



Name of policy:

# Racial Incident Reporting Policy

Approved by: Governing Body

Date reviewed: March 2022

Date to be reviewed: March 2025

*East Peckham Primary School. Pound Road. East Peckham. Tonbridge. Kent TN12 5LH  
Challenging our thinking, building our learning, creating our future.*

## Defining and Identifying Racist Incidents

A racist incident is defined as

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

In recording incidents under this definition, it is not intended to label individuals as racist, but to:

- Demonstrate that an incident has been dealt with satisfactorily.
- Monitor trends and patterns of behaviour.
- Take preventative action.
- Provide educational responses to behaviour that is of concern.

## Racist Incidents

These may include:

- ~ Threatened or actual physical assault
- ~ Verbal abuse
- ~ Racist graffiti [on school furniture, walls or books]
- ~ Distributing racist literature
- ~ Wearing of badges or symbols belonging to known racist organisations
- ~ Name calling
- ~ Teasing in relation to language, religion or cultural background
- ~ Expressions of prejudice calculated to offend or to influence the behaviour of others
- ~ Intimidation
- ~ Isolation and spreading of rumours
- ~ Inappropriate and hurtful humour

As a result of racist incidents, pupils may:

- ~ have a level of tolerance based on the assumption that 'it is bound to happen' or 'no-one will take it seriously', or 'I'll be seen as a trouble maker';
- ~ play along with the racism as a defence mechanism.
- ~ blame themselves or their family, e.g. for not being white;
- ~ wish to protect their parents from knowing;
- ~ feel isolated and in despair.

## Responding to a Racist Incident

- All perspectives that a racist incident has occurred should be recorded and investigated. An immediate response is vital and should be given a high priority.
- The way in which the incident is dealt with should be appropriate to the incident itself and follow normal school procedure for poor behaviour choices. Where the incident and any hurt caused are judged to be unintentional, then the emphasis would be on counselling support and education as appropriate for both parties.
- Racist literature, badges and insignia should be confiscated immediately and the reason for not allowing them explained. Any letters home should convey the seriousness of such incidents and the schools' determination not to tolerate racism should be explicit.
- Parents/carers of pupils involved in racism should be kept fully informed at each stage of the process.

- Incidents involving physical violence should always result in serious disciplinary action; this may include exclusion.
- Incidents which occur outside of school but which involve or impact upon relationships within school, should be dealt with as school concerns. It is not appropriate to ignore racist incidents because they happen outside of school hours or premises. All race related incidents that contribute to a climate of fear, intimidation or hostility should be considered priorities. It may be necessary to work closely with other agencies in resolving such incidents.
- In case of serious incidents, the Headteacher must be informed and consulted, and recorded using Appendix A.

#### **Dealing with someone who has experienced a racist incident:**

- Ensure they receive an immediate, sensitive and supportive response
- Take their complaint or distress seriously
- Allow them to express their feelings
- Find out what happened to them
- Agree with them what will happen next and / or when you will next talk to them

#### **Dealing with those who have caused offence:**

- The school's opposition to racism should be clearly stated.
- Define why the behaviour, language or event was felt to be racist.
- Unintentional incidents may leave perpetrators themselves feeling wronged; appropriate support needs to be offered and incidents resolved in such a way that all parties find a positive way forward.
- Parents/carers should be informed.
- Steps should be taken, as far as possible, to ensure that hurtful or racist behaviour is not repeated.
- Where parents/carers have contributed to the perpetration of racist incidents, the Headteacher must be informed and involved in meetings with the relevant parents/carers.

Racist incidents involving pupils should be known to other staff; it is important that staff are aware of the vulnerability of individuals and the sensitivity of relationships. Incidents can impact not only on the perpetrator and their target, but also on those who witness the incidents and others who hear about them. It is important that sound judgements are made about informing the relevant wider school audience as part of an ethos intolerant of racism.

#### **Recording:**

All incidents must be recorded even if they have not warranted a sanction [Appendix A]. The Headteacher or Deputy Headteacher will present an annual report to governors [Appendix B] in the Summer term.

**Appendix A****Report of racist incident**

<b>Date of incident</b>		<b>Time of incident</b>	
<b>Victim(s)</b>		<b>Perpetrator(s)</b>	
Number of males		Number of males	
Number of females		Number of females	
Year groups or staff		Year groups or staff	
<b>Ethnic group(s) of victim(s)</b>		<b>Ethnic group(s) of perpetrator(s)</b>	
White British		White British	
White Irish		White Irish	
Any other white		Any other white	
Indian		Indian	
Pakistani		Pakistani	
Bangladeshi		Bangladeshi	
Any other Asian		Any other Asian	
Black Caribbean		Black Caribbean	
Black African		Black African	
Any other Black		Any other Black	
White and Asian		White and Asian	
White and Black Caribbean		White and Black Caribbean	
White and Black African		White and Black African	
Any other mixed		Any other mixed	
Chinese		Chinese	
Traveller		Traveller	
Other ethnic group		Other ethnic group	
Victim(s) is/are declared as refugee/asylum seeker(s)		Victim(s) is/are declared as refugee/asylum seeker(s)	
<b>Place incident occurred</b>			
Classroom		Corridor/cloakroom	
Playground/field		Outside of school	
Hall		Cyber incident	
<b>Seriousness of racist incident</b>			
1	No offence was intended or taken		
2	Hurt or distress was caused, but the offending behaviour is unlikely to be repeated		
3	Hurt or distress was caused, and the pupil(s) responsible had previously been warned that their behaviour was unacceptable		
4	Substantial hurt or distress was caused, and/or the behaviour was based on substantial hostility and prejudice, and/or the behaviour may be repeated		
<b>Brief description of incident</b>			
<b>Actions(s) taken</b>			
Oral reprimand		Exclusion from activities	
Formal apology		Fixed term exclusion	
Removal of graffiti		Permanent exclusion	
Involvement of parents/carers		Police involvement	
Other [please specify]			
<b>Racist incident reported by</b>		<b>Name of person reporting incident</b>	
Staff			
Pupil			
Parent			
Member of public			

**Appendix B****Annual report to Governors of racist incidents in school**

There have been no racist incidents during this academic year	
Number of racist incidents during this academic year which are detailed below	

Victim(s)		Perpetrator(s)	
Number of males		Number of males	
Number of females		Number of females	
Year groups or staff		Year groups or staff	
Total number of victims in academic year		Total number of perpetrators in academic year	
Ethnic group(s) of victim(s)		Ethnic group(s) of perpetrator(s)	
White British		White British	
White Irish		White Irish	
Any other white		Any other white	
Indian		Indian	
Pakistani		Pakistani	
Bangladeshi		Bangladeshi	
Any other Asian		Any other Asian	
Black Caribbean		Black Caribbean	
Black African		Black African	
Any other Black		Any other Black	
White and Asian		White and Asian	
White and Black Caribbean		White and Black Caribbean	
White and Black African		White and Black African	
Any other mixed		Any other mixed	
Chinese		Chinese	
Traveller		Traveller	
Other ethnic group		Other ethnic group	
Victim(s) is/are declared as refugee/asylum seeker(s)		Victim(s) is/are declared as refugee/asylum seeker(s)	
Place(s) incident(s) occurred			
Classroom		Corridor/cloakroom	
Playground/field		Outside of school	
Hall		Cyber incident	
Seriousness of racist incident(s)			
Scale	Number reported	Definition	
1		No offence was intended or taken	
2		Hurt or distress was caused, but the offending behaviour is unlikely to be repeated	
3		Hurt or distress was caused, and the pupil(s) responsible had previously been warned that their behaviour was unacceptable	
4		Substantial hurt or distress was caused, and/or the behaviour was based on substantial hostility and prejudice, and/or the behaviour may be repeated	
Number of exclusions resulting from racist incidents			
Fixed term exclusions		Permanent exclusions	
Signature of Chair of Governors			Date