

A Guide to Setting up E-Teams

April 2015



Tommye, Holly, Shyam, Savarna, Sam

Contents

| | |
|--------------------------------|---------|
| Introduction | Page 3 |
| Purpose of an E-Team | Page 4 |
| Step by step guide | Page 5 |
| Surveys | Page 7 |
| Problems and how to solve them | Page 9 |
| Support agencies | Page 10 |
| Case studies | Page 12 |



Introduction

Welcome

Welcome to this guide on how to set up an E-Team. It has been produced by the Young Peoples Equalities Group to help you create an E-Team of your own.

Throughout the guide there will be ideas and resources that you may find useful. There are also contact details for organizations that your E-Team may be interested in.

What is an E-Team?

An E-Team is a group of young people supported by adults that works to promote equality within their setting.

In a primary school this may be finding ways to promote friendships and celebrate difference. In secondary schools or youth settings the teams can work towards addressing equalities issues, such as racism, sexism, HBT (Homophobic, Biphobic and Transphobic). The teams can work towards issues within their local area, schools or wherever the E-Team is based.



Purpose of the guide

This guide is intended to help you to set up an E-team and create a group to take action within your school, club or other environment. We have provided some suggestions based on our experiences but each E-Team should choose how their team is run.

If you would like to join the YOUNG PEOPLE'S EQUALITIES GROUP, please contact Sarah_Mccluskey@bathnes.gov.uk or Louise_murphy@bathnes.gov.uk

The Purpose of an E-Team

We always make it clear that E-teams are flexible structures that should be designed to meet the needs of your school/setting. If you are part of a youth group setting, the structure of your E-team will differ to that of a primary or secondary school. Below are some of the major purposes of an E-Team, which may form an integral part of your constitution:

A union of young people and adults with a common purpose

An E-Team can provide an opportunity for young people to develop critical skills, yet it also bridges the gap between adults and young people, encouraging self-evaluation and leadership from both.

A forum for equalities topics

This provides the group with a meeting space to voice concerns and develop ideas.

A campaigning role

With enough support, it is possible to start a campaign in any setting. A campaign can be all or some of the following:

- Raising awareness of specific issues
- Inspiring wider community involvement
- Taking action
- Negotiating change
- Implementing new policies



Monitoring incidents of discrimination and measuring impact

The survey can be a valuable tool to monitor levels of inequality and assessing change.

Assessing strengths, problems and progress

Whilst incidents of inequality need to be addressed, it is important to remember that your E-team should also celebrate achievements and progress.

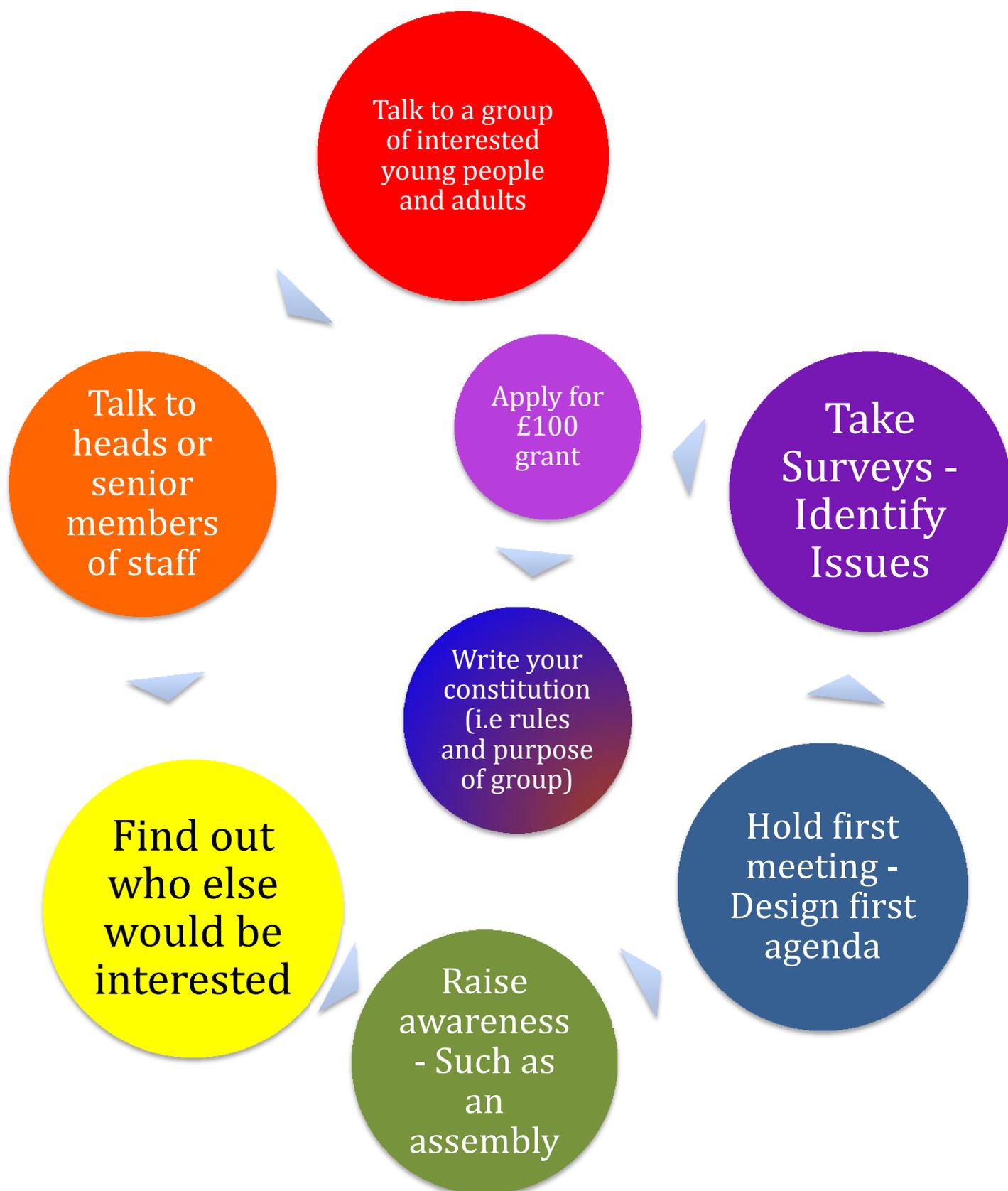
Measuring the impact of having an E-team on the school/setting

In a similar way, E-Teams can act as independent bodies which monitor and objectively examine the progress of a school/setting in becoming more equal.

Providing support for young people and staff particularly if they are being bullied

The E-Team can develop into a support structure designed to mentor both teachers and students. It is worth contacting local organisations and even teachers unions for support and training.

Setting up an E-team Step by Step



Setting up an E-team Step by Step

Start off by getting a few people together who are passionate about making your school (or setting) more equal. This is a really important part because you need to make sure you are committed and able to handle any potential set-backs.

Getting a teacher or project worker on board early on, gives you support and an idea of what you can and can't do. It also really helps to have the backing of senior members of staff. You could go and speak to them directly or put together a presentation for the leadership team. You can also find out if anyone else is interested like governors, (or trustees), SMAs, teachers, teaching assistants. This can really benefit your E-team as the more people you have, the easier it is to start up your campaigns because you will already have the links throughout your school or organisation.

It is important to let the whole school or setting know about your E-team. In a school you can do this by holding assemblies where you can explain the reasons for setting up an E-team and outline some of the potential issues. You will also want to find out if there are other young people who would be interested in joining your E-team. An assembly is also a useful way of launching your whole school survey. The section on Surveys can help you with this.

A survey can highlight the issues that young people are concerned about. You should look at the survey results with all of the members of your team and pick out what everyone says the biggest problems are. This could be bullying, feeling isolated, concerned about inappropriate language or behaviour, being aware of discrimination, being discriminated against, being anxious about being different.

After this you need a plan to tackle the problem. Every school and setting has problems, it's just about thinking about the best way to approach them. You could do a poster or a pledge campaign; you could talk to the PSHE lead to see if your campaign could be included in the PSHE curriculum; you could hold fun events where you give away free ribbons and chocolate. If you are looking for some ideas or you just want to look at what other schools or settings have done, take a look at the Case Studies at the back of this guide.

You all then need to decide where and when will you meet. It is a lot better to meet regularly because this means everyone is kept up to date and it is quite hard to communicate with everyone when you are not face to face. Some E-teams meet weekly, some fortnightly and some monthly. It is up to your team to decide what suits you all best.

Don't forget to apply for the grant that B&NES Council offers to E-teams. It is not difficult and you can get £100 towards your campaigns.

It is an excellent idea to keep a record of what you do and to write up the impact of your campaign. This can not only give everyone a great sense of achievement but the wider community locally and even nationally can learn a lot from your experience.

If you get any problems when you are setting up your E-teams then look at the Problems and Solutions page.

GOOD LUCK!

Surveys

Why have a survey?

Surveys are an invaluable tool for analysing the views of a group of people. They can highlight major issues within your school or setting regarding inequality and this information can help direct your campaigns/projects. They can also be useful in evaluating what change, if any, has taken place as a result of setting up an E-team or launching a campaign.

A website such as 'surveymonkey' provides an easy online form designed by the user for free. It also breaks down the data for you.

What is a survey?

A survey is a set of questions focused on getting the information you need. When designing your survey it is important to ask questions that are easy to understand and unambiguous. If there is a risk of misunderstanding, the data received may be worthless. Ideally the types of questions you should ask fall into these categories:

- Questions which require a 'Yes/No' answer
- Scaling questions (ie where you rate something on a scale of say, 1 – 5).
- Statements that require a response from strongly disagree to strongly agree.
- Multiple choice questions

These questions are quick to analyse and provide useful raw data. However, you also need qualitative evidence which can be very useful when promoting the E-Team. For this purpose, it is also useful to have a 'comments box.'

SHORT EXAMPLE SURVEY

Below is an example of a short survey which can be used to assess the levels of homophobia in your school/setting. It is important to ensure anonymity to encourage truthful answers.

1. What Year group are you in?

7 8 9 10 11 12 13

2. There is no homophobic bullying in our school/setting

Agree

Not sure

Disagree



3. Have you witnessed any homophobic behaviour during the last academic year? (Includes inappropriate use of the word 'Gay' or homophobic bullying towards individuals.)

Yes No

If yes, please give details:

4. How does homophobic bullying make you feel?

(Please tick as many as apply)

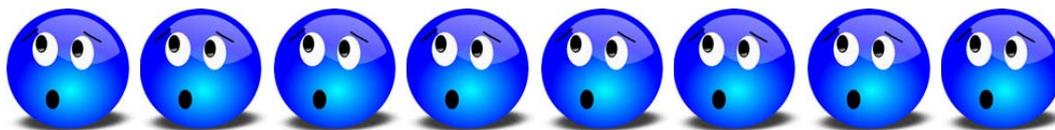
| | | | |
|-------------|--------------------------|----------------------|--------------------------|
| Anxious | <input type="checkbox"/> | Vulnerable | <input type="checkbox"/> |
| Unsafe | <input type="checkbox"/> | Scared | <input type="checkbox"/> |
| Happy | <input type="checkbox"/> | Lonely | <input type="checkbox"/> |
| Sad | <input type="checkbox"/> | Satisfied | <input type="checkbox"/> |
| Indifferent | <input type="checkbox"/> | Other (please state) | <input type="checkbox"/> |

5. Please rate the following on a scale of 1-5

(1 is not at all and 5 is completely)

| | | | | | |
|---|---|---|---|---|---|
| I care about LGBT (Lesbian, Gay, Bi, Trans) equality. | 1 | 2 | 3 | 4 | 5 |
| My school is safe for LGBT people. | 1 | 2 | 3 | 4 | 5 |
| LGBT issues are discussed during PSHE lessons. | 1 | 2 | 3 | 4 | 5 |
| I have been taught about LGBT sexual health. | 1 | 2 | 3 | 4 | 5 |

Problems and how to solve them



P I want to start an E-team but no one is interested.

S Start off small, ie with two or three young people and a member of staff. Do not try to tackle issues that are too huge. The £100 grant can be used for fun things – like having more break and lunch time games to combat isolation.

P My school/group does not think that we have a problem with equalities or bullying.

S A whole school/group survey can show that there are often hidden issues. You can also refer to the SHEU (School, Health, Education Unit) survey. Kate_murphy@bathnes.gov.uk can let you know if your school has done this survey.

P My school is worried that if we set up an E-team, OFSTED will think we have a problem.

S Actually OFSTED will be impressed that you are working together to solve a problem rather than hiding it. Give examples of other schools who are successfully tackling equalities issues. See the Case Studies and the 2015 E-Team Newsletter.

P There is a general apathy about doing anything about bullying in my school/group.

S Give examples of other schools/groups. Refer to the 2015 E-team Newsletter which has examples of lots of inspiring equalities work in B&NES.

P How do we keep the interest going?

S Have regular meetings, emphasise progress, hold assemblies give out positive messages.

P What happens when key people leave? Won't the group fall apart?

S It is important that your constitution emphasises that everyone owns the E-team and must take an equal responsibility. The E-team should cross the age range and always be recruiting new members. There will be leaders in the group but everyone should be encouraged to take a lead.



Support Agencies



off the record

Off the Record

This charity provides a range of FREE, CONFIDENTIAL and INDEPENDENT services for children and young people that support the development of their emotional health and well-being. This organization provides a dedicated LGBT group (SPACE), advocacy and disability support (YAGA)

Address: Off the Record
Open House Centre
Manvers Street
Bath BA1 1JW

Tel: 01225 312481 Fax: 01225 446641

Text 07753 891 745

Email: office@offtherecord-banes.co.uk

Stand Against Racism and Inequality (S.A.R.I.)

This provides help for anyone experiencing discrimination of any kind but mainly focuses on racism and discrimination because of someone's ethnicity.



STAND AGAINST
RACISM & INEQUALITY

Address: PO Box 2454
Bristol, BS2 2WX

Tel: (0117) 942 0060

Fax: (0117) 942 0066

Freephone: 0800 171 2272

Email: sari@sariweb.org.uk



Young Carers Service, Carers Centre

This service provides support and help for young people who are looking after a family member.

Address: North East Somerset Carers' Centre
1 Riverside Cottages
Radstock BA3 3PS

Bath Carers' Centre,
The Woodlands
Lower Bristol Road
Bath, BA2 9ES

Freephone for carers: 0800 0388 885

Office: 01761 431388

Email: info@banescarerscentre.org.uk

Contact a Family.

Address: Anti-Bullying Alliance
National Children's Bureau
8 Wakley Street
London EC1V 7QE
Email: aba@ncb.org.uk





Childline

This is a private and confidential service for children and young people up to the age of nineteen.

Tel: 0800 1111

NSPCC

This is service which has been created to protect children and young people across the country.

Tel: 0808 800 5000

Or report it online.



Where Young Minds Matter

Child and Adolescent Mental Health Service (CAMHS)

This provides specialist NHS children and young people's mental health service.

Tel: 0808 802 5544

BLACK FAMILIES Supplementary school and mentoring service providing help with educational achievement, school choice and appeals, school exclusion, racial discrimination and harassment, special educational needs and making a complaint.

Advice and Support Helpline 01225 787 924

PROJECT 28 Supporting young people who are socially excluded for reasons such as homelessness, alcohol or drug problems, learning disabilities or emotional difficulties.

28 Southgate Street, Bath BA1 1TP

Call: **01225478730** Email: **info@dhibath.org.uk**

MENTORING PLUS Mentoring for young people needing extra support with family education, emotional needs and employability.

117 Newbridge Hill, Bath BA1 3PY.

01225 429694 Email: **info@mentoringplus.net**

For any other provision:

Family Information Service

The Information Team will answer your enquiries about a range of family related issues.

Tel: 01225 395343 available Monday to Thursday 8.45am to 4.45pm and Friday 8.30am to 4.30pm.

Email: **fis@bathnes.gov.uk**

Text: 07980 998 906



CASE STUDIES

FARRINGTON GURNEY E-TEAM

In Farrington Gurney School we recently set up an E-Team which we have called Play Team to help children who feel left out at play time. There were plenty of physical play opportunities in the playground but for the children who wanted either quieter or creative activities there was little provision.

The Play Team organised clip boards, paper and pens to be in the playground on some days and led some board games on other days. However when it was wet or windy the paper was not a good option and although there was a covered area the board games with cards also blew away.

The team thought about these issues and spent some money from the grant on waterproof note books which have proved better when the weather has not been so good.

The activities have helped all the children to have choices in their play. This has had a positive impact on play and has improved the relationships between all the year groups.

As the weather improves we have a list of ideas to use in the playground which will include den making, clay modelling and weaving.



BATHWICK ST MARY ANTI-BULLYING AMBASSADORS

Our reason for setting up an E-team was to stop bullying and help people make friends. Year 5 pupils buddied Reception pupils to help them develop friendships

Our outcomes have been to see Reception pupils make friends with more than one other pupil and to help individual pupils in other years who were feeling isolated. We have also taught Reception pupils new team games. We would like to engage them more in outdoor games and to have a display showing the lunchtime activities we have been involved in with Reception pupils.



WELTON PRIMARY SCHOOL VALUES AMBASSADORS

We have recently worked closely as a school community of staff, children and parents to devise a refreshing new set of six core values which we believe are key to preparing our children for their lives in the world today.

A Welton child will learn to be:

- Responsible
- Collaborative
- Respectful
- Unique
- Courageous
- Aspirational

Part of this process has been establishing a team of Values Ambassadors consisting of two representatives from each class. The children have worked hard to communicate the ideas of their class with staff, including joining in with an INSET session, to ensure that that the values and their definitions were meaningful to everyone.

Future plans for the Values Ambassadors include:

- Helping to launch the values across the school community with a focus morning to include taking a lead role in an assembly and explaining 'Jars and Gems' (an incentive scheme linked to the values).
- Planning the new school pond launch event with a focus on the values and how we can organise an event while promoting them across our school e.g. pond safety workshop to design posters, pond wildlife fact session to produce identification keys to display around the pond and working together to make celebratory cakes.

CHEW VALLEY E-TEAM PROMOTING LGBT EQUALITY



What are the main issues?

- Homophobic, bi-phobic and transphobic (HBT) bullying and attitudes around the school.
- Some staff lacked understanding and awareness of LGBT issues.
- New Year 7s were not aware of the school values and ethos.

What did you do to address these?

The E-Team has trained school staff (including lunch time assistants, teaching assistants and the school leadership team [SLT]).

- Campaigns during Lesbian, Gay, Bisexual and Transgender history month in February include :
 - A poster competition to raise awareness of the need to tackle HBT and sexual bullying. There were over 300 entries, and the winners are displayed around school.
 - Stonewall films “Fit” and “Free” have been shown at lunchtimes throughout LGBT History Month.
 - A “Break down the Wall of HBT Bullying” campaign: boxes containing messages, rainbow pins, wristbands, and other goodies were built then knocked down to symbolise the eradication of HBT behaviour. The wall had to be re-built on numerous occasions as 500 pupils and staff wanted to be involved!
 - Pupils and staff were interviewed by Radio Bristol about their campaigns.
 - Chew Valley pupils supported the Local Authority at LGBT History Month events at the Holburne Museum and spoke at a special meeting for LGBT schools staff.

Who was involved?

The E-Team is made up of pupils and a member of staff (PSHE lead, Lou Pope). The whole school community has been involved in the campaigns including SLT, teachers, support staff and pupils from every year group.

What has changed as a result?

- There is a raised level of awareness of the need to take a stand, and a real buzz about the school, especially around Sir Ian McKellen’s visit and during LGBT history month. People want to get actively involved!
- A growing sense of pride at being at Chew Valley School, which now has a national reputation for its work.
- Staff are more confident and willing to discuss LGBT issues rather than signposting to other services or the E-Team.
- 100 ‘Equalistar’ awards have been made by pupils to staff who actively challenge discrimination and promote and celebrating difference.

NORTON HILL E-TEAM PROMOTING LGBT EQUALITY



e tea

What are the main issues?

- Support for LGBTQ Young People in both Norton Hill and Somervale (their federated) school.
- Support for straight young people who are targeted either because they're perceived to be LGBT or because of affiliation.
- The need to raise awareness of LGBT issues and promote LGBT equality across the school communities.

What did you do to address these?

- Established the "Heroes" group-a sub-group of the E-Team - which focuses specifically on LGBTQ issues.
- Established a group of 6th Form LGBTQ to support and buddy younger pupils who are LGBTQ. This is done both individually and in groups.
- Worked directly with the SPACE Co-ordinator at Off the Record who has delivered training to the E-teams.
- Resource packs have been developed for the purpose of raising awareness of HBT bullying.
- Ran focused campaigns in assemblies and during LGBT history month.

Who was involved?

- E-Team members (60 + young people plus LGBT staff, other staff and a governor).
- A Team of 6 6th Formers who are themselves LGBTQ.
- The whole school community has been invited to get involved in campaigns across the two schools.

What has changed as a result?

- A decrease in HBT language & attitudes.
- A better understanding of the history of HBT discrimination.
- Since Sir Ian McKellen's visit lots of positive energy and especially the development of the HEROS group.
- Straight young people beginning to realise that it is a collective responsibility.

What are the next steps?

- To raise more money for E-Team campaigns and activities.
- To focus on issues surrounding transphobia.
- To develop more work with local schools via the E Summit and through local partnerships including schools.