



The Gainsborough  
Academy  
'High Expectations'

# Managing Racial Incidents Policy

<b>This policy was ratified/reviewed by Governors on:</b>
Date: 04.07.17
Date:
Date:

**This Policy has been written in conjunction with the Academy's Prevent Policy**

# **MANAGING RACIAL INCIDENTS IN SCHOOLS**

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### **Managing Racial Incidents in The Gainsborough Academy**

Our aim is to provide an effective framework for the prevention and management of racial incidents in schools. This will support schools in providing a safe and secure environment in which all members of the school community show respect for and value each other.

The Gainsborough Academy has accepted the definition that “A racist incident is any incident which is perceived to be racist by the victim or any other person.” A racist incident may be perpetrated against individuals on the basis of their race, colour, nationality, culture, language or religion. Racial incidents may also include acts not targeted at an individual.

Schools are required by the Race Relations (Amendment) Act 2000 to eliminate unlawful racial discrimination, promote equality of opportunity promote good race relations between people of different racial groups. The Gainsborough Academy must record, investigate and respond to racial incidents.

### **Considerations for All Incidents**

- Investigate the incident thoroughly
- Record the incident on CPOMS also Racial Incident Monitoring form – located with the Student Family Welfare & Attendance Team Manager where the victim or perpetrator is a pupil
- Support for the victim
- Support for the alleged perpetrator (if a pupil or staff member)
- Evaluate sharing information with Gainsborough Police

- 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
- Consider if there is a child protection issue in this case

## **Commitment**

The Gainsborough Academy Behaviour Policy clearly sets out that it is opposed to any form of racism or racist behaviour. The Academy fully supports its commitment to tackling racial incidents and works to create a safe environment which values all young people and allows them to develop their full potential.

**'A racist incident is any incident which is perceived to be racist by the victim or any other person.'**

This is a victim-friendly definition used by the Home Office, which is nationally accepted by the DfES, the Police. It includes all groups, and is not confined to race or skin colour. It requires schools to demonstrate effective listening supported by impartial investigation procedures that allow both the victim and the alleged perpetrator to be given a fair hearing.

**A racist incident may be perpetrated against individuals on the basis of their race, colour, nationality, culture, language or religion.**

The Gainsborough Academy have a responsibility to record, monitor and respond to racial incidents in schools is a statutory requirement. The Race Relations (Amendment) Act 2000 places a general, enforceable duty on all schools (and other public bodies) to:

- Eliminate unlawful racial discrimination
- Promote equality of opportunity
- Promote good relations between people of different racial groups

The DfES sets out in their guidance, "Social Inclusion: Pupil Support" (Circular 10/99 paragraph 4.32, page 25), that schools must:

- Make clear in their schools' behaviour policy that racial harassment will not be tolerated and how staff and pupils should deal with it
- Record details of all racial incidents ensuring that parents and governors are informed of such incidents and of the action taken to deal with them. (This requires schools to investigate all allegations of racial incidents.)
- Ensure that their Governing Bodies inform LEAs annually of the pattern and frequency of any incidents.

## Responsibilities for The Gainsborough Academy

School
<ul style="list-style-type: none"><li>• To provide a safe environment for children to learn in</li><li>• To work collaboratively with other agencies to develop safe communities</li><li>• To work with other agencies and schools to enable the effective management of racial incidents and to develop safe communities</li><li>• This will include developing strategies, supporting training programmes and sharing good practice</li><li>• To clearly set out its commitment to tackling racism and to oppose any form of racist harassment</li></ul>
<ul style="list-style-type: none"><li>• To implement, monitor and review strategies and positive action to tackle racism</li><li>• This will include:<ul style="list-style-type: none"><li>○ Recording (CPOMS) and reporting racial incidents</li><li>○ Reviewing action taken to deal with incidents</li><li>○ Ensuring that a named member of staff is identified to deal with racial incidents and that the process for dealing with racial incidents is published to staff, pupils and parents</li><li>○ Establishing a support mechanism for victims and perpetrators</li></ul></li></ul>

### Links to The Gainsborough Academy policies

This procedure is closely linked to our policies

- Race equality policy
- Complaints policy
- Behaviour policy
- Anti-bullying policy

It is also be reflected in:

- Behaviour Code and ethos
- Guidance issued to all staff (including supply teachers and temporary staff) concerning behavioural expectations and sanctions.
- Induction training programme

## **Incidents outside the school premises involving the school community**

When incidents which occur outside the school premises involving violence, assault, verbal abuse or other criminal behaviour are reported to the Principal, the Principal should notify Gainsborough Police and encourage the victim to report the incident directly to a police officer. In some events the victim / informant is too afraid to report the incident. Third party reporting ensures that the police can investigate such incidents and, if appropriate, take steps to prosecute the perpetrator(s).

The Principal has a role in listening to and supporting the victim. The school community can be a place that promotes mutual respect and understanding, leading or contributing to the resolution of conflict in the wider community.

## **Recording and reporting racial incidents**

All investigating reports of a racial incident must be logged on CPOMS and the Racial Incident Monitoring form completed (located with the SFW & Attendance Team Manager). The person who initially hears the racist comment must be the person logging the incident.

All information regarding racial incidents, including the Racial Incident Monitoring is kept with the Student Welfare & Attendance Team Manager.

Any report or allegation of a potentially racial incident requires an investigation and the completion of a Racial Incident Monitoring Form, even if it is found to have been unsubstantiated. While some investigations will be very simple, others may require witness statements or other supporting documentation. In such instances, all incident statements must be loaded on. This is to protect confidentiality of all involved. For incidents of a persistent and/or serious nature the Principal will be provided with a copy of the form.

## **Maintenance of records**

Records relating to racial incidents will be treated as highly confidential and must be loaded onto CPOMS. A record of any racial incidents should be referred to in the individual child's file by a one-line entry recording the Racial Incident Monitoring Form file number / incident log reference. This maintains confidentiality and eases completion of future forms if necessary, as the Racial Incident Monitoring Form requires information regarding involvement in previous incidents. In the instance of parents/ guardians requesting to see files, data can then be extracted, withholding identifying details of other parties.

If there is a detailed investigation (eg including witness statements), a copy of all records of the investigation may be kept along with the Racial Incident Monitoring Form file but are not to be kept with individual pupil's records, in order to maintain confidentiality.

Any summary of incidents or monitoring report by The Gainsborough Academy will be shared with governors, leadership team, staff or the wider school community must not disclose the identity of any individuals involved in racial incidents.

The central file/log book must be retained for 25 years due to the nature of the information held.

## **Providing Information to Pupils**

The Gainsborough Academy will ensure that all pupils:

- Understand that the school is opposed to any form of bullying or harassment including racism or racial harassment
- Know how the Racial Incident Procedure works, and are encouraged to use it without fear of victimisation
- Understand that all racially motivated incidents are recorded and reported (and that serious incidents are reported to the police)
- Know what sanctions and support are available

## **Examples of Racial Incidents**

- Derogatory name-calling, insults, racist jokes and innuendo, and degrading or demeaning behaviour
- Verbal abuse and threats
- Derogatory comments or racist remarks in the course of discussion
- Racist graffiti
- Provocative behaviour such as wearing racist badges or insignia
- Racist comments in the course of discussions
- Ridicule of an individual's religious or cultural differences, e.g. food, music, dress, religion, language etc
- Bringing racist materials such as leaflets, comics or magazines onto school premises
- Attempts to recruit others for racist groups or organisations
- Physical assault which is racially motivated
- Use of weapons which is racially motivated
- Damage caused to a person's property, which is racially motivated
- Incitement to others to behave in a racist way
- Refusal to co-operate with others because of their ethnicity, religion or language

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

- 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 pupil)**

- An appropriate member of staff should intervene and take immediate action, for example, separating the victim(s) from the perpetrator(s)
- 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 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 Equal Opportunities and Race Equality Policy. Substantiated racial discrimination by any member of staff towards pupils may be considered as misconduct and the perpetrator may be subject to disciplinary action. In the event of such an allegation being made against a member of staff, the Principal or her nominee should investigate the allegation in accordance with the relevant Disciplinary Procedures. 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 pupils, parents or colleagues, and provide appropriate support and referrals as necessary.

### **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

### **Reporting to the Police**

Violent, criminal or other serious racial incidents may be reported to the Police. This applies to all racial incidents brought to the attention of the school, regardless of the relationship of the parties to the school.

**RACIAL INCIDENT MONITORING FORM**

Date of incident: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_ Time: \_\_\_\_\_

**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.

<p><b>VICTIM</b>                  Name _____  <input type="checkbox"/> Pupil in school?                  _____  <input type="checkbox"/> Member of staff or governor? If yes, please give status                  _____  <input type="checkbox"/> Pupil from another school?                  _____  <input type="checkbox"/> Other (specify, eg parent or visitor) _____  <input type="checkbox"/> Involved in previous incidents? If yes, how many and when?                  _____                  Ethnicity (for pupils only, from pupil records)                  _____</p>	<p><b>PERPETRATOR</b>                  Name _____  <input type="checkbox"/> Pupil in school?                  _____  <input type="checkbox"/> Member of staff or governor? If yes, please give status                  _____  <input type="checkbox"/> Pupil from another school?  <input type="checkbox"/> Other (specify, eg parent or visitor) _____  <input type="checkbox"/> Involved in previous incidents? If yes, how many and when?                  _____                  Ethnicity (for pupils only, from pupil records)                  _____</p>
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**SECTION 2 – TYPE OF INCIDENT**

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

What type of incident occurred?

<input type="checkbox"/> Verbal abuse	<input type="checkbox"/> Threatened assault
<input type="checkbox"/> Physical abuse	<input type="checkbox"/> Attacks on property
<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
- Mediation
- Mentoring
- Checked the camera’s
- Curriculum change or addition
- Exclusion
- Referral to Police / other body
- Other sanction (please specify)
- Other action (please specify)
- No action

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


**SECTION 4 – INVOLVEMENT OF THE POLICE**

Was the incident referred to the Police?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If yes, by whom?		
Date	____/____/____	
Time	____:____ am/pm	

**SECTION 5 – COMPLETION OF RECORD**

Name of person recording this incident	
Position in school	
Name of person dealing with the incident if different from above	
Position in school	
Date of record	____/____/____

***This form should be retained by the school.***