

A photograph of two women in business attire standing in an office hallway. The woman on the left is Black and the woman on the right is white. They are both smiling and looking at a tablet held by the white woman. The background is slightly blurred, showing other people walking in the distance.

# Black Inclusion Week: Allyship Accountability Guide

This resource helps workplaces to:

- Practice accountable allyship in everyday work.
- Provide practical actions for everyday team members to support Black colleagues and challenge inequity.
- Embed equity in team interactions and opportunities.



# Introduction to the Allyship Accountability Guide

The **Allyship Accountability Guide** is designed to be used alongside your responses from the **Black Inclusion Week Curriculum Audit** and the **Black Inclusion Intervention Toolkit**. While the audit identifies where Black representation and equity currently sit within your school or organisation, and the intervention toolkit outlines the structural changes needed to embed inclusion, this guide focuses on the people side of that work: the everyday behaviours, actions and accountability required from individuals to create truly equitable environments.

Aligned with Black Inclusion Week this guide helps staff move beyond passive support or good intentions and into **accountable allyship**: the consistent practice of using one's voice, influence and privilege to challenge inequity and support Black colleagues in meaningful, measurable ways.

# What This Guide Is For

Based on the principles in the guide, this resource helps workplaces to:

- ✔ **Practise accountable allyship in everyday work** rather than relying on one-off gestures or symbolic actions.
- ✔ **Take practical, actionable steps** to support Black colleagues and challenge inequitable practices, dynamics, and systems.
- ✔ **Embed equity in daily interactions, decision-making, opportunities and team culture.**

It encourages individuals to pause, reflect, and take responsibility for their impact, creating a culture where inclusion is shared, active and sustained.

## How to Use This Guide

1.

**Start with your audit and toolkit outcomes.** Identify where structural or curriculum gaps have been highlighted. This guide supports you to address the behavioural and interpersonal aspects linked to those gaps.

2.

**Work through each reflection prompt.** Use the guided questions to examine your own habits, assumptions and influence. For example:

- ✔ *Where might your workplace systems unintentionally disadvantage Black colleagues?*
- ✔ *Where do you hold influence that could shift outcomes?*
- ✔ *Where have you fallen short, and what got in the way?*

3.

**Use the practical examples to act immediately.** The guide includes real, everyday actions you can take - such as interrupting bias, redirecting credit, challenging inequitable feedback, widening access to opportunities, and amplifying Black colleagues' contributions.

4.

**Commit to accountability.** Allyship is not about guilt; it is about responsibility, repair and measurable change. You are encouraged to set specific actions, track your progress and share where you fall short. This keeps allyship transparent, grounded and sustainable.

5.

**Integrate this guide into team and organisational culture.** Use it in team meetings, performance conversations, leadership development, and ongoing reflection throughout the school year - not only during Black Inclusion Week.

Used together, the **Curriculum Audit**, the **Intervention Toolkit**, and the **Allyship Accountability Guide** form a complete, aligned framework for building environments where Black staff and students are supported structurally, culturally, and interpersonally; turning the momentum of Black Inclusion Week into lasting, measurable impact.





# What allyship means

Allyship is more than good intentions. It's the practice of using your influence and privilege to support Black colleagues, challenge systemic inequities, and foster an inclusive environment. True allyship is ongoing, it requires self-awareness, action, and accountability.

## Key behaviours of an effective ally

- ✔ Actively listen to Black colleagues' experiences without judgement or defensiveness.
- ✔ Educate yourself about systemic racism and workplace inequities.
- ✔ Speak up when witnessing discrimination, bias, microaggressions, or inequitable practices.
- ✔ Use your voice to advocate for Black colleagues in meetings, promotions & decision-making.

## Pause and reflect (write your reflections below)

★ In what ways might your workplace systems unintentionally disadvantage Black colleagues?

★ Where do you hold influence, formally or informally, that could shift outcomes?

★ Are Black colleagues expected to lead or handle inclusion without compensation?

## What accountability means

Accountability when it comes to Black allyship is not about guilt or shame. It is about responsibility, repair, and measurable change. Accountability means recognising that racial inequity in workplaces is systemic, shaped by policies, norms, leadership decisions, and unexamined bias. It requires committing to action within your sphere of influence to change these systems, not just individual behaviours. Accountability moves inclusion from intention to impact.

### Key behaviours of an accountable person

- ✔ Owns their impact when harm is caused, acknowledge it without defensiveness, listen with humility, and take meaningful action to repair.
- ✔ Sets specific, measurable actions and openly sharing progress, including where you fall short.
- ✔ Uses their influence to challenge and change systems, addressing inequitable policies, practices, and power structures, not just individual incidents.
- ✔ Shares power and redistributes opportunity within their influence. Advocates for equitable access to decision-making, progression, and high-visibility work.

### Pause and reflect (write your reflections below)

- ★ Where have you actively held yourself accountable in your allyship?

★ Where have you fallen short and what influenced or prevented you from acting?

★ What systems or habits can you put in place to ensure your allyship is sustained, measurable, and not reduced to one-off gestures?

# Practical examples of how to be an accountability ally in the workplace

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## ★ **Discrimination**

*Example: When discrimination shows up, interrupt it, call it out, name it and support the person affected, report it to ensure it doesn't happen again.*

## ★ **Opportunities**

*Example: if you hear about a new role or stretch project, make sure opportunities are shared widely so that Black colleagues are aware and can apply or express interest.*

## ★ **Meetings**

*Example: if a Black colleague is interrupted, say, "Hold on, I'd like to hear what they were saying," and give the floor back to them. Acknowledge ideas when they are overlooked and ensure they get proper credit.*

## ★ **Visibility**

*Example: recommend a Black colleague for a project or opportunity you know will develop skills or visibility, even if they haven't self-nominated. Offer to support their application or introduction.*

## ★ **Decision-making**

*Example: when you're in meetings or planning discussions, ensure Black colleagues are included early. If they're missing, speak up: "Could we loop[Name] in, their input would be valuable?"*

## ★ **Performance**

*Example: when you're in meetings or planning discussions, ensure Black colleagues are included early. If they're missing, speak up: "Could we loop[Name] in, their input would be valuable?"*

## ★ **Psychological Safety**

*Example: if someone is being tone-policed, dismissed, or expected to code-switch, step in gently: "I want us to focus on the message, not the delivery style."*



## Supporting relevant legal frameworks, guidance, industry standards & frameworks and educational research.

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### Legal Frameworks & Statutory Guidance:

- **Equality Act 2010**: This foundational legislation protects individuals from discrimination based on protected characteristics, including sex and gender reassignment. It mandates equal treatment in employment and access to services.
- **Public Sector Equality Duty (PSED)**: Public bodies must have due regard to eliminating discrimination, advancing equality, and fostering good relations between different people.
- **Worker Protection** (Amendment of Equality Act 2010) Act 2023 : Effective from October 2023, this act imposes a proactive duty on employers to prevent sexual harassment in the workplace.

### Guidance & Government / Regulator Reports:

- **Acas Guidance on Race Discrimination**: The Advisory, Conciliation and Arbitration Service offers practical guidance for employers on what constitutes race discrimination at work and legal obligations to prevent it.
- **EHRC Guidance for Employers under Equality Act 2010**: Practical legal obligations for employers: recruitment, working hours, advertising, accommodating protected characteristics etc. Useful baseline for what must be complied with.
- **CIPD Guidance for Managers on Tackling Racism**: Advises line managers how to support race equality throughout the employee lifecycle.
- **CIPD / Reed "Inclusion at Work 2022"**: Benchmarking of UK employer D&I practice, what is working, what are gaps. Helpful for comparing where an organisation is relative to peers.

### Industry Standards, Charters & Frameworks:

- **PAS 1948 – BSI Code of Practice**: Creating inclusive workplace culture: Free-to-download standard guiding how to implement DEI frameworks: dimensions of diversity, inclusive design, recruitment & retention, behaviour etc. Very practical.
- **The Race at Work Charter (Business in the Community)**: A voluntary commitment by employers to take actionable steps to improve racial equality in workplaces across the UK.