



Anti Racism Contact Officer Procedures

Rationale: See attached DoE Policy...

<https://education.nsw.gov.au/policy-library/policies/anti-racism-policy>

<https://education.nsw.gov.au/policy-library/policies/complaints-handling-policy>

At Picton High School we reject all forms of racism. We are committed to creating a safe learning and workplace environment where students, staff and visitors are free of all forms of racism, including direct racism, racial vilification and harassment.

Aim:

1. To eradicate expressions of racism at Picton High School and challenge the attitudes that allow them to emerge.
2. All staff and students work together to eradicate racism by promoting acceptance of Australia's cultural, linguistic and religious diversity.
3. To provide clear procedures to support those experiencing racism

Anti Racism adheres to the values of PICTON Code

Pride -

Integrity- *To maintain positive personal values*

Compassion- *Acceptance of all students and their cultural, linguistic and religious backgrounds*

Trust -

Ownership- *Be responsible for the wellbeing of yourself and others*

Networked- *Students, staff and community contribute to the eradication of Racism*

Procedures:

- Interventions should take into account factors such as age, individual needs, any disability and development levels of students involved.
- As part of the PICTON Code teachers should model respectful behaviour associated with racism.
- In order to challenge race-based generalisations, stereotypes, bias, prejudice and discrimination that are the foundations of direct and indirect racism, teaching programs and practice should include strategies that are explicit and promote intercultural understanding and develop respect for Australia's cultural, linguistic and religious diversity
- Students actively report Racism through the school's Anti Racism Procedures.
- The ARCO takes a lead role in developing anti-racism education strategies to inform school planning and in addressing complaints of racism against students.
- Staff report all incidents of racism against students on Sentral, notifying the Anti Racism Contact Officer by pressing the ARCO button next to "notify". Where a more immediate response is required, staff should report racism to the Principal or Senior Executive and then record it on Sentral, notifying the ARCO.

- For incidents reported to the ARCO, the ARCO will outline the process to the complainant and assess risk and whether or not it is appropriate to seek a resolution consistent with the 'Complaints Handling Policy'. This will depend on whether or not the complainant is fearful of, or intimidated by the respondent.

Informal resolution is not appropriate or possible:

- If an informal resolution is not appropriate or possible, the ARCO may assist the complainant to put the complaint in writing if necessary and inform the complainant of the relevant procedure and their rights. The complaint will then be forwarded to the Principal or their representative to respond to in accordance with the Complaints Handling Process.

Informal resolution:

- Where an informal resolution is appropriate, the ARCO will explain the process to all parties. The ARCO will gather information from all parties, including witness accounts where applicable.
- Based on all available information, the ARCO will decide on a suitable outcome and convey this to the complainant, giving clear reasons for their decision. The ARCO will use a range of appropriate strategies when resolving complaints including mediation, education and/or internal and external agency intervention such as the School Liaison Police Officer or school counsellor.
- The ARCO will then implement the outcome, monitor and record the outcome.
- If the complaint is not resolved by the actions taken above, then the ARCO will advise the complainant of the process for review and continue to implement relevant strategies or refer the matter to the Principal or their representative for further follow up.
- The ARCO will record all outcomes.

Complaints of racism against staff or community:

- All incidents of racism against staff or community should be reported, as soon as is practicable, directly to the Principal.
- All such complaints will be dealt with under the Complaints Handling Process

Note: The school has a legal obligation to respond to all students, staff and community members exhibiting anti-social and extremist behaviour, all such incidents will be referred to the Case Management and Specialist Support Unit.

Anti Racism Contact Officer current of March 2018 is Miss Cartwright and Mrs Hornstra. You can contact either ARCO on 46771242.

Evaluation

This policy will be reviewed as part of the school's three year review cycle.

