



LOUGHTON SCHOOL
SINGLE EQUALITY SCHEME
April 2016

This policy is in response to The Equality Act 2010 and on the advice of EMASS replaces the Race and Equal Opportunities policy and the Disability Equality scheme. This policy will show how the school will meet the general duty outlined in Section 149 of the Equality Act. This act has three aims requiring public bodies to have due regard to the need to:

- eliminate discrimination, harassment, victimisation and other conduct that is prohibited under the act;
- advance equality of opportunity between persons who share a protected characteristic and persons who do not share it;
- foster good relations between persons who share a protected characteristic and persons who do not share it.

Loughton School serves the community area of Loughton, Shenley Church End, Great Holm south of Highgrove Hill and Attingham Hill, Crownhill to the south of and including Monro Avenue and Marley Grove. Due to a large number of children in school who live outside the catchment area we have children in school from many different socio and economic backgrounds. We have very few reported prejudice based incidents but this does not mean that we are complacent. Fostering children's understanding and appreciation of cultural etc. differences is an integral part of the school curriculum.

Loughton School values the benefits of having a diverse population. It also recognises the harmful effects of bullying and prejudice in society. These can unfairly limit the life chances of young people and exclude them from full participation in social, economic, political and cultural life. We believe in celebrating diversity, and that eradicating all forms of prejudice and promoting equality for all must be an integral part of all school's work. This policy will support the school in eliminating discrimination and victimisation and in identifying and dealing with prejudice based incidents or hate crime.

A prejudiced based incident is any incident which is perceived by the victim, or any other person, to be prejudiced towards an individual, due to one or more of their protected characteristics, which are age, disability, faith, gender, identity/reassignment, marriage and civil partnership status, pregnancy and maternity status, race, sex or sexual orientation. Hate crime is any criminal offence which is perceived by the victim or any other person to be motivated by a hostility or prejudice based on a person's real or perceived disability, faith, gender identity, race or sexual orientation.

This policy is available for all staff and parents.

The Governing Body ensures:

- that the school complies with equality legislation, including the general and specific duties, making reasonable adjustments to provision where necessary to uphold equality law;
- that the SES and its related procedures and strategies are implemented;
- that this Governor supports the head teacher in consultations with all stakeholders and in implementing any actions necessary;
- the equality objectives are reviewed, at least every four years.

The head teacher:

- works with the governing body to ensure that the policy and its related procedures and strategies are implemented effectively;

-
- appoints person(s) responsible for co-ordinating work under the seven protected characteristics;
 - ensures that stakeholders, including staff are aware of their responsibilities under the scheme and are given appropriate training and support so that they can fulfil their responsibilities;
 - monitors progress within the SES and provides an annual report to the governing body;
 - manages any day to day issues arising from the SES whether for pupils or for the school as an employer;
 - takes appropriate action with staff or pupils who discriminate;
 - tracks the progress of groups of pupils with protected characteristics.

All staff need to:

- be aware of the single equality scheme, actively support it and ensure that any training requirements are reported to the head teacher;
- deal with incidents of discrimination and know how to identify and challenge bias and stereotyping, as well as being aware of procedures;
- ensure that activities or personal behaviour do not discriminate on any grounds;
- keep up to date with equalities legislation by attending training and information events organised by the school or local authority.

Teaching staff need to:

- ensure that pupils from all groups have full access to the curriculum;
- promote equality and diversity through teaching and through encouraging community cohesion.

Pupils need to:

- be aware of and act in accordance with the SES;
- understand the importance of reporting prejudice based incidents.

Parents/carers will:

- have access to the scheme;
- be encouraged to support the policy;
- have the opportunity to attend any relevant meetings/awareness raising sessions related to the policy;
- have the right to be informed of any incident related to this scheme which could directly affect their child.

Visitors and contractors:

- will ensure that they are aware of, and comply with, the school's single equality scheme.

Recording of incidents

All incidents and hate crimes should be recorded and the school will record any incidents with appropriate details on the form Appendix 1. Completed forms will be held centrally in the office and logged on Sleuth and termly reports will be sent to MK council on the nature and frequency of incidents. (Appendix 2) The head teacher will then analyse the incidents. The head teacher should consider whether:

It is important that:

- the number of incidents, especially a null result, reflect the nature of community relations in the school;
- there is any trend in the nature of prejudice based incidents and hate crime i.e. are incidents predominantly homophobic, disablist or racial;
- statistics provide evidence that policies and practices are working by the scale and number of incidents, and by the prevalence of repeat incidents;
- they can be confident that pupils feel at ease to report incidents.

The findings will inform the School Development Plan and influence classroom practice. Behaviour that can be seen as possibly reflecting community tension within the school as a whole should be monitored e.g. where small groups of pupils form isolated groups within the classroom or playground. Loughton School will continue to develop healthy relationships with their local communities as we need to be aware of community issues to ensure that all our children reach their full potential and barriers to learning are removed.

Victim support

Loughton School attaches importance to comforting and supporting victims of prejudiced based incidents or hate crime. Staff will endeavour to explain to the victim the actions taken in dealing with the perpetrator and express the attitude of the school towards such behaviour. Staff should allow the pupil or adults the opportunity to express their own concerns and feelings and provide further support if deemed necessary.

Procedures and policy

It is important that:

- prejudice based incidents and hate crimes are clearly identified as such and the frequency and nature of them is monitored within school using Sleuth to support this;
- preventative action is taken in school to reduce the likelihood of such incidents occurring;
- the wider implications of such incidents for the school and the local community are recognised;
- full and regular reporting of these incidents is provided by the governing body;
- full and timely reporting of these incidents is provided to MK council;
- staff are familiar with formal procedures for recording and dealing with prejudice based incidents and hate crimes so that they are vigilant regarding these behaviours;
- pupils are involved in drawing up and agreeing principles and codes of practice relating to all types of bullying and harassment, and play a part in dealing with prejudice based incidents and hate crimes;
- parents are involved in agreeing principles and procedures for dealing with prejudice based incidents and hate crimes;
- perpetrators are dealt with effectively;
- victims of prejudice based incidents and hate crimes are supported.

Incidents may include:

- threatened or actual physical assault;
- derogatory name calling, insults, for example racist jokes or homophobic language
- hate graffiti;
- provocative behaviour such as wearing badges or symbols belonging to right wing or extremist organisations;
- distributing offensive literature;
- inciting hatred or bullying against pupils who share a protected characteristic;
- prejudiced or hostile comments in the course of discussions within lessons;
- teasing in relation to any protected characteristic eg sexuality, language, religion or cultural background;
- refusal to cooperate with others because of their protective characteristic whether perceived or real;
- expression of prejudice calculated to offend or influence the behaviour of others;
- attempts to recruit other pupils to organisations and groups that sanction violence, terrorism or hatred.

It is important to recognise that:

- such incidents are often part of more complex interactions which may take place in school – for example, an argument about friendship may lead to a prejudiced based incident or hate crime;

- teachers may need to deal with prejudiced or hostile comments made by parents or other adults as well as pupils;
- incidents may involve group as well as individual behaviour;
- prejudiced based incident or hate crimes are not always explicit – for example a person may be called ‘smelly’ and behind such insults may lie a hate element;
- prejudiced behaviour can occur without anyone belonging to the targeted characteristic being present – for example telling jokes about a disability;
- acts or expressions may include negative body language – for example a refusal to sit next to or work with a homosexual pupil;
- harassment is not based on whether or not the perpetrator intended to harass, or understands the prejudiced content of what he or she has done, but rather the effects of the incident.

Loughton School feels that it is important that everyone deals with such incidents in the same way and we have included a checklist (Appendix 3) to support staff when they are dealing with prejudice based incidents or hate crimes. It is recognised that staff will use their professional judgement in dealing with specific incidents, but individual practice should be based on school policy. Response may include sanctions, withdrawal of privileges, counselling etc and parents should be informed. A list of sources of support and advice are in Appendix 4.

Any prejudiced behaviour from any member of staff towards any pupil, parent or another member of staff will not be tolerated and if it occurs, action will be taken, including if appropriate, disciplinary action. Loughton School will bring this policy to the attention of volunteers who work in the school on a regular basis. Any parent displaying such views will be asked to talk to the head teacher explaining their actions or words. There may be occasions when prejudiced based incidents or hate crimes that have occurred outside school, or involve outside perpetrators, are brought to the attention of the head teacher. These incidents should be reported to the police and/or the Anti-Hate Crime group who may wish to take action under hate crime legislation.

This policy makes it clear that any prejudice based incidents within the Loughton School community will not be tolerated and will be dealt with consistently by staff and/or Senior management. All incidents will be recorded, reported and analysed and will inform the School Development Plan. Any incidents outside the school community, if corroborated, will be reported to the appropriate organisations.

The policy has been written in 2012. A provisional date for the next review is 2016 and this will be as part of our on-going School Development Planning cycle.

Appendix 1: Record of Incident

Appendix 2: Guidance to support Staff

Appendix 1 **LOUGHTON SCHOOL**
Prejudice based incident/hate crime reporting form

Date of Incident _____

Perpetrator	Pupil/staff/outside person/s, including parents (Please state) Ethnicity..... Gender..... Age or year group.....
Victim	Pupil/staff/outside person/s, including parents (Please state) Ethnicity..... Gender..... Age or year group.....
Victimless Incident (Please tick)	Yes <input type="checkbox"/> No <input type="checkbox"/> Tick if the incident was intentional <input type="checkbox"/>

Protected characteristic targeted (circle):, disability, faith, race, other

Nature of Incident (Please tick)

Hate Crime

Prejudice based incident

Physical assault <input type="checkbox"/>	Name Calling <input type="checkbox"/>	Hate graffiti <input type="checkbox"/>
Offensive badges <input type="checkbox"/>	Hate literature <input type="checkbox"/>	Incitement of others <input type="checkbox"/>
Refusal to co-operate <input type="checkbox"/>	E-Safety: mobile phones or Social networks <input type="checkbox"/>	Other _____

Brief description of the incident

Who is dealing with this?.....

Parent advised:

Action Taken/Victim Support

Name.....
Position

Signature

Date

Appendix 2

Guidance notes to support all staff when dealing with different types of incidents.

Type of incidents	Suggested actions	Possible Hate Crime?
(a) Physical assault	<ul style="list-style-type: none"> • Report to the class teacher, Year Manager, Assistant Heads, Deputy Head or Headteacher as appropriate • Record on the Prejudiced Based Incident Reporting Form & record on Sleuth • Provide a full report to the named person/Headteacher • Inform parents/carers • Take necessary action to prevent recurrence 	Yes
(b) Derogatory name calling	<ul style="list-style-type: none"> • Never ignore any derogatory name calling, insults and prejudiced forms of verbal abuse in school • Explain fully to the perpetrator that verbal prejudice abuse will not be accepted • Refer offenders to the named person/SMT as appropriate • Record on the Prejudiced Based Incident Reporting Form & record on Sleuth • Inform parents/carers • Request agencies for intervene to provide training/strategies depending on the nature of the incident (see section 12) 	Yes
(c) Hate graffiti	<ul style="list-style-type: none"> • Report all prejudiced and offensive graffiti in the school to the named person/SMT • Take action to remove graffiti immediately • Check regularly and take steps to remove and discourage the re-appearance of graffiti 	Yes
(d) Wearing hate badges or insignia	<ul style="list-style-type: none"> • Do not permit wearing of hate badges or insignia • Refer perpetrators to the named person/SMT as appropriate • Record on the Prejudiced Based Incident Reporting Form & Sleuth • Inform parents/carers 	Yes
(e) Bringing hate materials into school	<ul style="list-style-type: none"> • Remove all forms of hate literature, such as leaflets, comics materials or magazines • Refer pupils to the named person/SMT as appropriate • Inform parents/carers 	under incitement legislation
(f) Prejudiced based comments during lessons	<ul style="list-style-type: none"> • Challenge comments/statements • Speak to the young person after the lesson to ensure they understand what they said was unacceptable and why • Record hate incidents occurring in each lesson as a separate incident as outlined in the school's policy & record on Sleuth • Inform parents/carers 	Yes, may fall under incitement legislation

<p>(g) Attempts to recruit to organisations or groups</p>	<ul style="list-style-type: none"> • Report immediately to the named person/SMT • Recruiter should be interviewed • Record on the Prejudiced Based Incident Reporting Form & record on Sleuth • Inform parents/carers 	<p>Yes, may fall under incitement legislation</p>
<p>(h) Ridicule of an individual for cultural or other differences e.g. food, music, dress, appearance, etc</p>	<ul style="list-style-type: none"> • Never ignore any attempt to ridicule an individual within school • Explain fully to the perpetrator that verbal prejudice abuse will not be accepted • Refer offenders to the named person/SMT as appropriate • Record on the Prejudiced Based Incident Reporting Form & record on Sleuth • Inform parents/carers 	<p>Yes</p>
<p>(i) Refusal to cooperate with others because of a protected characteristic e.g. race, disability, sexuality</p>	<ul style="list-style-type: none"> • Explain that pupils should work collaboratively. Every pupil should have the right to be included in school activities • Refer perpetrators to the named person/ SMT as appropriate • Record on the Prejudiced Based Incident Reporting Form & record on Sleuth • Inform parents/carers 	<p>No</p>