

**Future Schools Trust**



# **Racial Incident Reporting Policy**

**October 2016**

## DOCUMENT CONTROL

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Version	Date	Comments	Author

**Review Process Prior to Ratification:**

Name of Committee	Date
Safeguarding	

## **1. Roles and Responsibilities**

- The governing body is responsible for monitoring the policy.
- The Principal is responsible for implementing the policy and procedures.
- All members of the school community are responsible for following the procedures.
- The LA will advise schools on the management of racial incidents and the findings from its monitoring.

## **2. Recording the Racial Incident Investigation**

The Principal has overall responsibility (which may be delegated to an appointed senior member of staff) for managing racial incidents. The Principal should ensure that the school has:

- Made it a requirement to investigate, record and report where there is a perception that a racial incident may have taken place.
- Communicated the school's commitment to tackling racial incidents to all members of the school community, including provision for this procedure to be made available in community languages where appropriate.
- Completed the Racial Incident Monitoring Form (see Appendix A) as soon as possible after an incident has taken place.

The Racial Incident Monitoring Form should be kept in a confidential central file for internal monitoring purposes. It should not be sent to the LA. These forms will be kept for 25 years.

## **3. Management of Racial Incidents**

### **Considerations for All Incidents:**

- Investigate the incident thoroughly by talking to all involved including staff and potential witnesses
- Record the incident on a Racial Incident Monitoring Form (see Section C) in any instance where the victim or perpetrator is a student.
- Keep the situation under regular review to ensure that any harassment, abuse or victimisation has stopped and that the victim feels safe.
- Consider any curriculum implications, including the need for a special assembly or changes to the school's behaviour code or other policies.
- Support for the Victim (if a pupil).
- Support for the alleged Perpetrator (if a pupil).
- Consider if there is a child protection issue in this case.
- Consider seeking advice from the Local Safeguarding Board.

### **Support for the Victim (if a student)**

- Take appropriate action to offer support to the victim.
- Meet with the pupil's parent(s)/guardian/carer to discuss the matter and explain the action taken. An interpreter/translator may be needed at the meetings.
- Reinforce the school's commitment to tackling racist incidents.

### **Support for the alleged Perpetrator (if a student)**

- An appropriate member of staff should intervene and take immediate action, for example, placing the victim(s) and perpetrator(s) into separate rooms.
- Any racist behaviour should be challenged immediately. The perpetrator should be told that his/her behaviour is unacceptable and will not be tolerated.
- Appropriate action should be taken to support, educate and monitor the behaviour of the perpetrator to ensure that the racist behaviour will not be repeated.
- The incident should be reported to the Principal and he/she should decide whether any further action needs to be taken, including notifying the police and informing the parent(s)/guardian/carer of the relevant pupil(s) of any investigation and the outcome.
- The Principal should consider the use of a full range of sanctions including the use of fixed term or permanent exclusion.
- Discuss the incident with the alleged perpetrator's parent(s)/guardian/carer (if appropriate) and
- reinforce the school's commitment to tackling racial incidents.

### **Dealing with Members of Staff as alleged Perpetrators or Victims**

All members of staff are required to abide by the School's Equality and Diversity Policy. Substantiated racial discrimination by any member of staff towards students will be considered as misconduct and the perpetrator will be subject to disciplinary action. In the event of such an allegation being made against a member of staff, the Principal or his/her nominee should investigate the allegation in accordance with the relevant Disciplinary Procedures. In the case of the Perpetrator the Trust CEO will nominate the member of staff to investigate the incident. All members of staff have the right to use the school's grievance procedure if they suffer discrimination and cannot get satisfactory management support.

The Governing Body and Principal have a duty of care towards employees, and must ensure that they address any complaints from employees about discrimination by students, parents or colleagues, and provide appropriate support and referrals as necessary.

#### **c) Dealing with Members of the Public as alleged Perpetrators**

Racially motivated conduct by members of public requires an immediate response. The following procedure is to be followed in cases of racial incidents involving a member of the public:

- The incident to be reported to the Principal as soon as possible.
- The police to be informed of incidents involving violent, threatening or abusive behaviour.

#### **4. Managing the impact of racial incidents in the school and the community**

- Racist graffiti or slogans should be reported and removed immediately.

- Racist literature, badges and insignia should be confiscated immediately, giving a clear explanation setting out the reasons why the property has been confiscated. The confiscated property should be handed to the police in criminal proceedings or returned to the student's parents at an early opportunity, as appropriate. A teacher may not deliberately destroy a confiscated item unless such action is necessary in the immediate interests of safety.
- If the incident has caused damage or is seen as a threat of damage to a person or property, it may be appropriate to call a meeting either with staff only or with students to discuss what has happened. Support and advice may also need to be sought from the Local Safeguarding Board, the Police, the local Racial Equality Council, a Victim Support group or another appropriate agency.

## **5. Reporting to the Police**

- Violent, criminal or other serious racial incidents may be reported to Kent Police. This applies to all racial incidents brought to the attention of the school, regardless of the relationship of the parties to the school. Kent Police have the discretion to decide to pursue action based on incidents.
- Violent, criminal or serious incidents should also be reported to the LGB and FGB if necessary.

## **6. Reporting information to parents, governors and the LA**

- The governing body will receive a termly report on any racial incidents in the Principal's report to governors.
- The school will report annually to the LA on racial incidents during the preceding year. The LA will send a data collection form to the school for this purpose and ensure that schools, together with senior LEA officers, are informed of the outcomes of its monitoring, so that any trends or concerns can inform school planning and curriculum development.

**Appendix A**

**RACIAL INCIDENT MONITORING FORM**

<b>Incident Reported by</b>		<b>Position in school</b>	
<b>Date:</b>			

**SECTION 1 – DETAILS OF THOSE INVOLVED IN THE INCIDENT**

Record details of each perpetrator and victim (if more than one). Please attach an additional sheet if necessary.

<b>VICTIM</b>	<b>PERPETRATOR</b>
<p><b>Name</b> _____</p> <p><input type="checkbox"/> Pupil in school? If yes, year group _____</p> <p><input type="checkbox"/> Member of staff or governor? If yes, please give status _____</p> <p><input type="checkbox"/> Pupil from another school?</p> <p><input type="checkbox"/> Other (specify, e.g. parent or visitor) _____</p> <p><input type="checkbox"/> Involved in previous incidents? If yes, how many and when? _____</p> <p><b>Ethnicity (for pupils only, from pupil records)</b> _____</p> <p><b>Gender</b>      M <input type="checkbox"/>                      F <input type="checkbox"/></p>	<p><b>Name</b> _____</p> <p><input type="checkbox"/> Pupil in school? If yes, year group _____</p> <p><input type="checkbox"/> Member of staff or governor? If yes, please give status _____</p> <p><input type="checkbox"/> Pupil from another school?</p> <p><input type="checkbox"/> Other (specify, e.g. parent or visitor) _____</p> <p><input type="checkbox"/> Involved in previous incidents? If yes, how many and when? _____</p> <p><b>Ethnicity (for pupils only, from pupil records)</b> _____</p> <p><b>Gender</b>      M <input type="checkbox"/>                      F <input type="checkbox"/></p>

## SECTION 2 – TYPE OF INCIDENT

Location: \_\_\_\_\_

What type of incident occurred?

<input type="checkbox"/> Name calling	<input type="checkbox"/> Threatened assault
<input type="checkbox"/> Verbal abuse	<input type="checkbox"/> Attacks on property
<input type="checkbox"/> Physical abuse	<input type="checkbox"/> Abuse by electronic means (i.e. Text or instant messaging)
<input type="checkbox"/> Refusal to co-operate due to cultural or religious	<input type="checkbox"/> Socially isolated
<input type="checkbox"/> Graffiti	<input type="checkbox"/> Other (please specify)

Please describe briefly what happened.

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## SECTION 3 – ACTION TO BE TAKEN TO DEAL WITH THE INCIDENT AND DETAILS OF SUPPORT OFFERED TO VICTIM AND PERPETRATOR

What action(s) was / were taken to deal with the incident?

- Warning to the perpetrator
- Discussion with the victim's parent(s) / guardian / carer  Discussion with the perpetrator
- Discussion with the perpetrator's parent(s) / guardian / carer
- Restorative Justice
- Mediation
- Mentoring
- Counselling
- Curriculum change or addition
- Exclusion
- Referral to Police
- Referral to another body

- Other sanction (please specify) .....**
- Other action (please specify) .....**
- No action**

**If no action was taken, why was this (e.g. allegations were unsubstantiated)?**