



PORT MACQUARIE HIGH SCHOOL

ANTI RACISM POLICY & PROCEDURES

Preamble:

Port Macquarie High School's Statement of Purpose identifies the fact that we do not tolerate violence, physical or verbal harassment or intimidation of students or staff and that we strive to develop the potential and ability of every one of us.

It follows therefore that only in environments free from discrimination or harassment can students and other members of the school community perform at their best.

Policy Statements:

All staff have access to and should be familiar with:

- Anti Racism Policy Statement: NSW Department of School Education: 1992
- Anti Racism Grievance Procedures: NSW Department of School Education: 1992

The Policy is to be used whenever:

- Staff, students, parents/caregivers or community members complain about racist incidents or practices
- The complainant has directly experienced or observed the racist behaviour or practice (parents/caregivers may complain on behalf of their child).

Structures and Procedures:

Each school appoints an anti-racism contact officer.

From time to time staff, students, parents/caregivers or community members may have complaints about racist incidents or racist practices in schools.

This school is committed to seeking a speedy, fair and just resolution of the complaint.

The main features of the policy are:

- The nominated anti-racism contact officer in the workplace accepts the complaint, takes careful notes on the details of the complaint and advises the complainant of the investigation procedures and their rights.
- The contact officer immediately refers the complaint to a member of the executive for action.

- The executive member investigates the complaint
- He/she seeks to resolve the matter using the current Resolution of Complaints (2001) policy
- A written report is provided to the principal within five days of the complaint being made. If not resolved, recommendations for further action must be made.
- The principal decides on a course of action and advises the parties of the action, the reasons for it and their right of appeal.

May 2003.

Endorsed by School Council 19/05/2004