

	POLICY TITLE	CATEGORY
	Anti-Racism Policy for Programs	Human Resources
	APPROVING BODY OR POSITION	APPROVAL DATE
	Manager, Human Resources	February 2018
	PRIMARY LEGISLATION / REGULATION REFERENCE(S)	
Ontario Human Rights Code		

POLICY

Family Day Care Services provides quality child care and family support without bias or judgment.

PURPOSE

Family Day treats every individual with dignity and respect regardless of the person's race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, age, record of offences, marital status, family status or handicap. Family Day follows Ontario's Human Rights Code as identified in part 1.1, 4.(1), 4.(2), 7 & 13 of the Human Rights Code (1987) .

SCOPE

This policy, its principles and practices, applies to all Family Day staff, students, volunteers, board members, caregivers, visitors, children and families served.

DEFINITION

Anti-racism means to confront different forms of racism and to eliminate racial discrimination.

- The policy statements are posted at every Family Day location and on the Family Day website.
- Family Day is responsible for responding immediately when a racial incident occurs. A racial incident occurs when one person discriminates against another person because of race, ancestry, place of origin, colour, ethnic origin, citizenship or creed. It is our responsibility to make it clear that racial or ethnic biases are not tolerated.
- We cannot ignore an incident or refrain from holding an investigation. If a racial incident occurs, staff members must talk to their immediate supervisor about the incident. If the supervisor cannot resolve the situation, the staff member and supervisor should talk to the program manager/ director.
- The coordinator is the immediate supervisor in cases where a caregiver is treated in a manner that is racist. The coordinator is also considered the immediate supervisor in cases where a caregiver is the person who starts the racial incident. A caregiver is a person contracted by Family Day to offer child care in his or her home.

All racial incidents are documented and investigated and should include the following:

- Brief description of the incident
- Date, time and place where it occurred
- Individuals involved, first and last initial only
- Action taken / current status
- Individuals notified about the incident
- Further action recommended

Resolution of racial incidents between or involving children:

- The targeted child must be supported to acknowledge their feelings (Six Steps to Conflict Resolution).
- Both the targeted child and child(ren) acting inappropriately will be spoken to individually. The objective is to correct behaviour and find other ways of expressing feelings.
- Use incidents as learning opportunities to build into the curriculum. Staff should be encouraged to use a variety of strategies to integrate diversity into all aspects of the program on an on going basis. Empathy, acknowledging differences and similarities in healthy ways should be discussed in the process.
- DO NOT use specific information of any incident.
- Discuss the situation, incident and resolution with each child's parent; provide information about the policy and answer queries where possible.
- Parents are encouraged to talk about racial incidents with their child care centre supervisor or in the case of home child care, with their coordinator.
- Staff members, caregivers and parents are advised that open communication is valued and they should not feel intimidated to speak up.
- The director, program manager, supervisor and staff member decide the best way to resolve the incident.
- If the outcome is not acceptable to the staff member, that person should talk to the CEO.
- We recognize that racial incidents can be learning experiences for everyone involved. The person who commits the racist act is offered counselling and education.
- If a staff member is accused of racial discrimination, it will be handled through a Family Day internal investigation by Human Resources and will follow the process in the Collective Agreement for retention of records.
- If a caregiver is accused of racial discrimination, the incident will be handled through a Family Day internal investigation. The results will be recorded in that person's file.

If a person continues to break the Anti-Racism Policy for Programs after repeated warnings, further disciplinary action is required.

Employee Review

All Managers, Supervisors and Program staff review the Anti-Racism Policy for Programs at the time of hiring and annually thereafter.