

St Cuthbert's RC Primary School Walbottle



Policy for Racial Equality

At St Cuthbert's we live and learn in faith and love,
through Jesus's teachings.

Our school is a place where we can grow as a family,
helping each other to lead full and happy lives.

Consultation that has taken place		
Date Formally Approved By Governors	March 2021	
Date policy Became Effective	March 2021	
Review Date	March 2022	yearly
Person Responsible for Implementation and Monitoring	HT	Govs

1. Introduction

- 1.1 Black and minority ethnic communities, including Asylum Seekers, Refugees, Gypsies and Travellers, have historically faced discrimination in all areas of their life. Discrimination has more often than not been on the grounds of colour, race, religion, and national origins, which have led to racist attitudes and practices.
- 1.2 St Cuthbert's School aims to promote multi-culturalism by valuing diversity of culture in Newcastle, promoting understanding and raising awareness so that all citizens can live in an harmonious society whilst appreciating differences.
- 1.3 Employees and service users of all ethnic groups have a right to equality of opportunity and respect and dignity. We know that a diverse workforce which represents all groups within the community can offer a better service to all of the community.
- 1.4 It must be emphasized that any form of discriminatory practice is unlawful and will not be tolerated. No one should be made to feel inferior, isolated and unable to report any negative behaviour.
- 1.5 The responsibility of promoting this policy rests with every employee.
- 1.6 The Racial Equality policy is intended to support the Equal Opportunities policy and Equality Standard for Local Government.

2. Our commitment:

- To celebrate cultural diversity.
- To take action on any form of discrimination.
- To develop an inclusive organization which reflects the community, which we serve.

3. Definition of Racism

- 3.1 St Cuthbert's School has adopted the definition of racism and a racist incident outlined in the Macpherson report, which investigated the issues surrounding the death of Stephen Lawrence.
- 3.2 A racist incident is *"Any incident which is perceived to be racist by the victim or any other persons and this includes crimes and non-crimes."*
- 3.3 Institutionalised racism is defined as:

"the collective failure of an organisation to provide an appropriate and professional service to people because of their colour, culture or ethnic origin. It can be seen or detected in processes, attitudes and behaviour which amount to discrimination through unwitting prejudice, ignorance, thoughtlessness and racist stereotyping which disadvantage minority ethnic people".

4. Legislation

4.1 The Race Relations Act 1976 (amended 2000) imposes a duty on all local authorities to make appropriate arrangements with a view to securing that their various functions are carried out with due regard to the need to:

- Eliminate unlawful racial discrimination
- Promote equality of opportunity
- Promote good relations between persons of different racial groups.

4.2 This policy is developed in line with the relevant legislation and subsequent code of practice.

4.3 Breaches of legislation will have implications for the School as a whole, as well as individual officers and, we have already produced our Race Equality Scheme, which outlines our intentions over the next three years to promote racial equality. This also forms part of our commitment to the Equality Standard for Local Government.

5. Racial Discrimination

5.1 It is unlawful to instruct or put pressure on others to discriminate on racial grounds. We will therefore:

- Promote our policies and give guidance to all employees on relevant law provisions.
- Ensure that decision makers are instructed not to give way to pressure to discriminate.
- Ensure that giving instructions or bringing pressure to discriminate will be treated as a disciplinary offence.

5.2 There will be no victimisation of anyone who has made allegations or complaints of racial discrimination, or provided information about such discrimination.

6. Racist Incidents

6.1 Although we have a separate policy, which deals with all forms of bullying and harassment, we also have a direct reporting route for any cases of racist incidents.

6.2 Racist incident reporting is a legal requirement aimed at combatting racial attacks and harassment.

6.3 Racist incidents may be in the form of:

- Assault - physical/sexual
- Attack
- Arson
- Bullying
- Criminal damage
- Graffiti
- Harassment
- Malicious phone calls
- Theft
- Threatening behaviour
- Verbal abuse

- Written/printed material

6.4 Line managers are expected to take reported incidents seriously and follow established procedures for grievances, discipline and complaints, ensuring that corrective positive action is taken.

6.5 A record of each investigation and its outcome should be recorded on the Racist Incident report form; a copy of which must be forwarded in the strictest confidence to the corporate Equal Opportunities Officer for monitoring purposes only.

6.6 This form can be used for employees and service users.

6.7 Information required for the completion of this form includes:

- Section 1 - Departmental details.
- Section 2 - Victim's details.
- Section 3 - Incident details.
- Section 4 – Alleged Perpetrator details.
- Section 5 - Action taken.

6.8 Nominated Officers from within all departments will be required to:

- Deal with any incident CONFIDENTIALLY, PROMPTLY and SENSITIVELY. Victims should feel reassured that the situation will be handled in a professional manner.
- Identify witnesses and take statements.
- Keep the victim informed and consider any appropriate support required.
- Keep records of all contact with the victim.
- Complete of all relevant documentation is necessary, recording as much information as possible.
- Be aware of the Data Protection Act 1998 with regard to the disclosure of information.

6.9 Attached are copies of:

A reporting form (Appendix 1)

Guidance notes to aid completion (Appendix 2)

Guidance notes for staff and service users (Appendix 3)

Examples of recording racist incidents (Appendix 4).

6.10 By completing a Report of Incident form, the School will be in a better position to provide clear and more complete information. This in turn will enable an effective and positive response to be made by the School in the first instance and assist in reporting against Audit Commission performance indicators.

6.11 Further developments will include a partnership approach to combatting racist incidents. The aim is for public agencies within the Newcastle community to be encouraged to work in partnership to eliminate racial harassment and aggression with a view to developing a generic approach to recording and monitoring all racist incidents.

6.12 If it is felt that a particular incident cannot be dealt with using existing procedures, the department's designated officer should be informed and if necessary the matter should be referred to an external agency.

7. Employment practices within St Cuthbert's School

- action planning

7.1 In line with the School's equality strategy objectives, a racial equality scheme has been produced to progress issues in response to the Race Relations Amendment Act 2000.

- communication and language training for employees

7.2 Prominent and regular communication of the policy by all Managers is important to ensure employees :-

- (i) understand the School's commitment
- (ii) know how to make complaints and are confident of effective handling.
- (iii) know the names of counsellors, members of the Personnel Services Division, Trade Union representatives or Staff Support Officers offering a confidential service

7.3 This information will be conveyed as part of induction and training programmes and at other appropriate opportunities.

7.4 In order that communications are as effective as possible, the following will be adopted:

- provision of interpretation and translation facilities.
- training for managers and supervisors in the background and culture of racial minority groups.
- signage where appropriate

7.5 St Cuthbert's School promotes the Language Line Telephone Interpreting Service initiative. The process for using Language Line is as follows:

- In order to ascertain an individual's language there is a card, which enables individuals to point to their spoken language.
- Call language line on 020 7713 0090.
- Give the operator the following information:
 - Your client ID number.
 - Your name (initial and surname).
 - Confirm your organisation.
 - Language required.
 - When appropriate, state if you need a male or female interpreter.
 - State if the call is an emergency.

7.6 You will then be connected to an interpreter. Request their ID number and inform them of the type of telephone being used.

7.7 More information is available from the Language Line guide within each department.

- leave provisions

7.8 Employees may request extended leave from time to time in order to visit relations in other countries. St Cuthbert's School will consider such requests, subject to exigencies of the service.

- partnership working

7.9 The School is committed to developing a partnership approach to working with external agencies within Newcastle City Council. This will include working with public, charitable and voluntary organisations and will progress external consultation with all groups within the community.

7.10 We are continuing to develop positive partnership working.

- positive action

7.11 In order to pursue positive strategies for establishing and maintaining a workforce that is representative of the community within Newcastle, an analysis of each level per department will be carried out annually. If under-representation is identified, positive measures are allowed by law which can:

- Ensure recruitment adverts cover the whole of the community including under-represented groups.
- Encourage employees and potential employees from under-represented groups to apply for positions.
- Provide training for employees who are members of particular groups, which have been under-represented.

7.12 Positive selection is not permissible in these circumstances, and is known as positive discrimination, which is unlawful.

7.13 Where there is a genuine requirement for effective personal care or services of a particular racial group, the School will take positive action to appoint a member of that racial group. Where the jobholder provides persons of the racial group in question with personal services promoting their welfare and a person of the same racial group can most effectively provide those services. This is classed as a Genuine Occupational Qualification (GOQ section 5(2)(d)).

- racial equality monitoring

7.14 Monitoring for equality will include:

- (i) workforce monitoring
- (ii) a record of all complaints detailing racial incident(s).
- (iii) reviewing individual complaints to ensure resolution and no victimisation.
- (iv) training applications

7.15 For the purpose of recording the ethnicity of employees the School will adopt the proposed 2016 census categories which are as follows:

White
British
Irish
Any other white Background (please specify)

Mixed
White and Black Caribbean
White and Black African
White and Asian
Any other mixed Background (please specify)

Black or Black British
Caribbean
African
Any other Background (please specify)

Chinese or other Ethnic group
Chinese
Any other (please specify)

Asian or Asian British

Indian

Pakistani

Bangladeshi

Any other Asian Background (please specify)

7.16 This information will be recorded on the Open Door Computerised Personnel System and will be used to monitor other employment areas as recommended by the Commission for Racial Equality, such as:

- the ethnic composition of the workforce of each site, department, section, shift and job category and changes over time
- selection decisions for recruitment, promotion, transfer and training, according to the racial group of candidates and reasons why.

7.17 Investigations will take place if there is information to suggest that discrimination has occurred.

- recruitment and selection

7.18 To avoid indirect discrimination, St Cuthbert's School will advertise and recruit in various ways to reach all groups in the community.

7.19 Selection criteria and tests will be reviewed on a regular basis, to ensure they relate to job requirements and are not unlawfully discriminatory.

7.20 Staff responsible for shortlisting, interviewing and selecting candidates should be:

- clearly informed of selection criteria and of the need for consistent application
- guided or trained on the effects which generalised assumptions and prejudices about race have on selection decisions
- aware of possible misunderstandings that can occur in interviews between persons of different cultural backgrounds

7.21 All job applications will be monitored to record individual ethnic origin and to ensure no unlawful discrimination takes place.

7.22 Interview panels must first receive equal opportunity and race equality training before commencing recruitment responsibilities.

- representative workforce

7.23 St Cuthbert's School is committed to developing a representative workforce, which reflects the local community. A representative workforce including the talents and abilities of all sections of the community is central to the delivery of quality services that are sensitive to the needs of the whole community.

- training & raising awareness

7.24 Corporate training provision will include racial equality within its diversity training programme.

7.25 Team Meetings and Management Team agendas should include a quarterly discussion item regarding racial equality issues.

8. Responsibilities

8.1 Please refer to the Corporate Equality & Diversity policy which outlines individual responsibilities for promoting equalities and diversity within the council and which is applicable to all other specific equality policies.

9. Further information

9.1 Further information can be obtained from the following organisations:

- Newcastle City Council Equal Opportunities Officer -0191 2787878
- The Commission for Racial Equality - 0113 2434413
- Alternatively, you may wish to contact your Trade Union representative.

This policy was approved by the Governing Body on

Signed

Appendix 1 REPORT OF A RACIST INCIDENT

Please record as much information as possible and circle answers where appropriate.

SECTION ONE – SCHOOL DETAILS				
Recording Officer		Base		
Section/Dept		Date		Time
SECTION TWO - CLIENT / VICTIM'S DETAILS				
Male Female		D.O.B.		
		Employee	yes	no
		Ethnic origin		
SECTION THREE - INCIDENT DETAILS				
Date		Time		
Location	In Home Work School College/University Shopping Parks Transport In the community	Category	assault / attack graffiti arson malicious call verbal abuse threatening behaviour written/printed material criminal damage bullying harassment other	
SECTION FOUR - PERPETRATORS DETAILS				
Is the identity of the perpetrators known?	Yes No	How many involved?		
Male or Female?		D.O.B.		
School employee?	Yes No	Class		
Ethnicity		Admitted to offence	Yes No	
SECTION FIVE – ACTION TAKEN				
record only <input type="checkbox"/> internal action <input type="checkbox"/> referred to external agency <input type="checkbox"/>				

Please return to:

Appendix 2
ST CUTHBERT'S RC PRIMARY SCHOOL
RACIST INCIDENT REPORTING GUIDELINES

Racist incident reporting is a process to combat racist attacks and harassment. By completing the attached form, Newcastle City Council is helping to provide clear and more complete information, in order to determine the scale and pattern of any incidents. This in turn will enable an effective and positive response to be made by the School in the first instance and assist the School in reporting against performance indicators.

The definition of a racist incident is:

- **A racist incident** is classed as “any incident which is perceived to be racist by the victim or any other person”. This includes crime and non-crimes.

and;

- **Institutional racism** is classed as the collective failure of an organisation to provide an appropriate and professional service to people because of their colour, culture or ethnic origin. It can be seen or detected in processes, attitudes and behaviour which amount to discrimination through unwitting prejudice, ignorance, thoughtlessness and racist stereotyping which disadvantage minority ethnic people”

The development of a partnership approach to combatting racist incidents will be progressed, so that public agencies within Newcastle City Council can work together to eliminate racial harassment and aggression.

All departments are asked to use the appropriate documentation, which accompanies this guidance note.

Please record as much information as possible on the report form, which is split into five sections:

Section 1	Departmental details
Section 2	Victim's details
Section 3	Incident details
Section 4	Perpetrator's details
Section 5	Action taken

Please record any incident, which occurs during the employment relationship.

For the purposes of collecting information on ethnicity, the School will use the 2016 census categories, which are:

White

British
Irish
Any other
(please specify)

Black or Black British

Caribbean
African
Any other
(please specify)

Mixed

White and Black Caribbean

Chinese or other Ethnic group

Chinese

White and Black African
White and Asian
Any other mixed background
(please specify)

Any other
(please specify)

Asian or Asian British

Indian
Pakistani
Bangladeshi
Any other Asian Background (please specify)

- If you require any assistance, please do not hesitate to contact .

Appendix 3

STAFF INFORMATION

RACIST INCIDENT REPORTING

Introduction

St Cuthbert's School is strictly committed to eliminating any form of abuse or harassment. We have developed a process to collect and monitor information regarding any reported racist incident.

This means that employees can complain about any racist incident, which has happened to them personally, or that they have witnessed.

Racist incident reporting aims to help combat any form of racist attack, behaviour, or harassment. This will provide clear, improved information, the monitoring of which will help to identify any trends or patterns of incidents of any sort and thus assist in developing positive strategies.

Your views are helpful to determine the validity of the process. By identifying what works well and what needs to change, the process can be improved.

The Law on Equality

The Race Relations Act 1976 (amended 2000) makes discrimination on the grounds of race, colour, nationality, ethnic or national origin unlawful. The law covers people from all racial groups. The report defines a racist incident and institutional racism:

- **A racist incident** is classed as *“any incident which is perceived to be racist by the victim or any other person”*. This includes crimes and non-crimes.
- **Institutional racism** is classed as *“the collective failure of an organisation to provide an appropriate and professional service to people because of their colour, culture or ethnic origin. It can be seen or detected in processes, attitudes and behaviour which amount to discrimination through unwitting prejudice, ignorance, thoughtlessness and racist stereotyping which disadvantage minority ethnic people”*

Tackling racial harassment

Racial harassment in general terms can be described as “any unwanted behaviour which a person finds intimidating, upsetting, embarrassing, humiliating or offensive, based upon a person's race”.

Racial harassment can include:

- Physical contact ranging from touching to serious assault.
- Verbal and written material including racist jokes, offensive language, gossip, slander, sectarian songs, etc.
- Visual displays of racist graffiti.
- Isolation or non-co-operation at work, exclusion from social activities.
- Discrimination – refusing a service, a job or goods on racist grounds.

What you can do about it?

You do not have to tolerate it. It is not your fault and you are encouraged to report any incident without fear of reprisals. Appropriate action will be taken against anyone who has been found to practice any form of racist behaviour.

DO NOT SUFFER IN SILENCE

If you feel that you have witnessed or been subjected to any form of racial abuse or harassment, you can report the matter to your immediate supervisor.

Any issue will be dealt with promptly, during a confidential interview, which will take your wishes into account at all times.

Informal and formal processes are established to resolve issues. Formal processes include complaint, grievance and disciplinary procedures.

Alternatively you can discuss the matter with your Equality & Diversity Implementation Group member, Trade Union representative or the .

In Summary

It is a feature of the School's approach to equal opportunities that any form of racial abuse will not be tolerated.

Staff are encouraged to actively promote anti-discriminatory practices and report any cases of anti-social behaviour.

This procedure aims to assist individuals who are having problems because of their race, which includes colour, culture, ethnicity, religion or nationality as also outlined in the corporate Racial Equality policy.

All employees of St Cuthbert's School should therefore:

- Recognise discriminatory practice and keep records of instances.
- Feel confident to challenge any form of racial intimidation.
- Be aware of the assistance which can be provided.
- Create a positive working atmosphere, thus enhancing service provision.

Useful telephone numbers:

The Commission for Racial Equality	0113 2434413
Race Relations Employment Advisory Service	0121 4525447

***Alternatively you may wish to consult your individual Trade Union representative.**

Appendix 4

ST CUTHBERT'S RC PRIMARY SCHOOL RACIAL EQUALITY POLICY EXAMPLES OF RECORDING RACIST INCIDENTS

The following examples are provided within the Code of Practice on reporting and recording racist incidents.

In a case where the incident occurs in a place which is under the control of an employer or service provider, the employer or service provider is obliged to take action in order to comply with the Race Relations Act 1976.

- *A black woman feels herself to be the subject of racial discrimination at work. This should be dealt with in the first instance by her employer under the equal opportunities or indeed racial equality policy. She does have the right to report to another agency if she so wishes.*
- *An asian man calls the police because white youths are hanging around outside his home. He perceives their presence as racist and the police therefore complete a racist incident form. Some time later his windows are smashed. The earlier information about racist incidents may provide useful intelligence to the police in solving crime.*
- *A teacher overhears a white child calling an asian "paki". the teacher records this as a racist incident, even though the abused child does not complain to him, and speaks to the child responsible for the abuse. If a more serious incident occurs later on, the teacher has a written record of a previous incident that would allow the subsequent incident not to be dealt with in isolation.*
- *The car tyres of a chinese woman have been slashed. She does not think the incident is racist, but her white neighbour does and reports the matter to the local racial equality council. They should record the incident as racist based on the perception of the neighbour, even if the victim disagrees.*
- *There is a dispute outside a shop between two groups of youths. One of the young men, of pakistani origin is punched in the face by a young man of indian origin. The victim reports this to the police and tells them that he believes it is a racist incident. The police should record this as a racist incident, since the young man believes that he was attacked because of is ethnic origin.*
- *Two white males from a community of asylum seekers visit a local pub shortly after moving into the areas. The white barman refuses to service them, saying that all asylum-seekers are troublemakers. The two men report this incident to a local support group, who should record it as a racist incident, since it is based on stereotyping of two men according to their ethnic group.*

This policy was approved by Governors on

signed