



**Lancashire**  
**Equality** Mark

**Process** **Document**

# Lancashire Equality Mark

## Programme Overview

The Lancashire Equality Mark programme is very versatile. There is not a set procedure that each school is required to work through. Instead, schools set their own objectives and define their own pathway through the programme. This enables schools to ensure that their efforts will have the greatest impact on equality within the context of their school community. You can choose how quickly or how slowly you progress through the programme. Once a year you will be asked to carry out an audit of your practice and once a term you will be invited to attend an equality co-ordinators meeting, but otherwise you can progress at a pace which entirely suits your own circumstances.

## Fixed Events

### Termly co-ordinators meeting

Once a term there will be a meeting of equality co-ordinators from across the county. This will be an opportunity to update your knowledge of current equality issues, to receive training on key issues and to share your learning with others who are undertaking the same process. Up to two representatives from each school may attend at no extra cost.

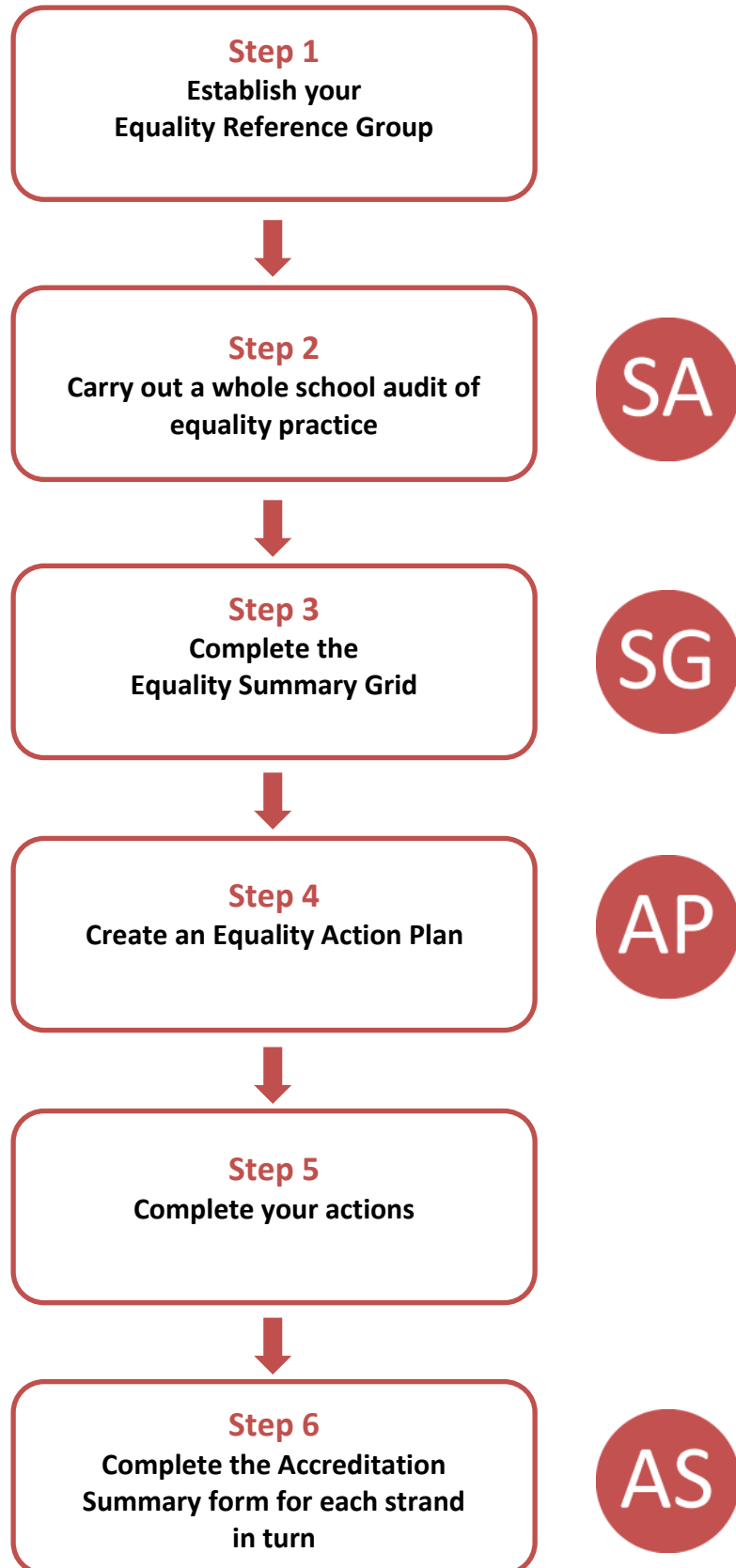
### Annual school visit

A member of the equality team will visit your school each year to discuss your progress towards your equality targets and to offer advice. Prior to this visit, you will need to update your whole school audit and send this to the equality team. The suggested timing of the annual visit is approximately 11 months after you sign up for the programme but it can be arranged at a time to suit your school. During the visit the equality team member will verify any accreditation that you have submitted during the year. This is likely to involve a learning environment walk and meetings with members of the school community including pupils.



# School Process

The process of identifying and addressing equality issues and embedding good practice in schools will be very different in different settings. The same overall process will be followed but each school will work the through the steps at their own pace.



## Step 1:

### **Establish your Equality Reference Group**

This is the group who will agree the general direction and the specific targets and actions for the Equality Mark programme in your school. It is essential that the group includes a member of the senior leadership team and we recommend that it includes a range of people within the school community including teachers, non-teaching staff, parents and governors. You may choose to include pupils in this group. You will need to agree how often to meet.

## Step 2:

### **Carry out a whole school audit of equality practice using the Equality Audit Tool**

This is best carried out by a small team of people who can discuss the items as they make their judgements. It may make sense to delegate different aspects of the audit to different small groups or individuals. Background reading material is provided to support the audit.

## Step 3:

### **Complete the Equality Summary Grid**

When all aspects of the audit have been completed use the findings to complete the Equality Summary Grid. This will involve making judgements as to which category, on the RAG rating system, best describes current practice for each element and for each strand.

## Step 4:

### **Create an Equality Action Plan**

When you have completed the audit and the Equality Summary Grid you should be able to identify the equality priorities for your school. Consider what actions will help you achieve progress in the priority areas and complete the Equality Action Plan. It is up to you to decide which aspects of equality to focus on initially and which to leave until later. For example you may choose to focus on one equality strand at a time (e.g. Religion then Disability then Race etc.) or you may prefer to focus on specific elements of your school practice initially (e.g. Learning and Teaching or Pupil Involvement) and consider these in relation to all the equality strands.

## Step 5:

### **Complete your actions**

Continue to make progress on your action plan until you have achieved your goals for one or more of the strands and you are satisfied that your actions have created a significant impact on equality in your school.

## Step 6:

### **Complete the Accreditation Summary for each strand in turn**

Whenever you have achieved your goals for one or more of the strands you need to complete an Accreditation Summary form for that strand outlining the actions you took and the outcomes you have achieved. You then send this to the Equality team to be verified at the next school visit in order to receive the relevant Equality Badge. To receive the Lancashire Equality Mark you will need to achieve all five Equality Badges within a three year period.

