup>rd</sup> after that.

Date of review: 01/07/24

Signed: D.Muir