



*Doing all the good we can*

## Inclusion and Equalities Policy

Document Status			
Date of Next Review	Jan 2023	Responsibility	
Success Criteria for review completion	4 Yearly	Responsibility	FGB
		Responsibility	FGB
Date of Policy Adoption by Governing Body		Approved FGB	
Jan 19			
Method of Communication (e.g Website, Noticeboard, etc)			
Website, Paper copy in school			

## **Setting**

This policy embodies the school's values and inclusive approach to education.

## **Policy**

### **Inclusion and Equalities Objectives**

This School values the rich cultural and racial diversity of our society and seeks to celebrate these in school provision and activities.

This school seeks to promote positive attitudes to gender, equality, cultural diversity and special needs of any kind.

This school seeks to educate our children to help them make the most effective use of their talents to the benefit of others and to ensure self-fulfilment.

The school curriculum and related policies and activities reflect the diversity of society both locally, nationally and globally.

The school operates an equal opportunities policy, which will help individuals reach their full potential regardless of ethnic origin, ability, gender or religion.

This school is opposed to racism, stereotyping and all other forms of discrimination based upon a person's socio economic grouping, ethnic origin, gender, age, nationality, language, religion, disability, sexuality or size.

The equalities programme and policies of this school apply to all employed in the school, pupils and all who are associated in Governorship and the school's provision.

The school has in place systems for dealing with incidents that hurt or demean others.

The school has in place a system for recording incidents which demean or hurt others. Within this system incidents of a racist nature are clearly identified.

All staff must be involved in the recording and reporting of incidents described above and will be trained to do so.

The system for reporting and recording incidents so described has an automatic review process.

All policies and programmes will form part of the school's self evaluation and review programme.

### **Associated Policies.**

Equal Opportunities, S.E.N. Admission, Behaviour, Child Protection, Health and Safety. **(The school must recognise the impact this policy has when reviewing all curriculum and other policies)**

## **Recording and reporting procedures regarding incidents in school.**

**Overview of School procedures for dealing with Incidents in relation to Discipline Pastoral Care, Bullying, Health and Safety and Child Protection and with incidents of a racial nature.**

**Please note that for each of these areas there is detailed advice in the schools devoted information files, policies and programmes. This give an integrated overview of related procedures and methods of recording and reporting.**

### **Health and Safety.**

If a issue regarding the health and safety is noted or highlighted by an incident this must be noted to health and safety co-ordinator(Head).

Appropriate emergency safety action needs to be taken and where appropriate information disseminated to avoid repetition. This must be noted on the School Health and Safety Data Base.

When the incident advice etc is logged on the School data base it should be analysed in terms of current risk assessments. If required a new or extended risk assessment needs to be made. The review procedure which is built into the data base will be automatically triggered.

The details must be placed on the agenda of the next Management meeting at which appropriate response need to be outlined and a review date set.

A revised advice and policy needs to be placed on the agenda of all group staff meetings.

In **emergency** deal with accidents as indicated in the Schools Health and Safety Policy. ie Secure the injured – summon help – call emergency services if needed – inform parents.

All accidents must be logged on a school accident form. The child's teacher should decide in non emergency situation if the child's parents should be involved. The Health and Safety policy gives detailed advice. Eg (bumps or damage to the head, suspected fractures, wounds that it is considered need medical help) If in doubt inform. If incident are observed and dealt with by a PSA MSA or other teacher then they must inform the child's teacher who must ensure information is passed to the parent.

Accident forms are held in the office and the kitchen, but teachers are advised to have copies in their classes.

The head must be informed of all emergencies where a child is dealt with by emergency services or the parent is called to collect the child.

All accident forms must be placed in the secretaries in tray. (not in the Accident Book file) This will mean that all are brought to the heads attention each Friday before they are filed.

Advice about dealing with accidents, incidents regarding health and safety is given in full detail in the devoted policies and programmes.

### **Access for Children in Medical Procedures**

The school acknowledges its role in making learning available to those children who are in medical procedures.

The governors have adopted the advice and guidance produced by the LEA regarding children in Medical Procedures.

### **Child Protection.**

All Staff need to be regularly updated with advice about how to deal with issues regarding child protection.

The Child protection policy programmes and advice available in the Red CP file in the office.

Please be clear about how to act regarding disclosures as this can be vital to dealing satisfactorily with these issues.

If directly or indirectly you receive information which leads you to suspect a child may be abused or in danger you must report this to the Head who is the named person. If this is not possible then the report should be made to the Deputy Head. This will be logged. There is an official form available for this in the CP file.

Be sure to make your notes on going notes and observations in your own incident book if you are a teacher. At such times you must consider how to keep these notes secure. You may wish to open a separate book and keep this centrally.

Other staff need to report the incident direct to the head or deputy who will decide who is the most appropriate person to keep a record.

The head or deputy after seeking advice and information will decide the appropriate action including reference to the Customer Services desk at the local Social Services.

If no reference is made to customer services a management and review committee should be identified. This will usually include the head or deputy, SENCO and the child's teacher. A date for review and must be set in the minutes. The person who is to initiate the review must be identified

## **Discipline Pastoral Care, Bullying**

Teachers and all staff have a part to play in the maintenance of good discipline and in the pastoral care of pupils.

It is the responsibility of all therefore to respond to incidents as they arise even if this involves those for whom there is no immediate responsibility.

Most issues are dealt within the normal days activities without recourse to recording etc. Advice about dealing with issues is given in the Behaviour Policy and the Doing it Right Programme.

Where an incident causes more concern the teacher should record this in the class incident book, indicating the issue, who was informed and what action was taken. Shorthand notes are adequate. Others who note such incidents should report this to the child's teacher who should record.

Where an incident is considered very grave then this must be recorded in the school incident book. This must be dated. The teacher should respond according to the advice in the behaviour policy. The head must be informed and a date set for the review of the incident.

The record should detail clearly what actions need to be taken. They should indicate the responses required and if and at what stage the parents will be involved.

The point of the system is assist children make positive choices and to accept the consequences of these. The outcome sought is good discipline, but please note that forgiveness is a vital part of this.

Where a child is suspected of bullying or being bullied the teacher must be pro-active in seeking information and record the concern. This should be noted to the head.

The head and the teacher will need to decide, in the case of bullying, what is the most appropriate action, and who is to be involved. This should be recorded in the teachers incident book.

If the incidence of bullying can not be dealt with swiftly and discretely then the parent should be involved. The teacher or the teacher and the head will meet with the parent of the victim and perpetrator. It is hoped that action can be agreed with all parties. The children will need to be involved at the appropriate time.

The teacher may wish to use the school programmes such as Doing it Right or Circle time to affect the setting in which bullying takes place.

Where a child or parent identifies bullying then this must be regarded as a priority. Be careful to research such incident rigorously as they are often very complicated.

Below is particular advice regarding incidents of a racist nature. All must be aware that the school regards all abuse regarding a persons race, sexuality, faith or social

background totally unacceptable. Such incidents regardless who ever they involve must be dealt with through the schools disciplinary procedure.

Incidents of a racist nature are for legal reasons recorded differently as indicated below. In spite of this no less rigour should be used to deal with other abusive incidents. All staff should be fully aware of the School's Equal Opportunities Policy

### **Incidents of a Racist Nature**

A racist incident is defined as :-

- any abuse physical or verbal, conveyed by any media that is directed at individuals or groups recognised by their race ethnic group or faith.
- abuse that is targeted directly or through other media, graffiti , books , ICT etc.
- Actions or words which are deliberately designed to demean or diminish another person or group or to affect their opportunities.
- Action or words perceived by the victim as racist

Care must be taken in all incidents to ensure those involved understand the significance of remarks they make or actions they take. The responses made need to be differentiated to reflect the age and understanding of those involved.

Teachers should note all incidents in the incident book in full, giving all details as indicated on the pro-forma.

Incidents observed by others should be referred to the child's teacher who should note it in the incident book.

Incidents involving staff should be noted to the head or deputy who should log these in the personnel file and ensure they are dealt with under the school's staff disciplinary procedure. The page from the incident log needs to be completed however  
Incidents regarding guest workers or visitors to school. In the case of visitors the school can opt to welcome them no longer. In the case of Guest workers the school should contact their company or organisation.

At all levels the perpetrator must be told that the incident is being logged. If appropriate ask that the head or deputy witnesses this. Please note also any contributions by the perpetrator.

Any disciplinary action taken needs to be appropriate and explained to all parties and logged.

Any work or actions designed to improve the situation needs to be logged.

The incident must be then logged on the school incident list(record of incident sent to LEA termly in the office and the head or deputy told of this.

Further action including the involvement of parents must be noted .

The log must indicate a date for review and who is to initiate this.

After an incident where general lessons may be learned such advice needs to be given to staff

Record of the number of racist incidents recorded in the school incident book to be made available to the LEA as required. This information indicates number and nature not names. The published findings will not identify the school.

**Associated Programmes information files and policies.**

Equal Opportunities, Admission Policy, Pastoral Care and Behaviour. Child Protection Policy and File ,Health and Safety. Policy and File .Staff handbook. Parental Handbook, Prospectus, Health and Safety Data Base,

**Richmond Methodist School Incident Report Form (If this is in red then it is the master –use to make further copies only- please remember to copy both sides)**

Incident No 3210/	Date	Time	Location
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Name(s) of Perpetrator(s)		Ethnicity
Name(s) of Victim(s)		Ethnicity

Details of the incident
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Action Taken – Include reference to teachers records etc
Have parents been informed Yes / No

Is this a racist incident	Yes/No	Has it been recorded on School RI List	Yes/No
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Are those involved fully aware that this incident has been recorded. Yes / No Include signatures/ names of witnesses etc as appropriate	
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Name of reporter	
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Review date		Person to convene review	
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Those to be involved	
Outcome of review	

On reverse please include any statements made by those involved if appropriate. *To be photocopied back to back with next page*

This space may be used to extend information from front page
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This Space may be used to write any statements made by those involved

**This incident form replaces the current incident book. It is designed to be used to record all incidents which fall into the definitions in the Behaviour and Equalities Policies. This form must be added in consecutive number order in the file**

**Some incidents may require only the minimum of detail while others including Racist Incidents will require the use of the whole form.**