



BISHOP LONSDALE CHURCH OF ENGLAND PRIMARY SCHOOL AND NURSERY

A member of the Derby Diocesan Academy Trust.

*BECOMING **I**NDPENDENT **S**UCCESSFUL **H**ONEST **O**PEN MINDED **P**EOPLE*

Recording of Racially Motivated Incidents Policy

Derby Diocesan Academy Trust Policy

Governor Approval

Date: June 2020

Review Date: June 2021



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1.0 Aims

The aim of this policy is to help those working in and with Derby Diocesan Academy Trust (DDAT) schools to create a learning community characterised by empathy, understanding and harmony across ethnic, national and religious heritages, where diversity is nurtured, valued and celebrated. Having effective policy and practice in place to deal with racist incidents is an important part of this aspiration.

2.0 Context

The Equality Act 2010 makes it unlawful to discriminate directly or indirectly on grounds of colour, race, nationality and ethnic or national origin. The Act applies to all aspects of education and of employment in schools. Racist behaviour, including racist violence or threats, racial harassment and graffiti, may be offences covered by the criminal law.

DDAT has endorsed the Macpherson Report's definition of a racist incident, namely that: 'A racist incident is an incident which has been perceived to be racist by the victim or any other person'.

3.0 Values and Principles

The following values and principles underpin this policy:

- Commitment to equality of opportunity for all.
- Commitment to the eradication of racism, xenophobia and discrimination on grounds of religion.
- Recognition that every learner should be equipped with the knowledge, skills and achievements which they need for full participation in society.
- Expectation that every learner should be encouraged to develop skills of non-violent conflict resolution.
- Commitment to fostering attitudes of open-mindedness, empathy, understanding between different ethnic heritages and the concept of global citizenship.
- Commitment to fostering respect for the identities of pupils, students and staff, and their experiences, histories and concerns.
- Recognition that all learners are entitled to a multicultural and anti-racist education irrespective of the presence or absence of learners who are from ethnic minorities.
- Commitment to creating schools and wider communities to which all their members can feel they belong.



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- Recognition that every racist incident, whether or not it arises from racist intent, provides an opportunity for learning.
- Recognition that pupils, parents/carers, employees and the wider community, can all contribute to the achievement of harmonious relationships between people of different nationalities, religions and ethnic heritages.
- Recognition that there must be active monitoring and evaluation of policies and practice.
- Recognition and need for public accountability in reporting on racist incidents, follow up action and outcomes.

4.0 Practices

In order to foster an ethos of empathy, respect and understanding, DDAT will ensure that;

- Pupils, staff, parents/carers and visitors are made aware that racial harassment, bullying, abuse, graffiti and other racist behaviour, in any part of the schools, and by pupils to and from school, will be challenged and will not be tolerated.
- Pupils are empowered to report racist incidents within a framework that recognises the right of the child or young person to be heard.
- The right of the pupil to involve an adult external to the school to express her/his perceptions is recognised.
- That all staff, including administrative and support staff, are familiar with, and able to implement, the procedures for dealing with and recording racist incidents.
- All staff are vigilant with regard to behaviour among pupils, and will look out for, and respond appropriately to, incidents and reported incidents of bullying and harassment.
- Racial discrimination is eliminated from, and racial equality is promoted in, employment.
- Policy is determined, regular reports are received on progress on the implementation of policies and procedures, and data are provided on all racist incidents.

School practices will include the following elements:

- Commitment to taking immediate action where a racist incident takes place.
- Provision of appropriate support for the person who has been the subject of a racist incident.



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- Appropriate intervention with the person who has initiated the incident.
- Making clear where a racist incident has occurred, that this is unacceptable.
- Identifying, sharing and promoting good practice.
- Discussing racist incidents with parents/carers and encouraging them to reinforce the school's anti-racist practices.
- Ensuring that failure to observe equality and racial harassment policies and procedures is covered in the school's Disciplinary and Grievance Procedures.
- Identifying a named senior member of staff to oversee the recording and monitoring of racist incidents.
- Identifying a governor to oversee the implementation of the policy.
- Stipulating that external contractors adopt the DDAT's Equality Statement.
- Ensuring that supply and temporary staff are aware of and implement the school's policy.
- Stipulating that agencies providing supply teachers train their staff to enable them to implement the DDAT's guidelines.

Racist incidents can cover a range of occurrences, from violence with a racist motivation to use of language which causes offence but arises from ignorance or thoughtlessness rather than from any other overtly racist motivation. However, a pupil's life chances can be undermined by behaviour which is racist in nature, even if there is no racist intent. Consequently all racist incidents will be logged. The incidence of racist incidents will be monitored and analysed by the Headteacher.

With some racist incidents, it may not be necessary to proceed to investigation. Nevertheless, the nature of, and the resolution to, the racist incident should be recorded.

The person responsible for the racist incident should be given the opportunity to learn from it. In some incidences, for example where racist behaviour arises out of ignorance, then counselling from a member of staff might be appropriate.

In some circumstances it may be necessary to refer a racist incident to the police. This will normally only be necessary where there is violence leading to physical harm and/or intimidation. The advice of the Police Liaison Officer may be sought.

The following could constitute behaviour with a racist motive;



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- Physical assault
- Racist graffiti
- Derogatory name calling
- Racist insults
- Racist jokes
- Comments which are offensive on the grounds of colour, race, ethnic and national origin, nationality and citizenship
- Drawings which are offensive on the grounds of colour, race, ethnic and national origin, nationality and citizenship
- Bringing to school, material which is racist, including leaflets, comics or magazines
- Wearing racist tattoos, badges or insignia
- Extortion
- Intimidation
- Using threatening words
- Using taunts
- Using ridicule
- Theft
- Damage to personal property
- Incitement of others to behave in a racist manner
- Verbal abuse

The flow chart attached to this document sets out a sequence for responding to racist incidents.



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5.0 Recording Racist Incidents

All racist incidents, as determined by the definition above, will be recorded using one or other of the two forms attached to this document. Appendix 1 contains a form to cover incidents for which a child/young person is responsible and incidents for which an adult is responsible.

The record of each individual racist incident should include:

- Date;
- Name(s) of pupil(s)/person(s) involved;
- A classification of the incident, with further description of what happened where appropriate;
- Ethnicity, religion, nationality of persons involved (see appendix 3 for ethnic origin codes);
- Action taken to support the person who has been the subject of the incident;
- The nature of the contact with the parent/carer.

Whilst all incidents will be recorded, not all will require investigation.

The Headteacher will exercise professional judgement on the threshold below which it may not be appropriate to report a particular incident to a parent/carer. This might be the case, for example, where an incident is trivial and where those involved accept it as such. This approach will avoid a situation arising where parents/carers could find such notification as irksome because of its significance. The reason for not informing a parent/carer will be logged. However, should an individual pupil initiate a number of racist incidents it may be appropriate to notify parents/carers, even if the last incident in the series in itself seems trivial.

The Headteacher will also exercise professional judgement on the circumstances in which it will be appropriate to give the child/young person the opportunity to complete the form. This is in order to avoid situations arising where a pupil might feel that her/his response is being interpreted on her/his behalf.

6.0 Staff Related Issues

School staff, including, where appropriate, contract and supply staff, are expected to:

- Take responsibility for implementing the school's racial equality policy;
- Foster a positive atmosphere of mutual respect and trust among pupils from all ethnic groups;



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- Ensure that all play and leisure areas provide a positive environment for pupils from all ethnic groups;
- Deal with incidents whenever they occur.

The Governing Body will ensure that:

- Active steps are taken to protect staff from racist bullying or harassment by pupils, parents/carers, visitors and other staff.
- All racist incidents and complaints of racial discrimination and racial harassment against staff are recorded and investigated within one week.
- Where appropriate, racist incidents are dealt with through the school's disciplinary procedures.
- All staff have access to the school's Grievance Procedures in the event of being subject to racist incidents, including racial discrimination and racial harassment.
- Good practice and effective strategies for dealing with racist incidents are shared between staff.
- Staff effectiveness in dealing with racist incidents is monitored and evaluated .

7.0 Complaints against the Headteacher

Where the Headteacher is perceived to be responsible for a racist incident, this will be investigated by the Chair of Governors with appropriate personnel advice. The Headteacher will be subject to the same rights and expectations as other members of staff at the school.

8.0 Parents/Carers

Parents/carers of pupils who are the subject of racist incidents will be informed of those incidents and of the action taken to deal with them. Parents/carers of pupils who are responsible for racist incidents will be invited to play an active role in dealing with the situation.

9.0 Governors

Where a governor is perceived to be responsible for a racist incident, the Governing body will decide what action should be taken. Where a governor is subject to a racist incident, the Governing Body will provide appropriate support and will decide on the nature of the investigation and the action to be taken following the investigation.



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Actions taken by the Governing Body should be consistent with the values, principles and practice set out in this policy.

10.0 Visitors (including parents/carers)

Where a visitor is perceived to be responsible for a racist incident, this will be reported to the Headteacher who will take some or all of the following actions:

- Inform the visitor that the school does not tolerate racist behaviour and will investigate the incident and if necessary;
- Invite the visitor to leave the premises;
- If the visitor is employed by an organisation, inform the visitor that the organisation will be informed of the racist incident;
- Inform the organisation accordingly;
- Contact the police.

11.0 Monitoring and Reporting

Careful record keeping of racist incidents will enable the school to identify patterns of behaviour whereby individuals or groups can be shown to be regular victims or perpetrators of racist incidents.

12.0 School Records

All incidents perceived to be racially motivated by any party should be recorded using the Racist Incident Record sheets (appendices 1 and 2). These will be kept in the Headteacher's Office.

The examination of these records on a regular basis by the Headteacher will provide the school with a picture of the frequency and nature of racist incidents and give some indication as to how effectively the school is combating such behaviour.

13.0 Reporting Racist Incidents

The school will provide annually, aggregated data to the Governing Body derived from the racist incident forms. This data should be disaggregated in line with the categories provided on the Racist Incident Forms. The Governing Body will use this, and other supporting information, to review the school's policy and practice on dealing with racist incidents.

The Governing Body will include aggregated data on racist incidents in its annual report to parents/carers. If no racist incidents are recorded for the year, this outcome will still be included in the annual report to parents/carers.



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14.0 Trust Monitoring

The school will provide aggregated information to the Trust using the standard form issued annually.

15.0 Approval by governors

The Policy will be reviewed by the Governing Body every year or whenever appropriate in order to respond to any new legislation either locally or nationally.



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Appendix A

RACIAL INCIDENT MONITORING FORM

Incident Reported by		Position in school	
Incident Reported to		Position in school	
Date:	Date of Incident:		Term

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.

VICTIM	PERPETRATOR
Name _____	Name _____
<input type="checkbox"/> Pupil in school? If yes, pupil number and key stage _____	<input type="checkbox"/> Pupil in school? If yes, pupil number and key stage _____
<input type="checkbox"/> Member of staff or governor? If yes, please give status _____	<input type="checkbox"/> Member of staff or governor? If yes, please give status _____
<input type="checkbox"/> Pupil from another school? _____	<input type="checkbox"/> Pupil from another school? _____
<input type="checkbox"/> Other (specify, e.g. parent or visitor) _____ _____	<input type="checkbox"/> Other (specify, e.g. parent or visitor) _____ _____
<input type="checkbox"/> Involved in previous incidents? If yes, how many and when? _____ _____	<input type="checkbox"/> Involved in previous incidents? If yes, how many and when? _____ _____
Year Group _____ _____	Year Group _____ _____



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Ethnicity (for pupils only, from pupil records) _____ _____	Ethnicity (for pupils only, from pupil records) _____ _____
Gender M <input type="checkbox"/> F <input type="checkbox"/>	Gender M <input type="checkbox"/> F <input type="checkbox"/>

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.

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**



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- ☐ 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)?

The school should retain this form.

The Trust will regularly collect information about racial incidents.
