

POLICY FOR DEALING WITH RACIST INCIDENTS

Rationale

The governing body recognises the value of an effective policy for dealing with racist incidents, and 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". In addition, they recognise their responsibility to comply with current legislation.

Policy

The purpose of this policy is to create a learning community characterised by empathy, understanding and harmony across ethnic, national and religious heritages, where diversity is nurtured, valued and celebrated. The following values and principles underpin this policy:

- A commitment to equality of opportunity for all staff and students
- A 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
- Recognition that every learner should be encouraged to develop skills of non-violent conflict resolution
- Expectation that everyone will contribute to reducing and removing violence and harassment from schools
- A commitment to fostering attitudes of open-mindedness, empathy, understanding between different ethnic heritages and the concept of global citizenship
- A commitment to fostering respect for the identities of students, 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
- A commitment to creating schools and wider communities to which all their members can feel they belong
- Recognition that every racist incident, whether or not it arises from racist intent, provides an opportunity for learning
- Recognition that students, parents or 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 practices
- Recognition of the need for public accountability in reporting on racist incidents, follow-up action and outcomes.

The School

- 1 Students, staff, parents/carers and visitors are made aware that racial harassment, bullying, abuse, graffiti and other racist behaviour, in any part of the school, and by students to and from school, will be challenged and will not be tolerated.
- 2 The school promotes a curriculum, which is explicit in challenging racism.

School Staff

- 1 All staff, including administrative and support staff are familiar with, and able to implement the procedures for dealing with and recording racist incidents.
- 2 Staff will look out for, and respond appropriately to, incidents and reported incidents of a racist nature.
- 3 All staff are trained on how to implement the school's policy and procedures for dealing with racist incidents.
- 4 Good practice and effective strategies for dealing with racist incidents are shared between staff.
- 5 Racial equality is promoted in the employment of staff.

Students

- 1 Where a student has been subject to an incident the student is able to invite an adult external to the school to express his or her views.
- 2 All areas of the school are safe and encourage and promote positive and co-operative behaviour among students.

Identifying Racist Behaviour

The following may constitute behaviour with a racist motive:

- physical assault
- derogatory name calling
- racist jokes
- extortion
- using threatening words
- using ridicule
- damage to personal property
- racist graffiti
- racist insults
- wearing racist tattoos, badges or insignia
- intimidation
- using taunts
- theft
- verbal abuse
- deliberate isolation of students by their peers
- incitement of others to behave in a racist manner
- comments which are offensive on grounds of colour, race, ethnic and national origin, nationality and citizenship
- drawings which are offensive on grounds of colour, race, ethnic and national origin, nationality and citizenship
- bringing to school material which is racist, including leaflets, comics or magazines

Responding to Racist Incidents

- 1 The flow chart attached to this document (Appendix I) sets out a sequence for responding to racist incidents.
- 2 The school will respond to racist incidents by:
 - taking immediate action where a racist incident takes place
 - provide appropriate support for the person who has been the subject of a racist incident
 - appropriate intervention with the person who has initiated the incident
 - making clear where a racist incident has occurred, that this is unacceptable
 - encouraging students and staff to explore their own perceptions in the light of the values and principles set out above
 - being careful when dealing with racist incidents that involve retaliation, to ensure that appropriate action is taken both with the person who has initiated the incident and the person who has retaliated in response to it
 - discussing racist incidents with parents or carers and encouraging them to reinforce the school's anti-racist practices at home
 - ensuring that failure to observe school policies and procedures is covered in the school's disciplinary procedures
 - identifying, sharing and promoting good practice
- 3 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 overtly racist motivation. However, a student's life chances may 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 Assistant Head (Pastoral).
- 4 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. Other racist incidents will require investigation and, where necessary, further action in accordance with the school's Behaviour Policy.
- 5 The person responsible for the incident should be provided with the opportunity to learn from it. In some instances, for example where racist behaviour arises out of ignorance, then counselling from a member of staff might be appropriate (eg a teacher taking a student aside to discuss what has happened and the harm that might have resulted). Additional support may be available from the school counsellor.
- 6 It may also be appropriate to involve the parents or carers, both of the person responsible for the incident and of the person subject to the incident. The person who has been the subject of a racist incident needs to be appropriately supported.
- 7 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.

Recording Racist Incidents

- 1 All racist incidents, as determined by the definition agreed above, will be recorded using one or other of the two forms attached to this document. Appendix 2 contains a form to cover incidents for which a child/young person is responsible. Appendix 3 contains a form to cover incidents for which an adult is responsible.
- 2 The record of each individual racist incident should include:
 - date
 - name(s) of student(s)/person(s) involved
 - a classification of the incident, with further description of what happened where appropriate
 - ethnicity, religion, nationality of persons involved
 - action taken to support the person(s) who has/have been the subject of the incident
 - action taken in relation to the person(s) responsible for the incident
 - the nature of the contact with the parent or carer.
- 3 Whilst all incidents will be recorded, not all will require investigation.
- 4 The Headteacher will exercise professional judgement on the threshold below which it may not be appropriate to report a particular racist incident to a parent or 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 consider such notification as irksome because of its insignificance. The reason for not informing a parent or carer will be logged. However, should an individual student initiate a number of racist incidents it may be appropriate to notify parents or carers, even if the last incident in the series in itself seems trivial.
- 5 The Headteacher will also exercise professional judgement on the circumstances in which it will be appropriate to give the young person the opportunity to complete the form. This is in order to avoid situations arising where a student might feel that her/his response is being interpreted on her/his behalf.

Racist Incidents Involving Adults

The governing body will ensure that:

- all racist incidents and complaints of racial discrimination and racial harassment against staff are recorded and investigated within one week.
- active steps are taken to protect staff from racist bullying or harassment by students, parents or carers, visitors and other staff
- 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

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

Parents or Carers of students who are the subject of racist incidents will be informed of those incidents and of the action taken to deal with them. Parents or Carers of students who are responsible for racist incidents may be invited to play an active role in dealing with the situation, dependent on the situation.

Where a governor is 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. Action taken by the governing body should be consistent with the values, principles, policies and practice set out in this policy.

Where a visitor (who might also be a parent or carer of a student at the school) is 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
- 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.

Monitoring, Evaluation and Review

The Deputy Head (Pastoral) will oversee the recording and monitoring of racist incidents.

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.

All incidents perceived to be racially motivated by any party should be recorded using the Racist Incident Record sheets (Appendices 2 and 3). A copy will be kept in the student's file. Where a student is excluded this will be recorded with the LA by the Headteacher's PA.

The examination of these records on a regular basis 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.

Staff effectiveness in dealing with racist incidents is monitored and evaluated.

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 pastoral governor will oversee the implementation of the policy.

The governing body through the Curriculum and Student Welfare sub-committee will triennially review and evaluate the effectiveness of the policy. Where necessary an action plan will be agreed to overcome any deficiencies.

Dissemination of Policy

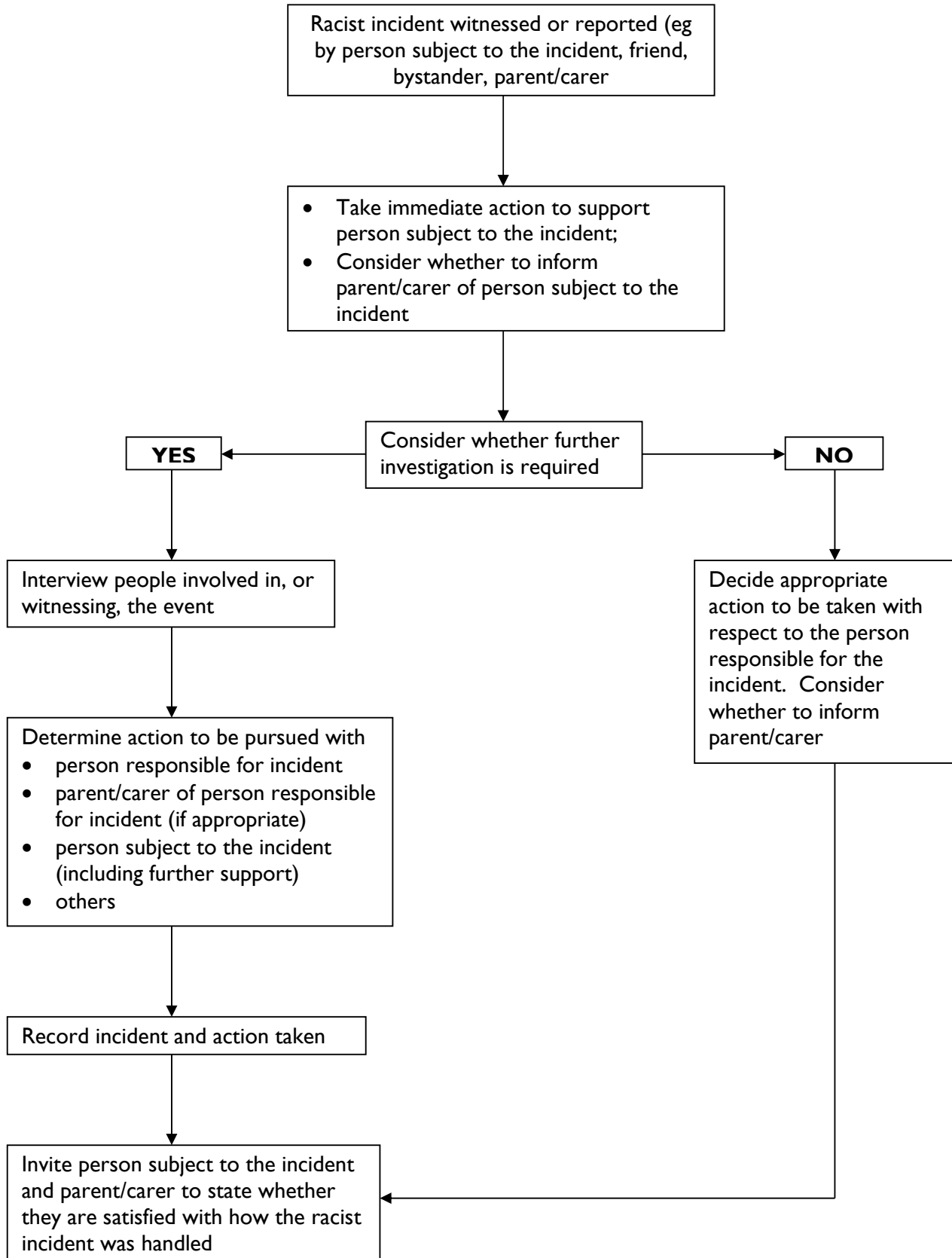
This policy is available on the school website, on request to the LA and Ofsted through the Headteacher. In addition, a copy will be stored on Staff files.

Other policies to which this policy relates include:

Behaviour Policy
Staff Disciplinary Policy
Anti-Bullying Policy
Equality Policy

Date approved by governors	
Date for review	

APPENDIX I: SUMMARY PROCEDURE FOR DEALING WITH RACIST INCIDENTS



RACIST INCIDENT RECORD: STUDENT

APPENDIX 2

This form applies to racist incidents which are initiated by students, and where students and/or adults are subject to such incidents.

SCHOOL: _____ Date of Incident _____

	Name _____	Yr group _____	Gender _____	Religion _____	Ethnicity Code	<input type="text"/>
Student responsible for incident	Name _____	Yr group _____	Gender _____	Religion _____	Ethnicity Code	<input type="text"/>
	Name _____	Yr group _____	Gender _____	Religion _____	Ethnicity Code	<input type="text"/>
	Name _____	Yr group _____	Gender _____	Religion _____	Ethnicity Code	<input type="text"/>
Student subject to incident	Name _____	Yr group _____	Gender _____	Religion _____	Ethnicity Code	<input type="text"/>
	Name _____	Yr group _____	Gender _____	Religion _____	Ethnicity Code	<input type="text"/>
Parent/staff/other adult	Name _____		Gender _____	Religion _____	Ethnicity Code	<input type="text"/>

Report completed by: _____

ETHNICITY

01	White
02	Black – Caribbean heritage
03	Black – African heritage
04	Black – other
05	Indian
06	Pakistani
07	Bangladeshi
08	Chinese
09	Traveller
10	Mixed heritage
11	Any other minority ethnic group

A	Intimidation
B	Verbal incident
C	Refusal to co-operate with other(s) on grounds of race
D	Violence, with racist intent
E	Abuse of personal property with racist intent
F	Racist graffiti
G	Racist propaganda
H	Persistent racial harassment (please expand in space provided)

Discussion (one-to-one) with person initiating incident	Discussion with person subject to incident	Other support to person subject to incident	Onward referral through pastoral system	Discussion – person initiating incident, teacher and HoD/HoY	Letter to parent	Parental interview	Student sanction – see below	Fixed term exclusion	Permanent exclusion	Referred to “Tell Us” campaign	Referred to Police

Action taken to support person subjected to racist incident _____

If student sanction has been imposed (other than fixed term or permanent exclusion) please state what this was _____

Other characteristics of incident or action taken _____

Other relevant factors (eg issues related to nationality/religion: Is anyone involved a refugee or asylum seeker? Does anyone involved have a history of initiating or being subject to racist incidents?) _____

Please place a copy of this form in the school’s racist incidents file

RACIST INCIDENT RECORD: ADULT (INCLUDING GOVERNOR, HEADTEACHER, SCHOOL STAFF, VISITOR, PARENT)

APPENDIX 3

This form applies to racist incidents which are initiated by adults, and when adults and/or students are subject to such incidents.

SCHOOL: _____ Date of Incident _____

Adult responsible for incident: Name _____ Status (eg staff, visitor) _____ Gender _____ Religion _____ Ethnicity Code

Organisation (where applicable): _____

Address: _____

Adult subject to incident: Name _____ Status (eg staff, visitor) _____ Gender _____ Religion _____ Ethnicity Code

Address: _____

Student subject to incident: Name _____ Year Group _____ Gender _____ Religion _____ Ethnicity Code

Record completed by: _____

ETHNICITY

01	White
02	Black – Caribbean heritage
03	Black – African heritage
04	Black – other
05	Indian
06	Pakistani
07	Bangladeshi
08	Chinese
09	Traveller
10	Mixed heritage
11	Any other minority ethnic group

A	Intimidation
B	Verbal incident
C	Refusal to co-operate with other(s) on grounds of race
D	Violence, with racist intent
E	Abuse of personal property with racist intent
F	Racist graffiti
G	Racist propaganda
H	Persistent racist harassment (please expand in space provided)

Internal Investigation	Use of disciplinary procedures	Discussion with person initiating incident	Person initiating incident invited to leave premises	Letter to person initiating incident, explaining that school will not tolerate such behaviour	Letter to relevant organisation	Referral to "Tell Us" campaign	Referral to Police

Action taken to support person subject to racist incident: _____

Other characteristics of incident or action taken: _____

Other relevant factors (eg issues related to nationality/religion: is anyone involved a refugee or asylum seeker? Does anyone involved have a history of initiating or being subject to racist incidents?) _____

Please place a copy of this form in the school's racist incidents file