ANTI-BIAS, ANTI-RACISM POLICY AND REPORTING PROCEDURES

Manual:	Child Care Centres	POLICY #:	**4.1**
Source:	*AQI*	Section:	Program Administration
Replaces Policy Dated:	April 2008	Approval/Revision Date:	January 2011

COMMITMENT STATEMENT

Network Child Care Services (Network) is committed to actively maintain a non-discriminatory environment free from biases, racist expressions or attitudes, in all forms. Network will strive to ensure that all children, staff members, parents, guardians, volunteers, students, visitors, and individuals affiliated with Network are treated with respect and dignity. Network will actively strive to ensure that all practices, policies, procedures, and communications are free from discrimination and biases, and that Network's *Anti-Bias, Anti-Racism Policy* is adhered to.

Definition

Discrimination is considered a bias, or differential treatment towards a person, based on a person's race, skin colour, ethnic origin or background, religious affiliation, gender, sexual orientation, economic class, family status, marital status, disability or any other perceived difference presumed by an individual.

POLICY

All staff members, placements students, volunteers, parents, guardians, children, or visitors to Network's premises are not permitted to express biases, racism, or discriminatory behaviour towards any individual, associated with Network, including any child, parent/guardian, volunteer, or staff member. Any discriminatory behaviour shall be reported according to the *Procedures to Address Incidents* below. The expression of biases, racism, or discriminatory behaviour towards any individual, associated with Network, including any child, parent/guardian, volunteer, or staff member is strictly prohibited. Any discriminatory behaviour shall be reported according to the procedures below.

Failure to adhere to this policy by any staff, student, or volunteer could result in immediate termination of employment and/or affiliation. Any parent/guardian who is found to engage in the described bias may be withdrawn from the program.

PROCEDURES TO ADDRESS INCIDENTS

Supervisors, Program Managers and Executive Director shall ensure all incidents of appropriate steps are taken to prevent and stop discrimination

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Any supervisor or Program Manager who is subjected to, witnesses, or is given written or oral complaints of discrimination, racism, or biases, shall immediately ensure that the following procedures are followed. Any racial incident and bias is considered a serious occurrence and is required to be reported as a serious occurrence in accordance with Network's *Serious Occurrence Policy.*

Incidents Involving Adults

1. Every discriminatory situation must be reported immediately and investigated, regardless of who is involved.
2. Every discriminatory incident that occurs in the child care centre must be reported to Network's area Program Manager. If the incident involves the Program Manager, the incident will be reported to the Network's Executive Director. If allegations involve Network's Executive Director, the President of the Board of Directors will assume the responsibility of responding to the incident.
3. All incidents will be immediately investigated and resolved in a way that is understood and the dignity of all individuals is respected. All individuals involved will be informed of Network's Anti-Bias, Anti-Racism Policy and Reporting Procedures, related policies and practices.
4. All individuals directly involved and witnesses will be interviewed. Records or other documents relevant to the incident being investigated will be reviewed. This may include complaints, observation notes, or pictures.
5. Failure of the parties to follow the process and/or resolve the incident may require further action, which will be outlined and evaluated at the time of the incident.
6. Depending on the nature and seriousness of the incident, Children's Aid or the police may also need to be involved in the investigation.
7. Network's Program Manager will inform Network's Executive Director on every reported incident.
8. Every reported incident will be followed upon the completion of a thorough investigation. A final summary report with proposed corrective action of the investigation will be prepared by the individual conducting the investigation. A copy of the summary report will be forwarded to Network's Executive Director.

Incidents Involving Staff

1. Incidents occurring between staff members, and staff members to children will be dealt with in accordance with the above stated procedures, Network's Behaviour Management Policy and Network's Child Abuse Policy.
2. If, after a thorough investigation as outlined above, there is evidence that supports the allegation of a racial incident, appropriate labour laws will be applied, possibly resulting in the termination of employment.

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Incidents Involving Children

1. If an incident occurs between children where a child teases or rejects another child based on race or ethnic background, physical or mental ability, or family composition, the staff member responsible for the care of the child must respond immediately and treat each incident seriously.
2. The incident needs to be reported to the site supervisor immediately.
3. The targeted child must be supported to acknowledge the hurt they have experienced. This is intended to re-establish the child's self-esteem. Both children (the targeted child and the offending child) shall be spoken to individually. The RECE and/or site supervisor should explain to each child, in a way that is developmentally appropriate and intended to foster self-worth, that the behaviour is not acceptable and that children need to demonstrate respect for each other.
4. Both children shall not be punished for the incident, but the offending child should be assisted in seeking appropriate ways to express him/herself.
5. The incident and the resolution will be discussed with each child's parent/guardian, using it as a way to seek support to correct the situation. The identity of each child will be maintained confidential.
6. The incident will be reported as a serious occurrence following Network's Serious Occurrence Policy and Reporting Procedures.
7. Depending on the nature and seriousness of the incident, Children's Aid or the police may also need to be involved in the investigation.
8. Program development should consist of planned group activities that encourage and foster respect for one another.

CORRECTIVE ACTION

Network's management team will ensure that any form of bias or discrimination in the child care program is stopped and prevented from happening again.

Any individual found to have engaged in conduct that violates this policy may be subject to their affiliation with Network being terminated, up to and including termination of employment for Network staff members.

RECORDS

Documentation and records of all incidents, complaints, interviews, resolutions, and reviews will be kept by Network's respective Program Manager. Any records concerning employees will be maintained in accordance with all applicable laws and regulations.

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All records of discrimination reports and subsequent investigations are considered confidential and will not be disclosed to anyone except to the extent required by law.

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