



Tooting Gymnastics Club Communications Policy

Tooting Gymnastics Club displays a statement of commitment to equality on the club website, as well as a printed and signed copy which is displayed on the club notice board. This ensures communication of this commitment to both those who frequent the premises and those who do not.

The Tooting Gymnastics Club Equality policy is available on the TGC website Equality tab, the draft of which was distributed to all those employed by the club to gather feedback before finalising it, ensuring it is deemed relevant and correct by those agreeing to abide by it, and who are represented by it. It is also referenced in the Code of Conduct that all new members receive on joining.

Tooting Gymnastics Club recognises that people need to access publications in a range of formats because of their different needs and are committed to ensuring that publications are accessible in a range of formats, should these be requested, and to the communication of the said accessibility.

The list below provides examples of circumstances in which people may make requests, but is not intended to be exhaustive;

- Visual impairment
- Learning impairment such as dyslexia or a learning disability
- A low standard of literacy
- English is not their first language
- Physical accessibility limitations
- Any combination of these

To provide for these requests, Tooting Gymnastics Club are able to adjust or add any of the below elements, and any others which arise as appropriate, in addition to offering a verbal communication if required;

- Point size
- Font
- Line spacing
- Left justify
- Word spacing
- Margins
- Pictures and images
- Different coloured paper

Standard text is added to all published material stating that the information can be made available in alternative formats and how to access it. In addition this is publicised on the website under the Equality tab, and in the Code of Conduct & FAQs document which all members of the club are sent on joining, is displayed on notice boards, and is accessible on the website as a download.

Tooting Gymnastics Club will ensure access to relevant club policies, such as the Equality policy, are made available through the website, and will also provide these through alternative channels if requested. The club is aware that alternative languages may be appropriate and will make every effort to support with this.

In the event that the club is notified of an individual's ongoing situation which requires an alternative communication format, the club will continue to provide the necessary format as standard for said individual.

Tooting Gymnastics Club will ensure all published material is reviewed by the author for the below, prior to communication;

- Inappropriate or out of date language
- Discrimination (direct or indirect)
- Unnecessary emphasis on one gender

All published material will also be reviewed annually to ensure content is appropriate.

Tooting Gymnastics Club will ensure any images made available on the club website or displayed on the premises are done so in line with child protection and safeguarding requirements, and reflect the diversity of club participants.

Tooting Gymnastics Club provides a variety of communication channels to ensure contact can be made by all who require it. These methods are publicised on email footers and the website.

Where appropriate, Tooting Gymnastics Club will undertake Equality Impact Assessments (EIA) on communications, in line with the Foundation level of the Equality Standard. Any resultant requirements will be addressed by the committee and appropriate action taken within a 3 month period.

This policy is to be distributed to all members of staff, and training delivered to all staff involved in the production of publications to ensure accessibility is always considered.

This policy is to be reviewed every 3 years as a minimum, and where changes to the club or relevant legislation required.