

Family Day Care

Anti-Racism Policy



Merri-bek
City Council

Section: Relationships with Children

Policy ID Number: 5.2

Link to National Quality Standard: QA1, QA2, QA4, QA5, QA6

Link to Education and Care Services National Regulation: 73, 155, 156, 168, 170

1 Purpose

The purpose of this policy is to ensure that all children, families, educators, staff, visitors and volunteers within our Family Day Care (FDC) service are treated with respect, dignity, and fairness and that racism in any form is not tolerated.

This policy aligns with the principles of equity, inclusion, and diversity, in accordance with the Education and Care Services National Law and Regulations and relevant anti-discrimination legislation.

This policy establishes a strong anti-racism framework for our FDC service while meeting compliance and best practice standards.

This policy applies to:

- All FDC educators, staff and management.
- Children enrolled in FDC programs.
- Families, guardians and visitors participating in or visiting FDC activities.

It covers all forms of racism, including but not limited to:

- Direct racial discrimination.
- Indirect or systemic discrimination.
- Verbal abuse, slurs or offensive language.
- Exclusionary practices or unequal access to resources.
- Microaggressions and culturally insensitive behaviour.

2 Policy Statement

Racism is not tolerated in any form. We are committed to creating a safe, inclusive, and respectful environment for everyone. All children, families, educators, staff and visitors will be treated with respect, dignity, and fairness.

We celebrate diversity and promote inclusive practices across all FDC activities.

Zero Tolerance:

- Racism, in any form, is unacceptable and will not be tolerated in any aspect of FDC operations.

Equity and Inclusion:

- The service is committed to providing an inclusive environment where cultural diversity is respected and celebrated.

Education and Awareness:

- Educators and staff will receive regular anti-racism and cultural competence training.
- Children will be supported to develop an understanding of respect, empathy, and diversity through age-appropriate activities and learning programs.

What Racism Includes:

- Direct discrimination or harassment based on race, culture, or ethnicity.
- Verbal abuse, slurs, or offensive language.
- Exclusion or unequal access to activities or resources.
- Microaggressions or culturally insensitive behaviour.

3 Rationale

Family Day Care is committed to creating and maintaining a child safe organisation where protecting children and preventing and responding to child abuse is embedded in the everyday thinking and practice of all staff, Educators, Educator household members, work experience/work placement students and volunteers irrespective of their involvement in child related duties.

Responsive and meaningful interactions build trusting relationships which engage and support each child to feel secure, confident and included.

Positive, supportive and individualised interactions with adults enhance the social, emotional, cognitive and physical development of young children. The way adults interact with children is significant to the child's development and growth.

4 Our Approach

4.1 Education and Awareness

- Staff receive anti-racism and cultural competence training.
- Children engage in learning activities promoting respect and understanding of diversity.

4.2 Reporting & Response

- All incidents must be reported to the FDC coordinator or management.
- Investigations are confidential, impartial, and timely.
- Support is provided to those affected.
- Staff and educators are trained to recognise and document incidents.

4.3 Identification of racism

- Racism is observed or experienced by:
 - Child, family, staff, educator, or visitor.
 - Can be direct (verbal abuse, exclusion) or indirect (microaggressions, biased policies).
- Multiple reporting channels are available:
 - Direct verbal report
 - Written report / incident form
 - Anonymous reporting
- Report must include:
 - Date, time, and location of incident
 - Parties involved
 - Witnesses, if any
 - Description of behaviour

4.4 Acknowledgment

- Management acknowledges receipt of the report within 24–48 hours.
- Ensures the reporter understands the investigation process and available support.

4.5 Investigation

- An impartial investigator (FDC coordinator, HR, or independent officer) investigates.
- Steps include:
 - Interview all parties involved (reporter, alleged offender, witnesses).
 - Review documentation or evidence.
 - Assess the incident against policy definitions of racism.

4.6 Determination

- Determine whether the behaviour constitutes a violation of the anti-racism policy.
- Classify the severity:
 - Minor / first-time incident (e.g., unintentional microaggression)
 - Moderate / repeated incident
 - Severe / intentional racism

4.7 Consequences

- Verbal or written warning, performance improvement plan, mentoring.
- Additional training or professional development.
- Suspension or termination in serious or repeated cases.
- Exclusion from the service in extreme or repeated cases of racism.
- Follow-up is conducted to ensure resolution and prevent recurrence.
- Provide support to affected parties (children, families, staff).

4.8 Documentation

- Record the incident, investigation, outcome, and actions taken.
- Store securely and maintain confidentiality

4.9 Follow-up

- Follow up with affected individuals to ensure wellbeing and resolution.
- Review the incident to identify policy or procedure improvements.
- Provide refresher training or awareness sessions for staff and educators if needed.

4.10 Continuous Improvement

- Policies, procedures, and practices will be regularly reviewed to ensure effectiveness.
- Feedback from children, families and staff will be incorporated to improve inclusivity and anti-racism measures.

5 Responsibilities

Role	Responsibilities
Management/Coordinator	Implement and enforce this policy; ensure reporting channels are clear; support affected individuals; provide training.
Educators / Staff	Promote inclusivity, role-model anti-racist behaviour, report incidents, participate in training.
Families / Visitors/ Volunteers	Treat all children, educators and staff with respect; report any observed incidents of racism.
Children	Encourage respect and empathy in peer interactions; engage in anti-bias learning activities.

6 Related Policies and Legislation

- Family Day Care Code of Conduct
- [Child Safe Standards \(VIC\)](#)
- [Education and Care Services National Law Act](#)
- [Education and Care Services National Regulations](#)
- [Equal Opportunity Act 2010 \(VIC\)](#)
- [Racial Discrimination Act 1975](#)

7 Definitions

Term	Definition
Microaggressions	A microaggression is a small often subtle comment or action that can unintentionally express bias, prejudice or disrespect toward a person or group, usually based on characteristics like race, gender, age, disability, culture, or identity". For example, asking someone "Where are you really from?" or assuming someone needs help because of their age or appearance.

Revision History

Date	Revision No.	Revision Section	Revision Description
January 2026	1.0	All	Initial Policy Release (creation date)
January 2027	Next Review Date		