

**PARRAMATTA HIGH SCHOOL  
ANTI-RACISM - GRIEVANCE RESOLUTION**

## **POLICY STATEMENT**

### **1.1**

The NSW Department of Education and Training rejects all forms of racism. It is committed to the elimination of racial discrimination – including direct and indirect racism, racial vilification and harassment – in its organisation, structures and culture, in its curriculum, and in the learning and working environments for which it is responsible.

### **1.2**

No student, employee, parent, caregiver or community member should experience racism within the learning or working environments of the Department.

### **1.3**

Eradicating expressions of racism in learning and working environments, and challenging the attitudes that allow them to emerge, is the shared responsibility of all staff of the Department of Education and Training.

### **1.4**

All teaching and non-teaching staff contribute to the eradication of racism by promoting acceptance of Australia's cultural, linguistic and religious diversity, challenging prejudiced attitudes and ensuring that sanctions are applied against racist and discriminatory behaviours.

### **1.5**

Schools and workplaces have trained Anti-Racism Contact Officers and provide timely and professional responses to suggestions, complaints and allegations regarding racism.

The following guidelines set out the procedures to be used to resolve complaints about racism. They complement the Department's anti-racism policy.

While these internal procedures will resolve most complaints, those involved retain their right to seek the intervention of external bodies such as the Anti-Discrimination Board and the Ombudsman.

## **PROCEDURES (RESOLVING COMPLAINTS)**

### **MAKING THE COMPLAINT**

- The person or group of people making the complaint should have either directly experienced or observed the alleged racist behaviour.
- They may approach any staff member to help them bring their complaint to the contact officer.
- A parent/guardian may lodge a complaint on behalf of their child.

### **ACCEPTING A COMPLAINT**

The nominated anti-racism contact officer will:

- obtain the details of the complaint and take careful notes.
- inform the person(s) making the complaint of:
  - the process by which the complaint will be investigated and the confidential nature of that process.
  - their right to be protected from victimisation for making the complaint.
  - their right to approach an external body such as the Anti-Discrimination Board or Ombudsman.

## **INVESTIGATING THE COMPLAINT**

- The school anti-racism contact officer will immediately refer the complaint to a member of the school executive or senior officer for action.
- The interview and conciliation process allows any of the parties to bring another person to the meeting for support. Community groups should be represented by no more than two people, in addition to the person(s) making the complaint.

## **MAKING THE DECISION**

The principal or other senior officer as appropriate will:

- Decide on appropriate action.
- Advise all parties of the action and the reasons for it.
- Advise the person(s) making the complaint, or the person(s) found to have acted in a racist manner, if unhappy with the decision, that they may appeal to the next most senior officer within twenty working days.

## **APPEAL**

- The Principal or other Senior officer should advise the person(s) making the complaint, or the person(s) found to have acted in a racist manner, of their right to appeal and how to do so.

## **FURTHER ACTION**

- The principal or other senior officer will be responsible for regular monitoring of the situation to ensure that the recommended actions are implemented.

For further information regarding Anti-Racism refer to

- DET Anti-Racism Policy on the DET Intranet @

**[https://detwww.det.nsw.edu.au/policies/student\\_serv/equity/antiracism/PD20050235\\_i.shtml](https://detwww.det.nsw.edu.au/policies/student_serv/equity/antiracism/PD20050235_i.shtml)**

- Complaints

[https://www.det.nsw.edu.au/policies/general\\_man/complaints/resp\\_sugg/implementation\\_1\\_PD20020051.shtml](https://www.det.nsw.edu.au/policies/general_man/complaints/resp_sugg/implementation_1_PD20020051.shtml)

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