



The Lee Wiggins Childcare Centre RACIAL, ANTI-DISCRIMINATION, ANTI-BIAS POLICY

The Lee Wiggins Childcare Centre (LWCC) is committed to the creation of a working and learning environment that recognizes the dignity and worth of every person and the provision for equal rights and opportunities without discrimination.

In this environment, there is no place for harassment of any kind. Under the *Ontario Human Rights Code* (the "Code"), it is an illegal practice, which threatens an individual's basic human rights and erodes the values of our system and the integrity of our organization.

The Code provides that all employees have a right to freedom from harassment in the workplace by the employer, employer's agent, or by another employee because of, among other grounds, race, and ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex or sexual orientation. The Centre complies with the Code and is committed to serving the public by providing quality childcare without bias or judgment.

Policy Application

All persons while on the Centre's premises or while working for the Centre on or off the premises or in the Centre - sponsored programs at other premises are covered by this policy. This includes but is not limited to such categories as students, employees, volunteers, and contractors.

Notwithstanding the above, when a situation occurs in the work/study place with a demonstrative negative effect arising from possible harassment outside the work/study place, the Centre reserves the right to investigate and, if appropriate, take action pursuant to this Policy and Procedure.

Responsibility

It is the responsibility of any agent of the organization (the Coordinator of the Centre, and/or the Board of Directors) to assume the role of investigator when discriminatory outcomes are alleged by a complainant to have occurred and where it is determined that harassment has occurred to ensure that it is addressed in accordance with this policy.

It is the responsibility of the Coordinator of the Centre and the members of the Board of Directors to:

1. Take measures to address any racial harassment that they are aware of whether there is a complaint or not;



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2. Advise a complainant of the right to take forward a complaint and to provide the complainant with access to the process for taking forward a formal complaint;
3. Ensure that all employees including new employees are aware of the policies and procedures pertaining to this Anti-Bias Policy and the consequences of engaging in harassment;
4. Make parents/guardians aware of this policy;
5. Inform new members of the Board of Directors of the existence of this policy; and
6. Ensure that new appointees to managerial positions are aware of their responsibilities under this policy.

Failure to take measures to address racial and ethno cultural harassment in the Workplace has legal implications for the Coordinator of the Centre and the Board of Directors members.

Procedure for Addressing Complaints

In addressing allegations of harassment, the Coordinator of the Centre and Members of the Board of Directors are guided by the following principles:

1. All complaints of alleged harassment must be reported to the Coordinator of the Centre. Complaints about the Coordinator of the Centre must be directed to the Board of Directors.
2. Persons receiving complaints of harassment are expected to treat such complaints in confidence except where disclosure is necessary to conduct an investigation of a formal complaint. Both the complainant and the person against whom the allegation is made must be protected against unsubstantiated claims and accusations.
3. All information provided to the person receiving the complaint will remain confidential subject to the requirements to disclose information or give evidence according to law (e.g. formal grievance arbitration, Ontario Human Rights Commission proceeding, legal court action *Municipal Freedom of Information and Protection of Privacy Act*), or where necessary to conduct an investigation of a formal complaint.



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4. A person who is found to have harassed another person shall be subject to the full range of disciplinary procedures: where the harasser is an employee –from letter of reprimand to dismissal; where the harasser is a student –from letter of discipline to expulsion.

5. All files pertaining to an investigation and resolution of a complaint of alleged harassment will be kept in accordance with the relevant legislation including the *Municipal Freedom of Information and Protection of Privacy Act*.



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What Constitutes a Racial Incident?

Verbal

Name calling, insults, slurs, degrading or unwelcome remarks, racial jokes, condescension, discourteous treatment that undermines self-respect, jokes, innuendos, and or taunting.

Physical Behaviour

Threatening or rude gestures, physical intimidation or assault, insulting actions or practical jokes and vandalism.

Exclusion or Avoidance Behaviour

Refusing to talk, play or work with someone because of their race, culture or Aboriginal status, religion or language.

Written Material

Producing, displaying and or distributing racist, derogatory or offensive literature or materials, jokes, pictures, cartoons or graffiti and or compositions that imply the inferiority or superiority of a group of people.

Inaction Passive Behaviour

Not taking an incident seriously, and not acting to resolve an incident. Dismissing an incident as unintentional or too trivial.

How Staff Should Respond to A Racial Incident Between Children

- Support the targeted child / let them know it is not their fault / re-establish self esteem.
- Talk to the targeted child and the offender individually.
- Teach offender of inappropriate behaviour. The purpose is to correct behaviour and attitudes, not to punish.
- Any other children who were present at the time and witnessed the incident should be gathered together, and staff explain why the behaviour is inappropriate.
- Activities to teach positive interaction, conflict resolution, and group problem solving skills can be built into the curriculum.



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Reporting of A Racial Incident Between Children

- The incident should be reported to the Coordinator immediately.
- Parents of the children involved in the incident should be informed.
- Document incident using first names only, include as many details as possible.

Consequences

- First offence, the purpose is always to correct the inappropriate behaviour, not to punish the offending child.
- Staff should talk to the child explaining why this behaviour is inappropriate.
- Group activities should be planned to promote positive interactions amongst children.

Consequences When Adults Are Involved in A Racial Incident In The Workplace

Adult to Children

- When an alleged incident occurs between staff and child, the Coordinator must follow daycare policies set by the Centre.
- Discipline measures with staff should be progressive in nature up to and including dismissal.
- If information supports the allegation of inappropriate behaviour, the Coordinator must interview the staff member and follow the appropriate labour practices.
- The behaviour may also be subject to sanctions covered under the Ontario Human Rights Code.
- As in all cases the targeted child must be reassured that the incident was not their fault.
- Any children who witnessed the incident must be gathered and staff explain why the behaviour was inappropriate.
- Group activities should be built into the program to promote positive interaction and conflict resolution.

Adult to Adult, Staff to Staff

- Incidents should be dealt with under work place harassment policy. Consequences should be progressive in nature up to and including dismissal for repeat offences.
- The targeted person must be re-assured that the matter will be investigated and dealt with accordingly.
- The targeted person reserves the right to file a complaint with the human rights commission.



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Parents and Board Members

- The Coordinator should be dealt with under work place harassment policy. Consequences should be progressive in nature up to and including dismissal for repeat offences.
- The targeted person must be re-assured that the matter will be investigated and dealt with accordingly.
- The targeted person reserves the right to file a complaint with the human rights commission.
- Education and training is of the utmost importance in establishing and maintaining a harassment free environment.

ALL RACIAL INCIDENTS ARE TO BE REPORTED AS A SERIOUS OCCURRENCE



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Anti-Discrimination and Anti-Bias Policy

- We seek to nurture the development of each child to their fullest potential by actively addressing issues of diversity and equity in the classroom.
- Honouring diversity through our anti-bias program.
- Our goal is to create an environment that will nurture a confident, positive self-identity for each child, where they can be comfortable and empathetic with people from diverse backgrounds.
- Inclusion is the acceptance of all children regardless of their differences and similarities.
- LWCC promotes the development of unbiased attitudes and beliefs.
- It is the policy of the LWCC to provide a climate of mutual respect and understanding.
- We will not tolerate discrimination or bias in any form. All incidents will be reported as a serious occurrence.
- We do not allow guns or toys that promote violence, or aggression in the Centre.
- Only family rated, educational films that have been approved in advance will be shown.
- LWCC is accessible, and it offers integrated care for children with special needs. (Each family situated will be carefully considered as to the appropriateness of our physical space to support their child's needs)

Revised May 2016