

# THE HARVEY GRAMMAR SCHOOL



## Race Equality Policy

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## Statement of Intent

The Harvey Grammar School is committed to an inclusive ethos based on respect for, and celebration of, ethnic diversity. The school strives to prepare all pupils for living in a multi-cultural and multi-ethnic society and will strive to promote racial equality in all dimensions of the school's life and community.

We will:

- take positive action to eliminate racial discrimination and harassment
- promote equality of opportunity for all members of the school community
- promote good relations between people of different racial groups

Cultural and ethnic diversity will be valued in the curriculum, in the school workforce, the Governing Body, the parental body and the pupil body. We will ensure that the culture and ethos of the school place equal value on the diverse racial faith and ethnic groups, cultural and linguistic heritage represented in our society.

We acknowledge and value all ethnic and national groups represented in the school community.

We recognise that we live in a multi-cultural and multi-faith community and we will strive to recruit a workforce to reflect this.

We endorse the recommendations of the Stephen Lawrence Inquiry Report.

## Definitions

We accept the definition of racism and institutional racism included in the Stephen Lawrence Inquiry Report:

**Race** - A protected characteristic of an individual's identity which includes skin colour, nationality (including citizenship), ethnic or national origins and ethnic group.

**Anti-racist** - The school's intention to actively challenge racist behaviour, views and misconceptions and to educate the school community on the importance of embracing and celebrating an ethnically diverse world.

**Racist behaviour** - An incident or series of incidents which, whether intentionally or unintentionally, intimidate, offend, exclude, belittle or harm an individual in any way physically, emotionally or mentally because of their ethnic origin, colour, race, religion or nationality. Examples of racist behaviour are provided in the 'Behaviour' section of this policy.

**Ethnic minorities** - Ethnic minorities are all ethnic groups except the white British group. Ethnic minority groups include:

- Asian or Asian British
- Black, Black British, Caribbean or African
- Mixed or multiple ethnic groups, e.g. white and Black Caribbean or any other Mixed or multiple-ethnic background
- White minorities, including Gypsy, Roma and Irish Traveller groups

We will ensure that all members of the school community will have the opportunity to improve their own understanding of race equality and understand their personal responsibility to promote race equality.

## Behaviour

Racist behaviour in any form will not be tolerated by the school and any incidents will be dealt with on a case-by-case basis. The school will not tolerate any of the following behaviour from any member of the school community:

- Physical assault because of an individual or group's ethnicity
- Use of derogatory names, insults and racist jokes
- Racist graffiti
- Provocative behaviour, e.g. displaying racist emblems
- Bringing racist material or propaganda into the school
- Verbal abuse and threats, or online abuse and threats, relating to an individual or group's ethnicity
- Encouraging others to behave in a racist manner or recruiting others to racist organisations and groups
- Making racist comments during discussions
- Statements of cultural bias or racial microaggressions
- Ridiculing a cultural difference, e.g. food, music, religion, dress or traditions
- Refusing to co-operate with others because of their ethnicity
- Any attempts to practice racist behaviour through other means

Staff and pupils will know to look out for any of the above behaviour and will bring any incidents of racist behaviour to the Deputy Headteacher's (Pastoral) attention and the appropriate action will be taken. Following any incidents of racist behaviour, a report will be made to the Deputy Headteacher (Pastoral) through the school's reporting and recording procedures. The school will also exercise its right to discipline pupils for any incidents of racist behaviour taking place outside the school gates in accordance with section 90(2)(a) of the Education and Inspections Act 2006, where it is reasonable for the school to impose a penalty or regulate the pupils conduct at such a time, e.g. during the commute to and from school.

Any staff failing to uphold this policy will be disciplined in accordance with the school's Staff Disciplinary Policy.

## Curriculum

The school's curriculum will provide pupils with the opportunity to learn about racial equality in an age-appropriate manner through each Key Stage. Pupils will be taught about the context of today's immigration debates with regard to the number of people who came to the UK from colonies and former colonies. The school's curriculum will ensure that pupils are taught about the key values that support an anti-racist curriculum, including:

- Equity - fairness in access, opportunity, experience and outcome
- Justice - fairness and non-discrimination, safety and security
- Inclusion - belonging and feeling relevant and involved
- Voice - representation, participation and the power to affect decisions
- Respect - enabling and protecting personal and cultural dignity, enabling truthful histories, and destigmatising communities
- Wellbeing - understanding how racism damages victims' physical, mental and emotional wellbeing

Relevant subjects, e.g. history, will teach pupils about the experiences and histories of ethnic minority groups in Britain, including significant historical figures from ethnic minority communities and their achievements. The curriculum will aim to challenge cultural assumptions which perpetuate racist and pupils

will discuss contemporary and historical issues surrounding racial inequalities in society and the reasons why people feel the need to take action.

## Recording and Reporting

Reports of racist behaviour will be taken extremely seriously by the school and a record of such reports will be maintained in accordance with the school's Racist Incident Procedure. The school will record all incidents of racist behaviour and report them annually to the Local Authority (LA).

In the event that the school is required to exclude a pupil as a result of an incident, or series of incidents of racist behaviour, this will be recorded on the local exclusions form and the written record of an incident of racist behaviour. The school will ensure that incidents of racist behaviour are reported as soon as reasonably possible, in order to highlight that there is an issue of racist behaviour within the school that needs to be tackled. Reporting incidents of racist behaviour to the Governing Body will take account of any trends and the year groups involved.

The victim of any incident of racist behaviour will be informed of any investigation and the outcome. The school will ensure that parents/carers are made aware of the actions being taken to achieve a whole-school approach to anti-racism and why. Incident reports will be reviewed and monitored to identify any trends.

## Community Consultation and Partnership

The Harvey Grammar School is committed to working in partnership with local minority ethnic community groups and promoting racial harmony.

- We will be pro-active in encouraging representation on the school Governing Body to ensure it reflects the ethnic profile of our school population and the community
- We will welcome minority ethnic community and faith groups by inviting them to join in the celebration of cultural and religious festivals in our school
- We will be pro-active in recruiting community volunteers to ensure the school's volunteer profile reflects the ethnic profile of the school population and community
- We will take positive action to ensure that communication is accessible to all
- We will ensure that all community groups using the school building are aware of our Race Equality Policy.

## Racial Incidents

The Harvey Grammar School will not tolerate any form of racial harassment or abuse.

We accept the definition of a racial incident as included in the recommendations of the enquiry into the death of Stephen Lawrence:

**Racist Incident** – A racist incident is any incident that is perceived to be racist by the victim or any other person.

The school has a racial incidents policy and procedure (attached as Appendix 1). The Headteacher is responsible for implementing the procedure and ensuring that all members of the school community are aware of, and understand, the policy.

## **Ethnic Monitoring**

The Harvey Grammar School will ensure that ethnic monitoring of the pupil population and the workforce is undertaken positively to ensure equality of opportunity and high achievement for all groups.

The Headteacher will ensure that all staff involved in recruitment, staff development and admissions receive appropriate training and understand the process and rationale for collecting data on ethnicity.

The Headteacher will ensure that data on the ethnic profile of the school is used to monitor the impact of policies on pupils, staff and parents/carers from different racial groups.

## **Monitoring**

The Harvey Grammar School is committed to monitoring by racial group:

- Admissions
- Attainment in all curriculum areas
- Key Stage 4 option choices
- Attendance
- Racists Incidents and action taken
- Selection and recruitment of staff
- Staff development
- Exclusions
- Awards and rewards
- Disciplinary sanctions
- Participation in extra-curricular activities
- Attendance at parental consultations
- Governing Body representation and retention

## RACIAL INCIDENT REPORTING POLICY & PROCEDURE

*This procedure is an integral part of the Race Equality Procedure for The Harvey Grammar School*

### Definition of a Racial Incident

The Harvey Grammar school has adopted the following definition of a Racial Incident:

**“A racist incident is any incident which is perceived to be racist by the victim or any other person.”**  
(Recommendation 12 of the Stephen Lawrence Inquiry)

**A racist incident may be perpetrated against individuals on the basis of their race, colour, nationality, culture, language or religion.**

Like the Police, the LA and other public authorities, we have a commitment to investigate any incident believed to be racist. It should be noted that the definition includes all groups and is not confined to a person’s race or skin colour. As such, it requires effective listening supported by impartial investigation procedures that allow both the victim and the alleged perpetrator to be given a fair hearing.

Incidents will be investigated and recorded when there has been a perception of allegation that there was an incident, even if it is found that they were unsubstantiated. Examples of racial incident are:

- Physical assault because of an individual or group’s ethnicity
- Use of derogatory names, insults and racist jokes
- Racist graffiti
- Provocative behaviour, e.g. displaying racist emblems
- Bringing racist material or propaganda into the school
- Verbal abuse and threats, or online abuse and threats, relating to an individual or group’s ethnicity
- Encouraging others to behave in a racist manner or recruiting others to racist organisations and groups
- Making racist comments during discussions
- Statements of cultural bias or racial microaggressions
- Ridiculing a cultural difference, e.g. food, music, religion, dress or traditions
- Refusing to co-operate with others because of their ethnicity
- Any attempts to practice racist behaviour through other means

### Roles and Responsibilities

- The Governing Body is responsible for monitoring the policy.
- The Headteacher is responsible for implementing the policy and procedures.
- All members of the school community are responsible for following the procedures.
- The LA will advise schools on the management of racial incidents and the findings from its monitoring.

## Recording the Racial Incident Investigation

The Headteacher has overall responsibility (which may be delegated to an appointed senior member of staff) for managing racial incidents. He will ensure that the school has:

- Made it a requirement to investigate, record and report where there is a perception that a racial incident may have taken place.
- Communicated the school's commitment to tackling racial incidents to all members of the school community, including provision for this procedure to be made available in community languages where appropriate.
- Completed the Racial Incident Monitoring Form as soon as possible after an incident has taken place.

The Racial Incident Monitoring Form shall be kept in a confidential central file for internal monitoring purposes and will not be sent to the LA. These forms will be kept for 25 years.

There will be a central record of all racial incidents.

## Management of Racial Incidents

(a) Considerations for all Incidents:

- Investigate the incident thoroughly.
- Record the incident on a Racial Incident Monitoring Form in any instance where the victim or perpetrator is a pupil.
- Keep the situation under regular review to ensure that any harassment, abuse or victimisation has stopped and that the victim feels safe.
- Consider any curriculum implications, including the need for a special assembly or changes to the school's behaviour code or other policies.
- Support for the victim (if a pupil) - See section b.
- Support for the alleged perpetrator (if a pupil) - See section c.
- Consider if there is a child protection issue in this case.
- Consider seeking advice from the Local Education Officer.

(b) Support for the Victim (if a pupil):

- Take appropriate action to offer support to the victim.
- Meet with the pupil's parent(s)/carer(s) to discuss the matter and explain the action taken. An interpreter/translator may be needed at the meetings.
- Reinforce the school's commitment to tackling racist incidents.

(c) Support for the alleged Perpetrator (if a pupil):

- An appropriate member of staff shall intervene and take immediate action, for example, separating the victim(s) from the perpetrator(s).
- Any racist behaviour shall be challenged immediately. The perpetrator shall be told that his/her behaviour is unacceptable and will not be tolerated.
- Appropriate action shall be taken to support, educate and monitor the behaviour of the perpetrator to ensure that the racist behaviour will not be repeated.
- The incident shall be reported to the Headteacher and he shall decide whether any further action needs to be taken, including notifying the police and informing the parent(s)/carer(s) of the relevant pupil(s) of any investigation and the outcome.

- The Headteacher shall consider the use of a full range of sanctions including the use of fixed term or permanent exclusion.
- Discuss the incident with the alleged perpetrator's parent(s)/carer(s) (if appropriate) and reinforce the school's commitment to tackling racial incidents.

#### (d) Dealing with Members of Staff as alleged Perpetrators or Victims

All members of staff are required to abide by the school's Equal Opportunities and Race Equality Policies. Substantial racial discrimination by any members of staff towards pupils may be considered as misconduct and the perpetrator may be subject to disciplinary action. In the event of such an allegation being made against a member of staff, the Headteacher or his nominee shall investigate the allegation in accordance with the relevant Disciplinary Procedures. All members of staff have the right to use the school's Grievance Procedure if they suffer discrimination and cannot get satisfactory management support.

The Governing Body and Headteacher have a duty of care towards employees and must ensure that they address any complaints from employees about discrimination by pupils, parents/carers or colleagues, and provide appropriate support and referrals as necessary.

#### (e) Dealing with Members of the Public as alleged Perpetrators

Racially motivated conduct by members of the public requires an immediate response. The following procedure is to be followed in cases of racial incidents involving a member of the public:

- The incident to be reported to the Headteacher as soon as possible.
- The police to be informed of incidents involving violent, threatening or abusive behaviour.

## Managing the Impact of Racial Incidents in the School and the Community

Racist graffiti or slogans shall be reported and removed immediately or within 24 hours.

Racist literature, badges and insignia shall be confiscated immediately, giving a clear explanation setting out the reasons why the property has been confiscated. The confiscated property shall be handed to the police in criminal proceedings or returned to the pupil or his/her parent(s)/carer(s) at an early opportunity, as appropriate. A member of staff may not deliberately destroy a confiscated item unless such action is necessary in the immediate interests of safety.

If the incident has caused damage or is seen as a threat of damage to a person or property, it may be appropriate to call a special meeting either with staff only or with pupils to discuss what has happened. Support and advice may also need to be sought from the Local Education Officer, the police, the local Racial Equality Council, a Victim Support group or another appropriate agency.

## Reporting to the Police

Violent, criminal or other serious racial incidents may be reported to Kent Police. This applies to all racial incidents brought to the attention of the school, regardless of the relationship of the parties to the school. Kent Police have the discretion to decide to pursue action based on incidents.

Violent, criminal or serious incidents shall also be reported to the LA through the Local Education Officer.

## **Reporting information to Parents/Carers, Governors and the LA**

The Governing Body will:

- receive a termly report on any racial incidents in the Headteacher's report to governors. This shall include the number of incidents investigated and an overview of actions taken.

The school will report annually to the LA on racial incidents during the preceding year. The LA will send a data collection form to the school for this purpose and ensure that schools, together with LA officers, are informed of the outcomes of its monitoring, so that any trends or concerns can inform school planning and curriculum development.