RACE AND CONSCIOUS EQUALITY CHARTER MARK

INFORMATION FOR LEADERS

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Context for the Race and Conscious Equality (RACE) Charter Mark

"Race injustice is our problem to solve. We are faced with an opportunity to make a change, to make a positive difference. How will you respond?"

Dennis Simms
Co-Chair of Heads Forward

Racism is not a new concept. It was cited as one of the three evils by Dr Martin Luther King Jn in 1967: "the evil of racism, the evil of poverty and the evil of war". Racism exists and, for us to make inroads into its eradication, acknowledging its existence must be the starting point. For the **RACE** Charter Mark to have its intended impact and drive progress, schools and other organisations must get beyond this point of recognition.

"….and so there has been progress, but we must not allow this progress to cause us to engage in superficial and dangerous optimism" - Dr Martin Luther King Jn (1967). This is particularly pertinent now when people of all races have taken to the streets around the world to claim their voice, to speak of injustice, to say "I want to breathe", to echo that "what happened with a particular killing this year wasn't a wake-up call, it was just that we keep hitting the snooze button". We rise in recognition of the significant role that education has to play in securing an anti-racist agenda for our schools and our young people. School leaders, including governors, are positioned to influence themselves, teachers, students, parents, politicians and the local community.

The Macpherson Report (1999) states that racism "*in general terms, consists of conduct or words or practices which disadvantage or advantage people because of their colour, culture, or ethnic origin. In its more subtle form, it is as damaging as in its overt form".* Professor Paul Miller, in "Racism in Society: What's education got to do with it?" (2020), explores this further by exemplifying racism as personal, interpersonal, institutional and structural.

As we explore these issues within the **RACE** Charter Mark framework, we will begin to ensure that in our institutions our policies, strategies, discussions and practices are consistently leading to Equal Opportunities. We must be prepared for where they are not and be clear about what we are doing about it. The Runnymede report on "'Race and Racism in English Secondary Schools" (2020) speaks of the need to "increase the racial literacy of all teachers (and we would argue leaders)". It states that "racial literacy, therefore, needs to be placed at the centre of teachers' roles and teacher training". The RACE Charter Mark framework is a tool to support schools and other organisations to do this.

We must face the fact that we still have much to do in the area of race relations. So, let's get on and do it!

Ann Palmer
CEO – Fig Tree International Ltd

About the RACE Charter Mark

Fig Tree International has developed the Race and Conscious Equality **(RACE)** Charter Mark for schools, academies and colleges, both in the state and private sectors, in the UK who wish to demonstrate their commitment to action and improvement in relation to race equality in all aspects of their work as educators, employers and community leaders. The Charter Mark offers a formal way of championing race equality and confirming to all stakeholders that you are prioritising an inclusive culture where staff, students, parents and partners of all ethnicities are valued. The Charter Mark process results in a dynamic action plan which works alongside the organisation's strategic planning documentation and is reviewed regularly to ensure that progress is sustained. Racism is not an issue which is resolved by inactivity.

Why a Charter Mark?

We believe in the power of collective practice. In the area of race equality this is crucial. We believe that leaders in schools, academies and colleges need to be '***consciously aware'*** of what can be subtly happening around them and ready to take appropriate action. The Evaluative Framework of the **RACE** Charter Mark are formed to be both practical, challenging and support effective sustainable practice. The **RACE** Charter Mark empowers schools and other organisations to clearly signpost good and excellent practice in relation to race equality. This, coupled with a unique opportunity for under-going training, makes this an excellent, nationally recognised award.

Who is the RACE Charter Mark for?

The Race and Conscious Equality Charter Mark is nationally recognised and externally validated. The Charter Mark is available for:

- schools and academies, in all phases, both in the state and independent sectors
- alternative provision schools and centres
- 6th Form and Further Education colleges

Each school/college/centre is required to submit its own application for **RACE** accreditation, although organisations may wish to peer-assess each other across different organisations as they look for evidence.

Who Can Apply?

Although many staff and other stakeholders will be involved in the Charter Mark formal process, the application should be signed off by the MAT CEO, Executive Headteacher, Principal or Headteacher of the school/college/centre. This ensures that the commitment to improving **RACE** practice is confirmed at the highest level.

Aims of the RACE Charter Mark

The **RACE** Charter Mark aims to:

- provide recognised external validation of the institution's race and conscious equality strategy, practice and impact;
- support leaders in critical analysis of race equality in their institution and in acting upon its findings, sharing effective **RACE** strategies which leaders can/should consider;
- ensure that there is a strong and sustainable race equality strategy in place in the institution;
- develop an excellent understanding of race and equality issues and strategies across the institution and with all stakeholders, using best practice;
- empower the institution to clearly signpost good and excellent practice in relation to race equality;
- raise awareness of *Business in the Community's* Race at Work Charter and establish commitment and sign up to it;
- introduce the Equality Impact Assessment Toolkit and support its use;
- train leaders on how to modify their teaching and decolonise the curriculum
- showcase and disseminate the effective and innovative **RACE** practice being evidenced through the Charter Mark to inspire and support others to action.

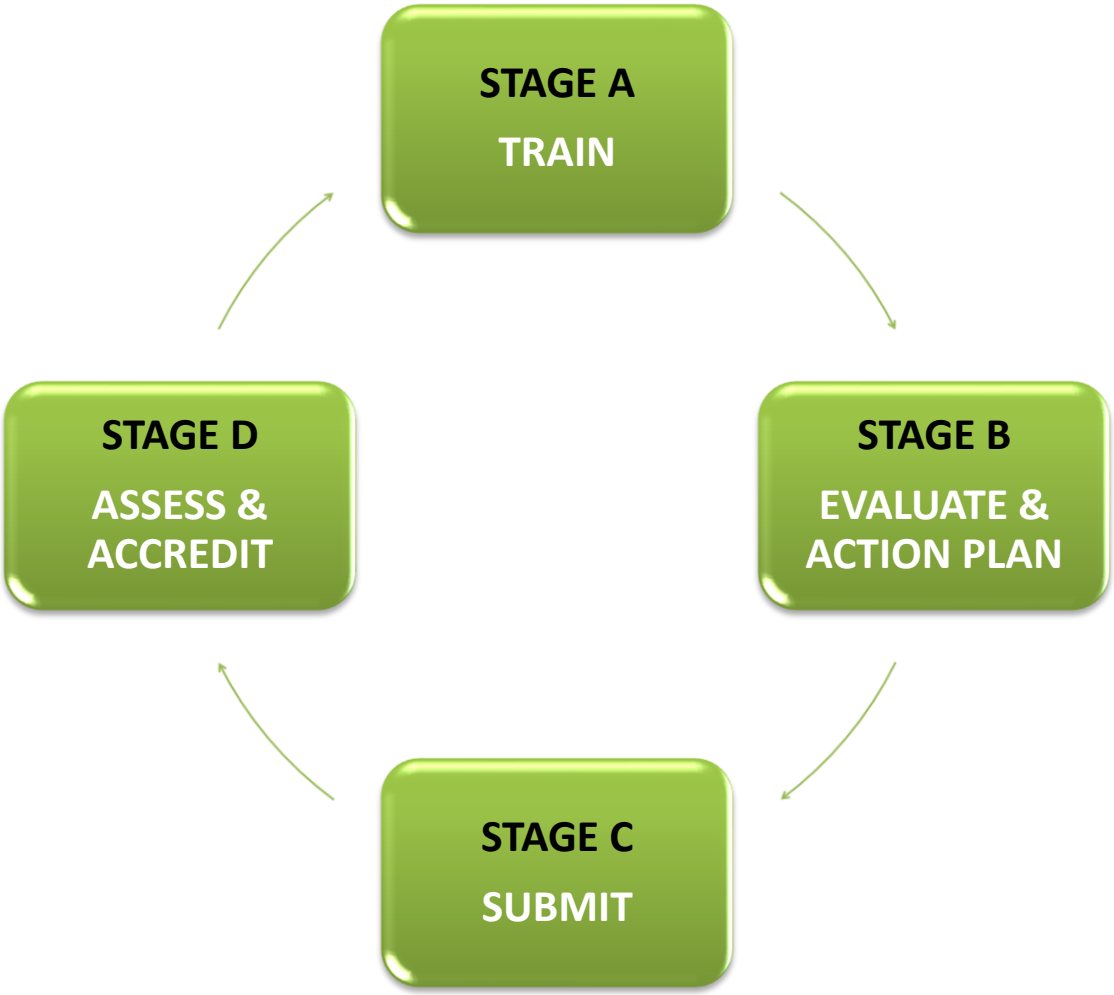
Benefits of the RACE Charter Mark

The RACE Charter Mark:

- publicly demonstrates that the school/college/centre has strong, strategic vision for **race and conscious equality**;
- identifies the school/college/centre as having a positive ethos and culture which champions and strives for **RACE** and inclusivity;
- recognises that the school/college/centre's leaders have made a commitment to continually improve **RACE** practice;
- provides a voice for all staff and stakeholders within the school/college/centre in relation to **RACE** and in particular amplifies the voice of BAME staff and students;
- confirms that the school/college/centre has undertaken a formal process of reflection in relation to **RACE** and has participated in open and honest dialogue;
- engenders a commitment to an ongoing culture of learning in relation to **RACE** and supports professional development;
- extends school/college/centre leaders' knowledge relevant to their statutory responsibilities for Equal Opportunities;
- ensures that there is a clear understanding of how data can be used to track, monitor and improve **RACE** Equality;
- allows for curriculum reflection and adaptation, with **RACE** Equality in mind;
- can help schools as they develop strategies to improve behaviour, attendance and attitudes to learning;
- identifies, celebrates, collects and disseminates good practice in relation to **RACE**;
- provides access to a network of education professionals committed to equality and a national mechanism to support debate and informed action around **RACE.**

Accreditation Process

There are **FOUR** stages from registration to accreditation. These are intended to provide an ongoing cycle for continuous improvement, linked to the institution's cycle for strategic planning.



HOW TO GET STARTED

Accreditation starts with registering at https://www.figtreeinternational.org.uk/race-charter-mark. Once registered and payment is confirmed, your institution will be contacted regarding booking onto the **3** sessions of online training listed below**.** The target audience and scope of training will be outlined. Each online training session will last up to 2 hours and. You will also be sent a link to the online **RACE** application form which will be ready for you to complete.

You will not be able to access the Charter Mark without undertaking all three sessions of online training with Fig Tree International Ltd.

STAGE A: TRAIN

Training Session 1
Governors

Training Sessions 2
Senior Leaders

Training Session 3
Middle Leaders

STAGE B: EVALUATE AND ACTION PLAN

The Evaluate and Action Plan stage focuses around drawing together a ***comprehensive action plan*** which not only identifies what is already in place in the school/college, but also highlights where gaps may exist. The Evaluative Criteria in the Action Plan is evidence-based and relies on the process of self-evaluation, with identification of further actions for improvement.

Online, email or telephone support, as required, is provided throughout the evaluation and action planning process, to ensure that a robust Action Plan is submitted for assessment and accreditation. A template is provided to reduce workload, enabling institutions to signpost their evidence with ease.

The completed Action Plan, linked clearly to the Evaluative Criteria Framework, will be **the only** document that will be presented for assessment and accreditation for awards at all levels.

You will begin by reviewing the **RACE** documents provided for your organisation. This may be done as a whole organisation, or you may decide to divide the evaluation and planning into sections for individuals, existing teams or dedicated working groups to focus on. It will be important that all staff, and other relevant stakeholders, are made aware of, and consulted on, your intention to submit for the Charter Mark so that they can contribute.

When reviewing the Evaluative Criteria, useful questions to ask include:

- What is the purpose or intention behind this area of our work?
- What are we doing to achieve this objective?
- Are we delivering this to the best of our ability?
- Is our work having the intended impact?
- If not, what would success look like and what action would enable you to achieve it?
- How regularly do you review this area of work and is it often enough?

When compiling your evidence and creating your Action Plan, consider:

- Where you are currently
- Where you want to be
- How you will get there

It is entirely up to you whether you build a folder of evidence to support this award. We do not require this at the point of submission. However, if there are any queries regarding your submission, the Accreditation Team may request additional evidence or information.

Use of the Action Plan Template

The Action Plan Template encourages you to consider each indicator and to rate your activity and impact using the scale outlined on page 9. This provides numbered overview to help identify areas where you are doing well and areas you will need to work on in more detail. It supports the development of the

Action Plan. It is inevitable that you will have different sections with different numbers throughout the template, dependent on the stage of development of each section.

1. Complete the Action Plan Template
2. Share and discuss with wider colleagues, students, parents, Governors and/or partners, as appropriate
3. Review the ratings
4. Finalise and agree when it is ready for submission
5. Submit for **RACE** Formal Assessment

Action Plan Rating

We recommend that you use this rating system to help you consider practice in your organisation.

In place and externally recognised	5
In place	4
Being implemented	3
Developing	2
Not in place	1

STAGE C: SUBMIT

After you have completed the **RACE** training, the self-evaluation and the Action Plan, you will be eligible to apply for **RACE** Charter Mark accreditation. If you need support with this, we will be here to assist. Your self-evaluation will have determined where your current practice is and which **RACE** level this implies (Bronze, Silver or Gold). It is your decision as to whether you apply now at that level or whether you begin to implement your Action Plan and move to a higher level before requesting an assessment and moving forward for accreditation.

Please note that you are expected to submit for **RACE** Charter Mark accreditation **within 6 - 9 months** of the date of the last piece of Fig Tree online training.

Applying for Gold

Indication of which level you are applying for is **not** required, **however**, after considering your evidence, the Accreditation Team will contact you, post submission, to have a structured discussion/moderation call about the evidence in your Action Plan.

Accreditation Team

The Accreditation Team are chosen for their broad background in education and usually work as independent consultants. They hold diligently to the **RACE** Framework and Evaluative Criteria. They undergo training and their work is quality assured. The quality of their work is managed by the SSAT and Fig Tree International.

Additional Support

A reasonable level of support for Stage B will be provided within the **RACE** Charter Mark process. However, SSAT and Fig Tree International can offer more in-depth packages of support, advice, guidance and/or further training, as requested. This will enable you to have significant expert support ahead of final submission. If you would like further details, then please confirm at race@figtreeintl.org.

STAGE D: ASSESSMENT AND ACCREDITATION

Decision and Recommendations

The decision to accredit will be allocated to one of the following categories:

- ✓ **RACE Gold**
- ✓ **RACE Silver**
- ✓ **RACE Bronze**
- ✓ **RE-SUBMIT**

We will approach schools to who are eligible to hold 'Beacon of Excellence' status.
Upon accreditation, your school/college/centre will receive:

Bronze	Silver	Gold
• Issue of a Bronze, dated, certificate • A logo to display in your institution, on the website or on other literature • A short report which will provide feedback to support implementation of your Action Plan	• Issue of a Silver, dated, certificate • A logo to display in your institution, on the website or on other literature • The offer of your work being used as evidence and examples which could form the part of case studies • The opportunity of a structured conversation with a governor, a senior leader and the SSAT, showcasing how you are implementing the **RACE** work and learn from others. • Network with institutions doing innovative practice in their areas of focus • A summary report which will provide feedback to support implementation of your Action Plan	• Issue of a Gold, dated, certificate • A logo to display in your institution, on the website or on other literature • The opportunity of a structured conversation with a governor, a senior leader and the SSAT, showcasing how you are implementing the **RACE** work • An opportunity to publish a case study with the SSAT and for this to be used in future **RACE** training, so celebrating best practice in your institution with other schools/colleges/centres • In the event of a **RACE** conference being run, the invitation to showcase your innovative practice to inspire others • A summary report which will provide feedback to support implementation of your Action Plan

Re-submission to the next level of accreditation - E.g. Bronze to Silver etc.

If your school/college/centre has met the standard for accreditation, it will be **one year** before the organisation can submit again in order to move to the next level. A new fee will become payable (see page 15).

Re-submission if required standard is not met

If your school/college/centre does not meet/fails to meet the required standard for **Bronze** accreditation a second time, you will be given up to **8 working weeks** in which to submit again. If the organisation fails to meet the standard a second time, our suggestion is that you wait for at least 6 months before you submit again, taking up bespoke support from Fig Tree International, if you wish. A second re-submission will become chargeable.

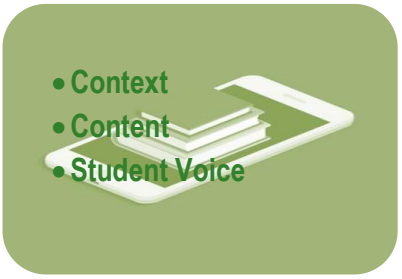
Framework and Evaluative Criteria

There are **6** elements of the Race And Conscious Equality Charter Mark Framework. These are:

Race at Work Charter

Assessing Equality

Leadership & Management



Conscious Curriculum

Professional Development

Stakeholder Engagement

How do we assess you?

The Framework's six broad elements each present a series of five criteria. You will be judged on the strength of your evidence against each criterion. You can provide your rationale for relevant activities/what you are doing/policy which support this, their scope and their impact.

Example:

ELEMENTS	CRITERIA
1. Race at Work Charter	**1.1** A Senior leader for **RACE** is appointed
	1.2 The governing body has committed to zero tolerance of racial harassment and bullying
	1.3 Supporting race equality in the school/college/centre school is included in the responsibilities of all leaders and managers
	1.4 Ethnic minority career progression is pro-actively supported
	1.5 The organisation has embraced and signed the 'Race at Work Charter'

Assessment will be subject to scrutiny and moderation. The evidence will be assessed according to the quality statements in the framework. Overall assessment is made using weight of evidence, scores provided and the quality of activities, moderated against best practice. You will be provided with 'Overview Statements' when describing the school's overall achievement in the area of **RACE** Equality. The individual statements in the evaluative criteria framework will help you and your team to describe, evidence and evaluate practice.

Levels of Accreditation

There are **three** levels of accreditation: **Bronze**, Silver, Gold and Beacon of Excellence

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Bronze

Silver

Gold

Beacon of Excellence

How to Apply

Accreditation starts with registering at https://www.figtreeinternational.org.uk/race-charter-mark. You will then be sent payment details and, once payment has been received, all the information you require to get started. You will be contacted to set dates for your training. The completed **RACE** Action Plan can only be accepted for accreditation if you have undertaken the three training sessions (see page 7).

Costs

This **RACE** information for leader's booklet aims to provide all the information you require when considering whether your institution should work towards the **RACE** Charter Mark. Your commitment starts once you have registered and paid.

Includes 3 training sessions, accreditation and summary report

Investment	£2255.00

Annual Costs

Primary Phase Schools	£480.00
Secondary Phase Schools and Colleges	£850.00

Re-accreditation - within 3 Years (see page 11) or at 3 Years*

Investment	£1350.00

Terms and Conditions - Please note:

- Prices are subject to change. Notice will be provided.
- From the point of application, the usual expected submission period is 2 terms. If a school/academy/college has not submitted within 2 years, membership of the RACE Charter Mark community will be rescinded.
- Costs shown above do not include costs for any bespoke on-site training requests.
- Once the #RACE accreditation process has started, a non-refund policy applies.
- Schools and colleges may choose to opt out of the Charter Mark, providing at least 30 days' written notice, prior to the annual cost being applied.
- Annual costs cover your membership as a **RACE** Charter Mark community school, providing opportunities for showcasing and receiving information on events and articles related to the **RACE** agenda, as appropriate
- The Annual Costs are payable at the end of years 1 and 2. It is replaced by the re-accreditation costs at the end of year 3.
- Annual costs are charged on automatic renewal

- Additional bespoke training, if requested, is costed at between £400 - £800 a day, plus VAT

Continuing to Improve

By the time you apply for **RACE** Charter Mark accreditation, your institution should have a clear understanding of itself in relation to race equality. It should have an even greater understanding of where gaps exist and how to improve work in these areas. There is a wealth of organisations who can support you with continuing to improve. In addition to the SSAT and Fig Tree International, the following are good starting points.

Organisation	Website	Twitter
BAMEed	https://www.bameednetwork.com/	@BAMEedNetwork
Institute for Educational & Social Equity	https://educationalequityservices.com/	@EdEqServices
The Runnymede Trust	https://www.runnymedetrust.org/	@RunnymedeTrust
The Chartered College of Teaching	https://chartered.college/diversity-itt-project/	@CharteredColl
The Historical Association	https://www.history.org.uk/	@histassoc

This list is by no means exhaustive.

Re-accreditation

You will be contacted 6 months before your re-accreditation is due.

Your ambition should be for a continuous process of action and evaluation that sustains from accreditation to re-accreditation, enabling you to achieve at the next accreditation level. You should conduct a detailed review prior to re-accreditation and may wish to include updated information. For instance, if you ran a questionnaire with staff to acquire evidence, you may wish to re-run the questionnaire to show improvement.

You will be required to submit an updated Action Plan, but it does not mean that you need to start the Action Plan again. There may have been amendments to the Evaluative Criteria, in the light of experience and/or current issues, and you will need to address these. You will be entitled to one session of online training, for a group of up to 10 people, as part of the re-accreditation.

You will be issued with a new, dated certificate.

Once accredited, your school can start using the RACE logo on your website and on printed materials.

APPLY NOW

https://www.figtreeinternational.org.uk/race-charter-mark

Fig Tree International Ltd

race@figtreeintl.org

Frequently Asked Questions

Q.1. When can accreditation happen?
Accreditation can take place any point throughout the year. It is up to your organisation to decide when you are ready. A two-year limit has been placed on accreditation once the process commences.

Q2. When is re-accreditation required?
Three years after accreditation. We will contact you 6 months before this so that you are prepared. Your accreditation ceases if you miss the three-year deadline.

Q3. Is the annual cost payable in the first year of accreditation?
No, only after you have been accredited for a year and each year following.

Q4. Does the re-accrediting cost replace the annual cost in Year 4 and subsequent re-accreditation years?
Yes

Q5. What does the compulsory annual fee cover?
The annual membership fees ensures that you maintain your link with the RACE Charter Mark community. You will receive regular information and access to on-going training, both paid and free. The RACE Charter Mark community meets regularly to share best practice. You will have an annual review where you will have the opportunity to discuss your achievements over the previous year and what your key development areas will be for the year ahead. This is part of your support package. You will not receive a written report. It is the school/college's responsibility to book their annual review once prompted by a reminder.

Q6. How do we access the Evaluative Criteria Framework?
When you register for the RACE Charter Mark, you will be sent a pack of resources. The Charter Mark Framework, including the Evaluative Criteria, in addition to a printable copy of the Action Plan Template, will be included.

Q7. Can we access further information to help us decide whether to work towards the RACE Charter Mark?
Yes. This document should provide all the information you require, but if it would be helpful to have a conversation before you decide, then please send an email to race@figtreeintl.org to arrange this.

Q8. How much time and resources will this Charter Mark require?
The accreditation process itself requires you to draw up the required action plan using the template and submit it. A folder of evidence is not required, although it may be helpful to signpost. However, the Charter Mark and its Action Plan are intended to prompt a process within your institution that will involve staff, students and other stakeholders. The time required for this will depend on, for example, the size of your organisation, the extent of **RACE** work already undertaken, the extent to which you link this process to your existing strategic planning processes and how widely you want to seek contributions.

Q9. Do we have to inform Fig Tree International when we have submitted our Action Plan for assessment?
No, the Action Plan should be acknowledged, however if you do not receive an acknowledgement within 48 hours, then please send an email to race@figtreeintl.org

Q10. Do you offer pre-assessment support, just prior to submission?
We can offer a costed pre-assessment online call which supports with reviewing your draft document and aims to make recommendations to strengthen the document. The cost of this support is £50 per hour.

Q11. What are the possible outcomes of accreditation?
You will be awarded the **RACE** Charter Mark in Bronze, Silver or Gold level and will receive a summary report on the assessment. If the assessment does not confirm sufficient evidence for the Bronze Award, you will be given the opportunity to re-submit.

Q12. What happens if I disagree with the level awarded?
You will be asked to submit a written response confirming what evidence was not taken into account during the assessment process and which precise criteria you are contending. If it is deemed that you may have a case, these elements will be submitted to an external DEI expert (not Fig Tree Intl) who will judge this evidence accordingly. This will not be a full review of your submission. Please note that there is a chargeable amount of £600 - £800 for this external work and the decision of the DEI expert will be final.

Q13. Beacon of Excellence Status. Is this more expensive?
No

Q14. Do you offer any additional bespoke RACE training?
Yes. We liaise with a range of experts and training providers with a proven track record in this field to create bespoke training to meet your requirements. If you feel your organisation would benefit from bespoke training or support, then please get in touch at **contactus@figtreeintl.org** .

Q15. Is there anything we need to know about the three core training sessions?
Information will be sent prior to each event and after your dates have been agreed. It is the school's responsibility to ensure that all eligible staff receive the links to the online training sessions. The training sessions are incorporated in the fee for the RACE Charter Mark, however, if a training session is cancelled with less than 48hours notice (unless for an Ofsted inspection of similar review), then a cancellation fee of £200, will be applied.

Q16. What will assist new and recently joined members of staff with their understanding of this process?
If you have Governors, Senior Leaders or Curriculum Leaders who join the school between application and submission, the individuals can apply to join one of the training events outside of that offered to the school. Once accredited, RACE 1, 2 and 3 training will still be available to governors/members of staff who join the school. The cost for this training will be £50, plus VAT, per person.

Q17. Can you lose your level of accreditation?
Yes, but we hope this will not be the case. When you move to re-accreditation, the expectation will be that the evidence which led to your Bronze, Silver, or Gold accreditation would still be in place and that the implementation of your Action Plan throughout the three years will have led to improvement.

Q18. Where will the case studies be published?
Case studies will be published on the Fig Tree International and SSAT websites and may be used within training provided by these two organisations. You will also be able to publish your case study on your own website. Case studies will be the intellectual property of Fig Tree International, but the head of your organisation will be asked to sign off the final text.

Fig Tree
International Ltd

CONTACT

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https://www.figtreeinternational.org.uk/race-charter-mark

WWW.FIGTREEINTERNATIONAL.ORG.UK

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