



Hemingford Grey
SCHOOL

Reporting and Recording Prejudice-Related Incidents Policy

Date policy was last reviewed and approved:

October 2017

Hemingford Grey Primary School

Policy for Reporting and Recording Prejudice-Related Incidents

1. Introduction and aim

- 1.1 The aim of this policy is to provide guidelines for Hemingford Grey Primary School to establish effective procedures for the reporting and recording of prejudice-related incidents. It is based on the Cambridgeshire County Council model policy.
- 1.2 It will ensure that action is taken to support the victims of -prejudice and to deal with perpetrators appropriately. The policy has been informed by the following documents:
- ◆ *Learning for All: Standards for racial equality in schools (CRE, 2000)*
 - ◆ *Home office Code of Practice on reporting and recording racist incidents in response to recommendation 15 of the Stephen Lawrence Inquiry Report (April 2000)*
 - ◆ *School Inclusion: Pupil Support (DfEE, 1999)*
 - ◆ *Equally Safe – dealing with prejudice-related incidents: guidance for schools 2015*
- 1.3 We all have a responsibility to challenge -prejudice in our school. Action will only be successful if it forms part of a wider policy, which is embedded within all school practices.

2. Definitions

- 2.1 Our definition of a prejudice-related incident is that of recommendation 12 of the Report of the Stephen Lawrence Inquiry which has since been extended to cover all incidents related to the protected characteristics set out in the Equality Act 2010:

"A –prejudice-related incident is any incident which is perceived to be –prejudice-related by the victim or any other person."

- 2.2 Our definition of racial harassment is that of the CRE:

"...verbal or physical violence which includes attacks on property as well as on the person, which is suffered by individuals or groups because of their colour, race, nationality and ethnic or national origins, and where the victim believes that the perpetrator was acting on racial grounds and/or there is evidence of racism."

3. Examples

- 3.1 A –prejudice-related incident may include:
- ◆ jokes
 - ◆ verbal abuse and threats
 - ◆ physical assaults
 - ◆ ridicule based on differences of colour, race, ethnicity, nationality, culture, religion or language
 - ◆ refusal to co-operate with another because of any of the above differences

- ◆ stereotyping on the basis of colour, race, ethnicity etc.
- ◆ prejudice-related comments
- ◆ prejudice-related graffiti
- ◆ written abuse
- ◆ damage to property
- ◆ incitement of others to act in a racist manner
- ◆ provocative behaviour such as wearing prejudice-related badges or insignia
- ◆ bring prejudice-related materials such as leaflets, magazines or computer software into the school
- ◆ recruiting other young people to prejudice-related organisations or groups

3.2 Even if the victim of an incident does not complain, it should be treated as a prejudice-related incident if another person perceives it as such. For example, if a prejudice-related incident is overheard by a member of staff it will be recorded as a prejudice-related incident, even though the abused child does not complain to him or her.

4. Dealing with Prejudice-Related Incidents

- 4.1 No incident that is, or appears to be – motivated by prejudice, should go unchallenged and every member of staff has - responsibility for responding to the situation. Full guidelines for members of staff on how to deal with prejudice-related incidents are attached to this policy at Appendix 2.
- 4.2 They should make explicit that any prejudice-related behaviour is unacceptable and contravenes the school's policy, culture and ethos.
- 4.3 If the member of staff is unable to resolve the matter, it should be referred to the headteacher, in line with the school's Behaviour Policy.
- 4.4 The action to be taken will depend on whether the perpetrator is known and whether he/she is a pupil, a member of staff or an outside perpetrator.
- 4.5 Where the perpetrator is a pupil, staff should explain why racist behaviour is unacceptable. Any disciplinary action taken, including temporary or permanent exclusion, will be in line with the school's Behaviour Policy and the Cambridgeshire County Council's "Equally Safe" guidelines.
- 4.6 The parents or carers of all perpetrators and victims will be informed of the incident and what action has been taken.
- 4.7 Racial harassment or any form of -prejudicial behaviour from any member of staff towards any pupil, parents or another member of staff will not be tolerated, and will be dealt with as a serious breach of the school's disciplinary procedures. We recognise that appropriate training and other support will be necessary for all staff. When members of staff are found to have committed misconduct involving racial harassment they will face disciplinary sanctions in line with the school's Disciplinary Policy.
- 4.8 Where there is an outside perpetrator, staff should attempt to discuss the matter with them and if necessary refer them to school policy and/or the headteacher.

5. Reporting and Recording Incidents

5.1 In line with the recommendations of the above documents and the Cambridgeshire County Council's "Equally Safe" guidelines, the school records all prejudice-related incidents. This includes the following details:

- ◆ date
- ◆ names of perpetrators and victims
- ◆ the ethnicity of all individuals involved
- ◆ nature of incident
- ◆ action taken in response
- ◆ name of the person reporting the incident

The above details are recorded on a Racist Incident Report Form, which is held on file in the Headteacher's office (see Appendix 1). The headteacher will be informed of all racist incidents.

5.2 All incidents which involve a member of a minority ethnic group will be monitored to ensure that potentially racist incidents are not overlooked.

5.3 Although some incidents may seem minor, it is still important to log them as repeat incidents often mean that earlier reports assume greater importance.

5.4 Governors are informed of the number and nature of racist incidents and the action taken to deal with them.

5.5 The pattern and frequency of racist incidents is analysed in order to inform future planning.

5.6 Details of the pattern and frequency of racist incidents are held at school and will be reported to the Local Authority via RaiD.

5.7 We will advise the police of any prejudice-related incidents that may be categorised as crimes.

6. Support for the Victim

6.1 When dealing with prejudice-related incidents involving pupils, staff should:

Listen attentively -

- ◆ indicate they are pleased that the pupil has been able to tell them
- ◆ remain calm and reassuring
- ◆ accept their language and terminology
- ◆ remember that to confide in a member of staff may need considerable courage

Acknowledge -

- ◆ acknowledge the feelings of the pupils
- ◆ confirm they were right to make the disclosure
- ◆ show they understand the difficulty in discussing the matter
- ◆ establish whether the incident is part of a pattern

- ◆ reassure while explaining the need to take the matter further

Report -

- ◆ indicate that the information needs to be shared with others in authority in order to stop further harassment. If the victim is adamant that they do not wish any further action, the incident should, nevertheless, be recorded. The circumstances of the victim, eg. Age, self-confidence in dealing with the situation for themselves, will be a guiding factor for staff when deciding on a course of action. In certain cases, the victim's identity will need to be protected and the situation must be handled sensitively.

Support -

- ◆ recognise that victims will need immediate support and must be reassured that the matter will be treated seriously and that a full investigation will take place.

- 6.2 Ensure that parents/carers are aware of the incident and kept informed of the progress of any investigation. It may be necessary to either provide support or encourage parents to seek support for themselves and other members of the family.
- 6.3 We recognise that members of staff can also experience racial harassment from pupils, from other staff, from parents/carers, or members of the public. We will support them in the same way as we would pupils.

7. Whole-school issues

- 7.1 There is regular and ongoing training and discussion of the issues and a sharing of the school's response amongst all staff, pupils and the local community. This common approach will include communication with parents/carers and community members and liaison with outside agencies.

All those connected with the school are aware of the policy and procedures and have access to any related documentation via the school website.

8. Monitoring and review

The headteacher has overall responsibility for monitoring the recording and reporting of prejudice-related incidents. In collaboration with the designated Equality governor, they will analyse report forms and log incidents on the LEA database on a regular basis. This analysis will inform annual reports to parents and governors and the LEA.

This policy will be reviewed every 3 years, unless there are changes in legislation or advice from the LEA in which case the review will be brought forward.

9. Related Documents

Equality Policy
Cambridgeshire County Council "Equally Safe" guidelines
Behaviour Policy
School Prospectus and website



Hemingford Grey Primary School Incident Report Form for Prejudice-related Incidents

Date of incident:

Names of perpetrators and victims:

The ethnicity of all individuals involved:

Nature of incident:

Action taken in response:

Name of the person reporting the incident:

Signature:

Date: