

# BERRIEW CP SCHOOL



# RACE EQUALITY POLICY

This policy was reviewed on \_\_\_\_\_

by \_\_\_\_\_ (Gov.) \_\_\_\_\_ (teacher)

and approved by the governing body on \_\_\_\_\_.

Signed \_\_\_\_\_ Chair \_\_\_\_\_ Head

Date of next review: \_\_\_\_\_

Amendments made  see appendix for details

### **Statement of Values**

The Governing Body aims to provide a high standard of education for all; to ensure that the culture and ethos of the school creates an environment which treats all individuals with dignity and respect and values them equally; to promote equality of opportunity and discourage discrimination; to promote good relations between people of different ethnic and national groups; to encourage trust and co-operative working ; to ensure that all pupils and staff understand and celebrate diversity; and to allow and encourage good performance from all pupils and staff.

The Governing Body and the school oppose all forms of unlawful or unfair discrimination on the basis of ethnic or national origin, and actively seek to promote equality of opportunity and good relations between people of different racial and national groups. We recognise that it is important for us to combat racism and work towards racial equality. We aim to promote mutual understanding, respect and tolerance between all linguistic and cultural groups.

The Governing Body therefore, has adopted the policy and procedures set out below and intends that these principles underpin and are incorporated into all its policies, procedures and actions.

### **Guiding Principles**

Every pupil should have opportunities to achieve the highest possible standards and the best possible qualifications for the next stages of their life and education.

Every pupil should be helped to develop a sense of personal and cultural identity that is confident and open to change, and that is receptive and respectful towards other identities.

Every pupil should develop the knowledge, understanding and skills they need to participate in a multi-ethnic, multi-cultural society.

All staff, parents and others who visit the school should be treated with dignity and respect and valued equally.

### **Implementation**

The Governing Body adopted this policy on the date indicated on the cover page, and will review it at least annually and will update it in accordance with changes in legislation and other policies. The Governing Body and the school will have regard to this statement in reviewing all other policies and procedures.

The Governing Body will make this policy available to all parents, pupils and staff and to visitors to the school.

The Governing Body will adopt an action plan in order to implement the policy and will require a report on progress towards implementation once per term. The Action Plan for race equality issues will form part of the School Development Plan.

### **Links to Other Policies and Procedures**

This policy underpins and links with, in particular, the School's Equal Opportunities Policy; Harassment Policies; Pupil Behaviour, Discipline, Attendance, Admissions and Exclusion Policies; Pay and Performance Management Policies; Admissions and Transfers; Governor Recruitment procedures; Welsh Language Scheme and the Welsh Education Scheme; target setting, assessment, curriculum planning and delivery; School Development Plan. In addition the Governing Body intends that these principles underpin and are incorporated into all its policies, procedures and actions.

### **The Policy**

- 1) The school will ensure that its practices accord with the requirements of the Race Relations Act 1976, the Race Relations (Amendment) Act 2000, and any other relevant legislation.
- 2) The school will include race equality as an aim in its policies on pupil achievements; admission; curriculum; extra curricular activities; resource allocation; parental involvement; recruitment and selection of staff and governors; disciplinary and grievance procedures relating to staff; meeting the specific needs of ethnic minority pupils; language and cultural issues; behaviour, harassment and bullying; discipline and exclusion; community involvement; use of school premises; recruiting and selecting contractors and service providers; conduct of contractors and visitors to the school. Race equality standards will be incorporated into home-school agreements and into all contracts with service providers.
- 3) The school will oppose all forms of direct and indirect discrimination, victimisation, and harassment on the grounds of race or nationality as defined below.

**Direct Discrimination** occurs when an individual is treated less favourably than another individual on the grounds of race or nationality.

**Indirect Discrimination** occurs when criteria for access to education, services, facilities, goods, job opportunities, promotion or training are set in a way that cannot be justified as necessary and which disadvantage individuals because of their race or nationality.

**Victimisation** may occur when an employer treats an employee less favourably than other employees because he or she has brought proceedings or given evidence or information under the Race Relations Acts or invoked the Grievance Procedure or Harassment Policy in relation to an incident of discrimination or harassment.

**Harassment.** The defining feature of harassment is that the behaviour is unwanted, and unreasonable to the recipient. It is, therefore, the impact of the conduct that is the determinant and not the intent of the offender.

4) The school will put in place arrangements to comply with the requirements placed on it under the **Race Relations (Amendment) Act 2000** as follows

Under the **general duty** to aim to:

- eliminate unlawful racial discrimination
- promote equality of opportunity
- promote good relations between people of different racial groups

Under the **specific duty** for schools to:

- **prepare** a written statement of its policy for promoting race equality (this policy) by October 2004.
- to **have in place** by July 2005 arrangements for
  - a) assessing the impact of all its policies, including its race equality policy, on pupils, staff, and parents of different racial groups including, in particular, the impact on the level of attainment of such pupils
  - b) monitoring, by reference to their impact on pupils, staff and parents, the operation of its policies including in particular, the impact on the level of attainment of such pupils
- **carry out** the arrangements in a) and b) above as soon as is reasonably practicable
- **maintain** a copy of the Race Equality Policy

5) The school will draw up and implement an Action Plan to carry out the arrangements specified above. The Action Plan will be linked to the School Development Plan, which is linked in turn to the Education Strategic Plan. The Action Plan will include a full review of policies and procedures to ensure that they promote cultural diversity and challenge racism.

6) The school will consult on the policy and action plan as set out below.

7) The school will monitor and review the policy, the action plan and the impact of these as set out below.

8) The responsibilities of individuals under the policy are set out below.

9) Any disregard for the policy or incident of racial discrimination or harassment will be regarded seriously and will be investigated with under the appropriate

procedures. Appropriate action may include action under school discipline procedures.

10) The school will provide monitoring data as required by the LEA on pupils ethnic/national origin, pupil achievements, ethnic /national origin of staff in post, applicants for employment, training and promotion by ethnic/national

group, numbers of staff receiving training, benefit or detriment as a result of performance assessment procedures, number of grievance and disciplinary hearings.

### **Consultation**

The school welcomes the support for equality issues from staff, their Associations and Trade Unions, governors, pupils, and parents and recognises the important role they play in achieving the objectives of this Policy. The School will, therefore, consult with them and encourage responses from them in respect of drawing up the policy and action plan, promoting implementation and at future reviews.

### **Responsibilities for the Operation of the Policy**

The Governing Body recognises its role within the overall responsibility of Powys County Council to ensure that this Policy is operated effectively and that an Action Plan for implementation is put in place and regularly monitored.

The role of implementation and monitoring lies with the Governing Body through the head teacher.

- **Governing Body/Head teacher** will ensure that this policy and the subsequent action plan, are brought to the attention of all pupils, parents and staff. Governors will monitor progress termly at Governing Body meetings. The Governing Body will appoint a governor with special responsibility for equalities issues.
- **Governing Body/Head teacher** will take positive action to ensure compliance with this policy including recognising and progressing implementation within the School Development Plan; enabling access to appropriate training for staff; and dealing seriously with any contravention of the policy.
- **Governing Body/Head teacher** will ensure that monitoring information is collected and provided to the LEA as required.
- **Governing Body/Head teacher** will ensure that complaints of discrimination are investigated with all possible speed, impartially, in accordance with existing school procedures and policies, and that appropriate action taken as quickly as practicable. Appropriate action may include action under school discipline procedures. All records concerning allegations or complaints of discrimination will be treated confidentially. Any person making a complaint of discrimination will be protected from intimidation or victimisation for making such a complaint. Retaliating against someone who makes a complaint will be deemed a serious offence. However, knowingly and maliciously making a false allegation will be deemed a serious offence. The

- **The head teacher** is responsible for ensuring that Race Equality is promoted and regularly monitored within the school and will ensure that all pupils and staff are aware of their responsibilities under the policy and under the law.
- **The head teacher** will enable access to training as appropriate; and actively seek and implement ways of positively promoting equality of opportunity in all aspects of school life. The Race Equality Action Plan, the School Development Plan and Departmental Development Plans will be used as the vehicle for implementing the required actions.
- **All pupils** will comply with the policy and ensure that other pupils, staff, parents and visitors to school are treated fairly, with respect and with dignity. They must ensure that they do not practise unfair discrimination and that they take every opportunity to promote equality and good relations between people of different ethnic groups.
- **All staff**, both teaching and non-teaching, will comply with the policy and ensure that pupils and staff colleagues are treated fairly, with respect and with dignity. They must ensure that they do not practise unfair discrimination in carrying out their duties and that they take every opportunity to promote equality of opportunity and good relations between people of different ethnic groups. They will ensure that all pupils have the opportunity to access the curriculum fully and are included in all activities.
- **Specific staff and governors responsibilities**
  - ..... is the staff member with specific responsibility for Equal Opportunities issues, including Race Equality
  - ..... is the governor with specific responsibility for Equal Opportunities issues, including Race Equality
  - .....is the PSE Coordinator who has specific responsibility for ensuring that race and cultural diversity issues are addressed in the implementation of the PSE Framework.
  - ....is the RE Coordinator who has a responsibility for ensuring that RE is taught in a balanced way, that different viewpoints are valued and respected, and that stereotypical views are not perpetuated but are examined in an objective, relevant way.
- **Visitors and contractors**

Visitors and contractors must comply with the provisions of the schools equality and harassment policies

#### **Timetable**

The timetable the Governing Body have agreed is:-

- Adopt the Race Equality Policy and an outline Action Plan, following consultation, by October 2004.
- Revise the Action Plan, linked to the School Development Planning process by the date of next review of the School Development Plan. The Action Plan will set out a timetable for review of all other policies and procedures as set out in the Policy and enable an assessment of the potential and actual impact of the policy on the attainments of pupils.
- Monitor the implementation of the Action Plan via termly reports to the Governing Body
- Review the Race Equality Policy on a 3 year basis and amend as necessary

### **Monitoring**

The school will monitor and regularly review practices, procedures and decision-making criteria to make sure that they do not discriminate unfairly, either directly or indirectly. For effective monitoring, the school will establish methods of collection of both quantitative and qualitative data. The Governing Body will co-operate with the LEA in establishing and maintaining suitable monitoring. This will include analyses and comparisons by racial group of statistical data comparing the school to other schools and the wider community; numbers of incidents of reported discrimination or harassment in the school, and the wider school community; number of applicants for employment, training and promotion analysed by gender, and racial group; and other recruitment statistics; achievements of pupils analysed by ethnic/national origin; exclusions; parental involvement; membership of the governing body; punishment and reward statistics, and other similar data.

Governing Body, head teacher and staff will have the opportunity to examine the monitoring data and to use it to inform the process of actively working to eliminate discrimination, seeking opportunities to promote equality of opportunity, and promoting good relations between people of different racial groups.

The school will assess the impact of its Race Equality Policy and other policies on the attainment levels of pupils by examining information on ethnic and national origin of pupils against needs, entitlements, and attainments of pupils

### **Other employment practices**

The Governing Body will review current employment practices and conditions within the school to ensure the termination of any which may be discriminatory and to add additional where appropriate to assist in equality of access to employment, training and services.

In its recruitment and selection processes the aim of the School is to fairly select the most suitable available person for the job. The process will, therefore, aim to ensure that there is the widest possible response to employment vacancies which will be filled in accordance with objective, job-related criteria.

Appointments will be made on the basis of merit. Qualifications and experience which are strictly necessary and appropriate will be outlined in the job description and person specification.

Staff and governors who are involved in undertaking appointments will receive appropriate training in recruitment and selection.

### **Training and Staff Development**

The School will aim to ensure that all employees have fair and equal access to training appropriate to their jobs and will set out its processes in the Equal Opportunities Policy

### **Pay and Conditions of Service**

The School will ensure that in its dealings with conditions and remuneration for staff, including performance related pay issues it will ensure fair and equitable treatment and will set out its policy and processes in the School Pay Policy.

### **Communication**

The Governing Body will communicate its commitment to Race Equality by the following methods:

- Promoting a whole school equal opportunities ethos;
- Reflecting the commitment to equal opportunities and race equality in all school policies;
- Induction for new staff and governors;
- Regular information to parents and pupils
- Being sensitive to race equality issues in the delivery of the curriculum, and in all lesson materials;
- Issuing revised Policies and Procedures to Staff, pupils and parents through the normal channels.
- Allowing access to appropriate training

### **How to obtain advice, support and guidance**

There are a number of avenues open to parents, pupils, staff and governors to obtain advice and support if they have concerns about race equality issues. These include

- The head teacher
- The governor with responsibility for Equal Opportunities issues
- Trade Union representatives (at either local or regional level).
- The LEA
- Powys County Council Personnel Service

### **Complaints Procedures**

The Governing Body hopes that there will be no incidents which may give rise to complaints. However, if any individual has cause for concern then complaints may be addressed via the school's Harassment Procedures, the Grievance Procedure, or the Complaints procedure. Information on these procedures is available from the Head teacher or the Governor with responsibility for Equal Opportunities issue.

Aim/intention		Responsibilities	Key Dates
To prepare a written statement of the school's race equality Policy	1. STAFF MEETING TO EXPLAIN PURPOSE AND REQUIREMENTS		
	2. Governors meeting to explain purpose and requirements		
	3. Consideration of model policy and guidance		
	4. Development of draft policy		
	5. Consultation and consideration of draft policy		
	6. Adoption of policy		
Prepare Action Plan* to cover 3 years of Race Equality Policy Development	1. Use guidance in Part 4 to help to identify issues and priorities for action.		
	2. Transfer key issues and priorities for action into action plan.		
	3. Agree dates and responsibilities		
	4. Initiate actions		
	5. Review and evaluate action		
	6. Review policy in the light of developments.		
	7. Use guidance in Part 4 to help to identify next issues and prioritise action		

\*The Race Equality Action Plan should be informing and influencing the School Development Plan.