CARNARVON
CHRISTIAN SCHOOL
"Walk as Children of Light"

RACIAL DISCRIMINATION POLICY

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TABLE OF CONTENTS

TABLE OF CONTENTS....2

RACIAL DISCRIMINATION POLICY 3

PREAMBLE 3
STATEMENT 3
1 Legislation For Racial Discrimination....3
2 Aim Of The Legislation....3
3 What Is Racial Discrimination, Racial Harassment And Racial Hatred?....4
4 Radial Discrimination Act, Racial Hatred Act And Equal Opportunity Act....4
5 Other Relevant Acts....13
6 The School's Policy On Racial Discrimination 13
7 Implementing The Policy....14
8 Grievances Procedures 14
9 Where To Go For Help....16
10 Revisions and Addenda 17

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RACIAL DISCRIMINATION POLICY

PREAMBLE

This Policy covers the Carnarvon Christian Parent Controlled School Association (Inc), which administers Carnarvon Christian School.

This Policy applies to all employees and contractors of the Association.

STATEMENT

Racial Discrimination and harassment is against the law. Carnarvon Christian School has a strong attitude towards racial discrimination and harassment and will not tolerate these things in any way. The School is committed to providing and upholding a completely non-discriminatory environment.

It is beyond the scope of this Policy to deal with every aspect of unlawful discrimination that might apply to an independent school operating in Western Australia. This School will endeavour to consult the relevant legislation to determine its responsibilities in any given situation, in the event that any such situations may arise.

1 Legislation For Racial Discrimination

There is both Federal and State legislation that deals with racial discrimination. The relevant legislation is:-

Federal

- *Human Rights and Equal Opportunity Commission Act 1986*
- *Racial Discrimination Act 1975*
- *Racial Hatred Act 1995*
- *Workplace Relations Act 1996*

State

- *Equal Opportunity Act WA 1984*

2 Aim Of The Legislation

Federal Acts are not intended to limit or exclude the State laws. Where provisions of the Federal and State Acts are similar and can operate together, both will apply. In the event of an inconsistency, the Federal Act will take precedence.

As employers have to comply with both Federal and State legislation, sound employment and compliance practices will ensure employers avoid potential breaches.

If both Federal and State laws seem to apply, the employee must choose the forum in which they will make any complaint. It is important to realise that a person cannot make a complaint to different forums about the same matter. This is called 'double dipping'. If a person initially complains under State law, they cannot later complain under Federal law. However, if a person initiates the complaint under Federal law, they can move to State law.

Both the Federal and Western Australian legislation prescribe:-

- Grounds of discrimination covered by the legislation;
- Areas in which discrimination on those grounds may be unlawful (eg: employment, education, access to premises and/or vehicles or provision of goods and services); and
- Exceptions, which may be either specific (ie: it relates to a particular area of unlawful discrimination) or general.

An act of discrimination constitutes unlawful discrimination only if there is discrimination on a prescribed ground in a prescribed area that is not covered by an exception.

3 What Is Racial Discrimination, Racial Harassment And Racial Hatred?

3.1 Racial Discrimination

This can occur either directly or indirectly:-

3.1.1 Direct Discrimination

This occurs when someone is treated less favourably because of their race, colour, descent, national origin or ethnic origin (eg: a school does not employ a staff member because they are an indigenous person).

3.1.2 Indirect Discrimination

This occurs when a policy or a rule that treats everyone in the same way has an unfair effect on people of a particular race, colour, descent, national origin or ethnic origin (eg: a school requirement that all students be Australian citizens – this discrimination would be found unlawful unless it can be justified).

3.2 Racial Harassment

This occurs when a person threatens, abuses, insults or taunts another person because of their race and that other person is disadvantaged, or has reasonable grounds for believing that they will be disadvantaged, by taking objection. Racial harassment is unlawful in the areas of education and employment.

Racial vilification, or offensive behaviour, based on racial hatred, refers to any act done in a public place which is reasonably likely to offend, insult, humiliate or intimidate another person or group of persons, and the act is done because of the race of that person or group.

4 Radial Discrimination Act, Racial Hatred Act and Equal Opportunity Act

The relevant Federal legislation is the *Racial Discrimination Act 1975* and the *Racial Hatred Act 1995.* The State legislation is the *Equal Opportunity Act WA 1984.*

The *Racial Discrimination Act* and *Racial Hatred Act* can be viewed through www.hreoc.gov.au and selecting the Racial Discrimination section.

The *Equal Opportunity Act WA* can be viewed through www.slp.wa.gov.au by selecting "Online publications" then "Statutes – Acts and Regulations" then "Statutes A-Z Browse" then selecting the Act unde 'E'. Information on the *Equal Opportunity Act* can be accessed through www.equalopportunity.wa.gov.au

All three Acts apply to all individuals and employers in Australia, including schools.

4.1 Racial Discrimination, Racial Hatred And Racial Harassment Defined

The ***Racial Discrimination Act*** makes racial discrimination unlawful when people are unable to enjoy their human rights and freedoms in full equality with others.

The *Racial Discrimination Act* describes racial discrimination in Section 9.

Racial discrimination to be unlawful

(1) It is unlawful for a person to do any act involving a distinction, exclusion, restriction or preference based on race, colour, descent or national or ethnic origin which has the purpose or effect of nullifying or impairing the recognition, enjoyment or exercise, on an equal footing, of any human right or fundamental freedom in the political, economic, social, cultural or any other field of public life.

(1A) Where:

(a) a person requires another person to comply with a term, condition or requirement which is not reasonable having regard to the circumstances of the case; and

(b) the other person does not or cannot comply with the term, condition or requirement; and

(c) the requirement to comply has the purpose or effect of nullifying or impairing the recognition, enjoyment or exercise, on an equal footing, by persons of the same race, colour, descent or national or ethnic origin as the other person, of any human right or fundamental freedom in the political, economic, social, cultural or any other field of public life;

the act of requiring such compliance is to be treated, for the purposes of this Part, as an act involving a distinction base don, or an act done by reason of, the other person's race, colour, descent or national or ethnic origin.

(2) A reference in this section to a human right or fundamental freedom in the political, economic, social, cultural or any other field of public life includes any right of a kind referred to in Article 5 of the Convention.

(3) This section does not apply in respect of the employment, or an application for the employment, of a person on a ship or aircraft (not being an Australian ship or aircraft) if that person was engaged or applied for that employment outside Australia.

(4) The succeeding provision of this Part does not limit the generality of this section.

The ***Racial Hatred Act*** was introduced to extend the coverage of the *Racial Discrimination Act* and allows people to complain about racially offensive or abusive behaviour. It aims to strike a balance between the right to communicate freely and the right to live free from vilification.

The *Racial Hatred Act* covers public acts that are done, in whole or in part, because of race, colour, national or ethnic origin of a person or group and are reasonably likely in all circumstances to offend, insult, humiliate or intimidate that person or group. The act must have occurred either within sight or hearing of other people or in a place to which the general public is invited or has access. The public acts include speaking, singing, drawings, written publications and making gestures as well as drawings and written publications such as newspapers, leaflets and websites. An act that has trivial impacts is not unlawful (eg: newspaper articles calling English people "Poms" are not offensive in themselves. However, an article about English tourists littering a beach headed 'Filthy Poms' was considered offensive and the Human Rights and Equal Opportunity Commission intervened. The newspaper had to issue an apology).

Offensive behaviour based on racial hatred is also covered in the *Racial Discrimination Act* in ss18C-18F and is based on similar definition to that described above.

The ***Equal Opportunity Act WA*** states that it is unlawful to discriminate against an individual on several grounds including sex, race, disability, age, pregnancy, marital status. This Act also covers racial harassment.

There are many situations when it is unlawful to discriminate, including:

⇒ Employment 9including advertising jobs, recruitment, the selection process, access to training, promotion opportunities, the terms and conditions of employment, termination of employment); and

⇒ Education.

The *Equal Opportunity Act WA* covers racial discrimination in Section 36.

S36. Racial Discrimination

(1) For the purposes of this Act, a person (in this subsection referred to as the "discriminator") discriminates against another person (in this subsection referred to as the "aggrieved person") on the ground of race if, on the ground of:-

(a) the race of the aggrieved person;

(b) a characteristic that appertains generally to persons of the race of the aggrieved person; or

(c) a characteristic that is generally imputed to persons of the race of the aggrieved person,

the discriminator:-

(d) treats the aggrieved person less favourably than in the same circumstances, or in circumstances that are not materially different, the discriminator treats, or would treat, a person of a different race;

or

(e) segregates the aggrieved person from persons of a different race.

(1A) For the purposes of this Act, a person (in this subsection referred to as the "discriminator") discriminates against another person (in this subsection referred to as the "aggrieved person") on the ground of race if, on the ground of:-

(a) the race of;

(b) a characteristic that appertains generally to persons of the same race as; or

(c) a characteristic that is generally imputed to persons of the same race as;

any relative or associate of the aggrieved person, the discriminator:-

(d) treats the aggrieved person less favourably than in the same circumstances, or in circumstances that are not materially different, the discriminator treats or would treat persons; or

(e) segregates the aggrieved person from persons,

who are not of that race.

(2) For the purposes of this Act, a person (in this subsection referred to as the "discriminator") discriminates against another person (in this subsection referred to as the "aggrieved person") on the ground of race if the discriminator requires the aggrieved person to comply with a requirement or condition:-

(a) with which a substantially higher proportion of persons not of the same race as the aggrieved person comply or are able to comply;

(b) which is not reasonable having regard to the circumstances of the case; and

(c) with which the aggrieved person does not or is not able to comply.

It is unlawful to discriminate against a person because of their race in certain areas including education, employment, application forms etc.

4.2 Discrimination In Employment

Section 15 of the ***Racial Discrimination Act*** covers discrimination in employment:-

(1) It is unlawful for an employer or a person acting or purporting to act on behalf of an employer:-

(a) to refuse or fail to employ a second person on work of any description which is available and for which that second person is qualified;

(b) to refuse or fail to offer or afford a second person the same terms of employment, conditions of work and opportunities for training and promotion as are made available for other persons having the same qualifications and employed in the same circumstances on work of the same description; or

(c) to dismiss a second person from his or her employment;

by reason of the race, colour or national or ethnic origin of that second person or of any relative or associate of that second person.

(2) It is unlawful for a person concerned with procuring employment for other persons or procuring employees for any employer to treat any persons seeking employment less favourably than other persons in the same circumstances by reason of the race, colour or national or ethnic origin of the person so seeking employment or of any relative or associate of that person.

(3) It is unlawful for an organisation of employers or employees, or a person acting or purporting to act on behalf of such an organisation, to prevent, or to seek to prevent, another person from offering for employment or from continuing in employment by reason of the race, colour or national or ethnic origin of that person or of any relative or associate of that other person.

(4) This section does not apply in respect of the employment, or an application for the employment, of a person on a ship or aircraft (not being an Australian ship or aircraft) if that person was engaged, or applied for, that employment outside Australia.

(5) Nothing in this section renders unlawful an act in relation to employment, or an application for employment, in a dwelling-house or flat occupied by the person who did the act or a person on whose behalf the act was done or by a relative of either of those persons.

Section 18C describes offensive behaviour in a public place. While it does not cover employment specifically, it would be deemed that these are 'public places' for the purposes of the Act.

The *Equal Opportunity Act WA* covers employment discrimination in section 37. The definition is very similar to that described above. Racial harassment in employment is covered in section 49A.

4.3 Discrimination In Education

The *Equal Opportunity Act WA* covers unlawful discrimination in education.

S44. Education

(1) It is unlawful for an educational authority to discriminate against a person on the ground of the person's race:-

(a) by refusing or failing to accept the person's application for admission as a student; or

(b) in the terms or conditions on which it is prepared to admit the person as a student.

(2) It is unlawful for an educational authority to discriminate against a student on the ground of the student's race:-

(a) by denying the student access, or limiting the student's access, to any benefit provided by the educational authority;

(b) by expelling the student; or

(c) by subjecting the student to any other detriment.

(3) Nothing in this section applies to or in respect of an educational authority prescribed by regulations in relation to such circumstances, if any, as may be prescribed by regulations.

Section 49B covers when racial harassment in education is unlawful.

While the *Racial Discrimination Act* does not have a specific section covering discrimination in education, section 9 of the Act states that it is unlawful to racially discriminate in all fields of public life. This would include schools. See 4.1 for a full quote on this section of the Act. Section 18C covering offensive behaviour would also include schools as they would be deemed 'public places'.

4.4 Recognising Racism and Its Effects In Schools

The information provided below on the effects and indicators of racism was provided by Racism, No Way! For the Conference of Education Systems' Chief Executive Officers 2000.

4.4.1 Effects

Educational outcomes

- Lower school participation rates for students from some cultural and linguistic groups
- Lower literacy and numeracy outcomes for students from some cultural and linguistic groups
- Lower rates of attendance, participation and retention in education for students from some cultural and linguistic groups
- Barriers to employment and further education pathways
- Gifts and talents of students from some cultural and linguistic groups are not recognised and/or developed

Individual happiness and self-confidence

- Lower self-esteem, feelings of failure
- Withdrawing from others, fear of school in students who have been subjected to racism
- Teachers who are subjected to racism losing confidence and enjoyment in teaching

- Feeling anxious or depressed

School climate

- No friendship or cooperation between students from different cultural or linguistic groups
- Frequent fights in playground between students from different cultural or linguistic groups
- Students from different cultural or linguistic backgrounds form groups in self-defence
- Antagonism between staff of different cultural or linguistic groups
- Tension in learning and working environments

Cultural identity

- Rejection of own culture and parental values
- Students not speaking first language for fear of ridicule
- Confusion about own identity

School/community relations

- Lack of confidence by parents or community from culturally and linguistically divers backgrounds in the school and education system
- Parents from diverse cultural and linguistic groups unwilling to participate in school
- Lack of empowerment for parents from diverse cultural and linguistic groups

Student behaviour

- Silent, withdrawn, not engaging with learning
- Unable to concentrate in class
- Unable to take risks with learning
- Poor school attendance
- Aggressive or violent reactions by students who are victims of racism
- Disruptive behaviour

4.4.2 Indicators

Refusal to co-operate with people from different groups

- Refusing to work with people of particular cultural or linguistic backgrounds
- Refusing to play with or sit next to students from divers cultural or linguistic groups
- Excluding colleagues from social groups based on their ethnicity
- Excluding students from groups base don their ethnicity or language
- Discriminating against someone on the basis of the cultural or linguistic background of their relatives, friends or other associates

Racist propaganda

- Wearing badges, insignia or clothes with slogans against particular cultural or linguistic groups

- Writing graffiti or slogans directed against particular cultural or linguistic groups
- Promoting publications opposed to particular cultural or linguistic groups
- Promoting racist attitudes and intolerance through the Internet and other electronic media

Racist comments, ridicule or abuse (verbal or written)

- Making fun of clothes, food or physical appearance of people from diverse cultural or linguistic groups
- Using derogatory language or terms directed against particular groups
- Ridiculing or mimicking the accents or gestures of people from different cultural or linguistic groups
- Making stereotyped statements about particular cultural or linguistic groups
- Telling them to 'go back where they came from'
- Telling jokes directed against particular cultural or linguistic groups

Judgements based on stereotypes

- Making judgements about a person's language ability according to his or her accent
- Making assumptions about people's abilities or preferences based on their language or cultural background
- Making assumptions about values of people from particular cultural or linguistic groups
- Allocating tasks (to teachers or students) according to their language or culture

Non-inclusive curriculum or teaching practices

- Teaching programs that assume the perspectives of the dominant group as the norm
- Using curriculum resources that do not reflect the perspectives of diverse cultural or linguistic groups
- Using examples that reinforce stereotypes views of particular cultural or linguistic groups
- Teachers having lower expectations of students from some cultural or linguistic groups
- Not acknowledging the cultural and linguistic diversity among students
- Inappropriate placement of students in low ability groups on the basis of their culture or language background
- Not giving awards or recognition to students of particular cultural or linguistic groups
- Not providing for the religious diversity of the school
- Giving low priority to language and cultural programs in the timetable

Discriminatory policies and procedures

- Ignoring or not responding to incidents or complaints of racism
- Not informing students, parents and staff of their rights in relation to racism

- Having parent and community organisations that are not representative of the diversity of the school community
- Not providing access to interpreters or translations for parents
- Discouraging the involvement of parents and community members from divers cultural and linguistic backgrounds in school activities or decision-making processes
- Not allowing students to speak their first language at school
- Forcing students to take part in activities in conflict with their cultural or religious beliefs
- Forcible anglicising of students' names
- Applying more severe discipline measures for students from some cultural and linguistic backgrounds than others
- Having significantly higher rates of suspension or exclusion for students of some cultural or linguistic groups than others
- Condoning racist behaviour or practices or allowing them to go unchallenged

Physical assault and harassment

- Students bullying others from different cultural and linguistic groups
- Intimidating behaviour towards people from other cultural or linguistic groups (eg: stealing, threatening, stalking)
- Fights against or physical assaults on others from different cultural or linguistic groups

4.5 Exemptions

The ***Racial Discrimination Act*** makes an allowance for 'special measures'. The objective of programs developed under 'special measures' is to secure an adequate advancement of an individual or group with a historic disadvantage, to help them enjoy their human rights to the full extent. For example, the Aboriginal Student Support and Parent Awareness (ASSPA) program designed to increase school retention and achievement rates. This allowance is covered in the 'Schedule-International Convention on the elimination of all forms of racial discrimination' at the bottom of the Act in Article 1, paragraph4.

An exception is also made for offensive behaviour because of race (racial hatred) in section 18D.

Section 18D Exemptions

Section 18C does not render unlawful anything said or done reasonably and in good faith:

(a) in the performance, exhibition or distribution of an artistic work; or

(b) in the course of any statement, publication, discussion or debate made or held for any genuine academic, artistic or scientific purpose or any other genuine purpose in the public interest; or

(c) in making or publishing:

(i) a fair and accurate report of any event or matter of public interest; or

(ii) a fair comment on any event or matter of public interest if the comment is an expression of a genuine belief held by the person making the comment.

The ***Equal Opportunity Act WA*** covers exemptions relevant to schools in sections 50 and 51.

S50. Exception – genuine occupational qualification

Nothing in this Part applies to or in respect of any work or employment where that work or employment involved any one or more of the following:-

(a) participation in a dramatic performance or other entertainment in a capacity for which a person of a particular race is required for reasons of authenticity;

(b) participation as an artist's or photographic model in the production of a work of art, visual image or a sequence of visual images for which a person of a particular race is required for reasons of authenticity;

(c) working in a place where food or drink is, for payment or not, provided to and consumed by persons in circumstances in which a person of a particular race is required for reasons of authenticity; or

(d) providing persons of a particular race with services for the purpose of promoting their welfare where those services can most effectively be provided by a person of the same race.

For example: Aboriginal teachers in certain school fulfilling particular roles.

S51. Measures intended to achieve equality

Nothing in Division 2 (work) or 3 (other areas) renders it unlawful to do an act a purpose of which is:-

(a) to ensure that persons of a particular race have equal opportunities with other persons in circumstances in relation to which provision is made by this Act; or

(b) to afford persons of a particular race access to facilities, services or opportunities to meet their special needs in relation to employment, education, training or welfare, or any ancillary benefits.

4.6 Vicarious Liability

Employers can be held liable for an employee's actions even if there is no personal fault lying with the employer. This is known as the principle of **vicarious liability.** Both the *Racial Discrimination Act* and the *Equal Opportunity Act WA* cover vicarious liability. If an employee, during the course of employment, discriminates against students or other staff regarding their race, or exhibits racially offensive behaviour, the employer can be held legally liable for the employee's act and subject to a complaint as if the school had committed the act. This liability may be reduced or avoided if the employer can show "all reasonable steps" were taken to prevent the discrimination. It is the employer's responsibility to ensure that the *"reasonable steps"* are active and preventive measures. Lack of awareness that the discrimination was occurring is not a defence for employers.

While the Acts do not define *"all reasonable steps"*, the Human Rights and Equal Opportunity Commission has compiled a minimum level of action required.

- Issue and distribute a racial discrimination policy:
- Establish fair and effective racial discrimination grievance procedures;
- Raise awareness of all employees;
- Train those responsible for dealing with complaints or enquiries (including managers and supervisors);
- Monitor the working and learning environment.

Schools can also be held liable for racial discrimination committed by its agents. The discriminator has to be performing duties on behalf of the School and could include people such as:

- Volunteers (eg: parents in classroom assistance, volunteer coaches, fund-raisers, etc);

- Office-bearers (eg: school prefects);
- Holders of unpaid honorary positions (eg: Board members);
- Boards of directors;
- Contractors and consultants.

While sections 18A and 18E of the *Racial Discrimination Act* and 161 of the *Equal Opportunity Act WA* require a legal relationship between the parties (employer/employee or principal/agent), for a school to be vicariously liable, section 160 of the *Equal Opportunity Act WA* only requires that the school has in some way been involved. That is, a school may be held liable if it "caused, instructed, aided or permitted" an individual to commit an unlawful act.

5 Other Relevant Acts

In addition to the main Acts discussed above, there are numerous other Acts which deal with racial discrimination in some manner.

For example, it is unlawful to terminate a person on the grounds of their race – *Workplace Relations Act 1996.* it is also unlawful to include a person's race in a credit report in the *Privacy Act 2000*.

As a general rule, schools should be aware that any matters that relate to a person's ethnicity need to be thoroughly investigated to ensure that it is not unlawful.

6 The School's Policy On Racial Discrimination

Racial discrimination and harassment is against the law. The law states that the employer must take 'reasonable steps' to fulfil their legal obligation to prevent racial discrimination. It is the intention of Carnarvon Christian School that this Policy addresses racial discrimination and adequately informs staff, Association members and parents of every effort being made to prevent racial discrimination from taking place within the School community.

The School undertakes to assess, monitor and implement the following:

- Ensure that the School's grievance procedures cover staff and students who have been discriminated against;
- Check personnel practices to identify and remove any sources of direct or indirect discrimination;
- Identify the actions the School will be taking to promote equal employment opportunities to employees and students;
- Allocate resources, assign responsibilities and set a time frame to carry out the implementation of the Policy.
- Clarification of recruitment and selection procedures, including:-
  - Ensuring the interview panel is aware of the equal employment opportunities issues in the School;
  - Reminding the interview panel to focus on the applicant's job skills'
  - Checking job descriptions to remove outdated requirements not required to perform the job;
  - If the position does require a person of a particular race, for example, include this in the job description, selection criteria and advertisement.
- The circumstances in which racial discrimination and harassment can occur (see section 4.4 of this Policy for details of effects and indicators of racism in schools);

- A list of possible consequences if the School policy is breached;
- A brief explanation of the options available for dealing with racial discrimination and harassment;
- Promote the School's Policy on racial discrimination to staff and students.

7 Implementing The Policy

Implementation of any racial discrimination policy is as important as the development of the policy. A policy that is written but not implemented in a meaningful way is unlikely to protect an employer from liability.

Implementation of this Policy requires more direct action:

- The Teacher-in-Charge is responsible for making all staff aware of the Policy and ensuring that they are familiar with its content and intention;
- All new and current staff to be given a copy of the policy if they so desire, and to be made aware of its permanent location in the School's Policy folders;
- Educating staff on the various forms of discrimination, andti0-discrimination laws and School policies on discrimination;
- Regular monitoring of the School environment to ensure no discriminatory behaviour is occurring and to ensure that any discrimination complaints are followed up correctly;
- Evaluating the effectiveness of the policy after a period of time and making any necessary changes;
- Ensuring that the School's Policy and Procedures are not discriminatory. Examples of discriminatory practices are shown in section 4.4.

8 Grievances Procedures

A school environment that is based on cross-cultural understanding and an ability to resolve problems sensitively can help to minimise complaints.

Many racial discrimination complaints are based on misunderstandings and communication breakdowns. The best way to ensure the quick resolution of any grievance or complaint is to set up internal complaints procedures.

In the case of racial discrimination complaints, resolution can often best be achieved by a meeting between the two parties. Different cultures and languages make it advisable that the complainant has support for this meeting, but this person is only involved with the approval of both parties.

It is very important to understand the role that cross-cultural differences play when dealing with racial discrimination and harassment complaints. People make assumptions about others on a number of things, including body language, gestures, words chosen and eye contact. It is important to remember that different cultures use these to mean different things.

In some cultures it is:

- ❖ disrespectful to maintain eye contact;
- ❖ not appropriate to disagree with a person in authority;
- ❖ appropriate to express feelings of anger and hurt. These are not considered hysterical or emotive.

It may also be necessary to provide the complainant with an interpreter to assist in the process as the complainant may be anxious and stressed. A lack of understanding of the English language does not mean a lack of intelligence or credibility.

Due to the sensitive nature of discrimination complaints, it is advised that the School ensures that the person dealing with grievances has some specialist training on cross-cultural issues. The School may also wish to consider using an external adviser who specialises in this area. It is important that all complaints are clearly documented and dealt with in a timely and confidential manner.

It is important to realise that different approaches may be needed depending on the culture. For some cultures, a direct approach will work. For other cultures, a more indirect approach will be needed (eg: Indonesians prefer to work through a 'third party' in most negotiations).

While it is important that the School has an internal complaints procedure in place, employees must be informed that they have a right to complain to an external body such as the Human Rights and Equal Opportunity Commission and the various other tribunals. The School Policy cannot insist that the employee uses the internal procedure initially.

The booklet produced by the Human Rights and Equal Opportunity Commission entitled "Sexual Harassment and Educational Institutions" covers Grievance procedures in detail in Chapter 7. It includes information on:

- dealing with formal complaints;
- dealing with informal complaints;
- descriptions of various grievance procedures models'
- basic requirements of grievance procedures;
- suggested guidelines when investigating a formal complaint;
- record keeping;
- defamation;
- termination of employment.

This information can also be used for establishing the grievance processes for other forms of discrimination, including racial discrimination. (The booklet is available on loan from the AISWA library.)

9 Where To Go For Help

WA Equal Opportunity Commission
Albert Facey House, 469 Wellington Street, Perth, WA, 6000.
Phone 9216 3900 or 1800198149
Email: eoc@eoc.wa.gov.au
Website: https://www.wa.gov.au/organisation/equal-opportunity-commission

Equal Opportunity Act 1984
Website: https://www.wa.gov.au/government/publications/equal-opportunity-act-1984

Human Rights and Equal Opportunity Commission Act 1986
Website: Australian Human Rights Commission https://humanrights.gov.au

Racial Discrimination Act 1975
Website: https://humanrights.gov.au/our-work/legal/legislation
Available under 'Racial Discrimination' heading on the front page.

Racial Hatred Act 1995
Website: https://humanrights.gov.au/our-work/race-discrimination/publications/guide-racial-hatred-act

The Racism. No Way! Website has a lot of valuable information for students and teachers. www.racismnoway.com.au Information is available in their library and classroom sections.

Workplace Relations Act 1996
Website: http://www.workplace.gov.au
Website: https://www.dewr.gov.au/australias-national-workplace-relations-system

Carnarvon Christian Parent Controlled School Association (Inc)

REVISIONS AND ADDENDA

Revision Date	Clauses Affected	Page Number	Operative Date
2016	Whole document review		2016
December 2023	Reviewed no changes		2023
May 2025	Reviewed and made changes to websites referenced		2025