

DRAFT

THE
NEOTANGO
COLLECTIVE

PRO FORMA POLICY DOCUMENTS

This series of documents have been prepared by The Neotango Collective for members to use in their own tango schools and tango organisations if they so wish. There is no requirement to use these policies in place of any existing policies that may cover the same areas, but they are provided in order to offer a starting point to any member wishing to create new documentation for their organisation, or wishing to update their existing documentation to align more closely with The Neotango Collective position.

INSTRUCTIONS FOR USE BY MEMBERS

- You may use any or all of the attached document in the preparation of your own material.
- Copy the text into a new document, replacing the details at the top with your own details, and replacing the word **ORGANISATION** wherever it appears with the generally recognised short form name of your tango school or tango event organisation. Remove the ***bold underline*** formatting from the text.
- Delete any sections that do not apply to your organisation, or modify them appropriately.
- Ensure that everything in the document is accurate as it may be legally binding.

GUIDANCE

- Place a copy of this document on your website where it can be viewed by anyone considering attending your classes or events, or passing any data to you (including their email for newsletter subscriptions etc).
- Keep a printed copy of your version of this document with you whenever you are operating a class or holding an event for reference by any interested party.
- Ensure that anyone attending an event, signing a membership form, passing on their details, or carrying out any other applicable activity has been made aware of this document, and has confirmed that they have seen it and acknowledge its applicability.

LEGAL NOTE

This document is provided “as is” and as guidance only, with no warranty as to its suitability or applicability to any organisation. The Neotango Collective shall not be held liable for any losses consequential or inconsequential or any liability that arises through the use of this information. Any legal queries about this document or the contents thereof should be directed to the Member’s own legal advisor.

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INCLUSION AND DIVERSITY POLICY

Full name of tango school
Contact details (Website, Phone, etc)

Introduction

At **ORGANISATION** we are committed to providing a safe and inclusive environment for dancing and learning to dance. This document has been prepared to show the steps we have taken and the policies that we apply in order to ensure that everyone is welcome and encouraged to participate in our activities and events.

General

ORGANISATION is an inclusive space that is open to everyone regardless of gender, ethnicity, background, or ability.

We do not tolerate discrimination or harassment in any form and will work to ensure that it is eliminated from our classes, events, and any discussion groups or online spaces over which we have control.

All attendees at our classes or events agree to co-operate to ensure that this policy is effective to ensure equal opportunities and to prevent discrimination.

Venue Accessibility

Unless otherwise stated on our website all our venues are generally considered 'accessible' to anyone in a wheelchair or with limited mobility, however if you have any concerns or specific access requirements then please contact us before travelling.

Racism

Racism comes in many guises and may not be immediately obvious to those not directly affected, but that makes it no less harmful when it happens. It may be malicious or thoughtless, targeted or generalised, but whatever form it takes it has no place in any kind of society. At **ORGANISATION** we cannot fix the country as a whole, but we can ensure that our venues and events provide a safe and welcoming space to everyone whatever their nationality, ethnicity, language, religion, or anything else might be.

Racism is absolutely unacceptable at any **ORGANISATION** venue or event or on any of our online social media platforms. Anyone found to be in breach of this rule may be given a single verbal warning or may be asked to leave our venue or forum immediately. Anyone so excluded may also be barred from attending any future **ORGANISATION** event, blocked from membership of our online forums and commenting on our posts (as facilitated by technology), and if appropriate reported to the police.

Harassment

Attendees must not harass or intimidate other attendees on the grounds of race or sex, disability or sexual orientation and must not victimise or retaliate against anyone making such allegations.

Special Events

From time to time we may run events aimed towards teaching dance to people with specific physical or mental disabilities, such as Wheelchair Dance or Tango for Parkinson's. Whilst everyone is welcome to join in with these events regardless of ability, spaces will be allocated giving priority to the group for which the event has been arranged.

Reasonable Adjustments and Special Considerations

There may be certain cases where an attendee requires a reasonable adjustment to be made to the environment or the teaching style to reflect a permanent learning difficulty or disability, or may require a special consideration in the case of temporary disability, illness or indisposition.

ORGANISATION deals with such special arrangements on a case by case basis.

Reporting

If you are the subject of a discriminatory incident or witness such an incident occurring then please report it first to the teacher or organiser running the class or event. If you prefer not to do this in person you can contact our office by email or phone (details below) instead.

Contact Information

Please contact our office if you have any queries about this Policy.

Email: email@organisation.com
Phone: 01234 567890