

# Racial Harassment Incident Report Form

Complete in block capitals, and refer to guidance on reverse

**Use in addition to incident report forms**

## 1 General Information

**Date of incident:** .....

**Name of school:** ..... **Police ref no (if reported)** .....

Alleged perpetrator(s)		Victim(s)		Witness(es)	
Number of	_____	Number of	_____	Number of	_____
Age(s)	_____	Age(s)	_____	Age(s)	_____
Year(s)	_____	Year(s)	_____	Year(s)	_____
Gender(s)	_____	Gender(s)	_____	Gender(s)	_____
Staff or pupil	_____	Staff or pupil	_____	Staff or pupil	_____
Ethnic Origin Codes	_____	Ethnic Origin Codes	_____	Ethnic Origin Codes	_____
Internal	External	Internal	External	Internal	External

## 2 Type of incident *(please tick all appropriate boxes)*

Graffiti	<input type="checkbox"/>	Refusal to work with someone because of race	<input type="checkbox"/>
Name calling	<input type="checkbox"/>	Wearing of racist insignia and badges	<input type="checkbox"/>
Classroom comment	<input type="checkbox"/>	Physical assault	<input type="checkbox"/>

Other: *(please state)* .....

3 Details of incident	Location:	Time:
.....	.....	.....
.....	.....	.....
.....	.....	.....

## 4 Action taken by school towards alleged perpetrator(s), and support given to victim(s)

.....
.....
.....
No of previous reports for alleged perpetrator(s): _____ No of previous reports for victim(s): _____

## 5 Other parties informed

Parents/carers	<input type="checkbox"/>	Governor(s) (termly)	<input type="checkbox"/>	LEA	<input type="checkbox"/>
Social Services	<input type="checkbox"/>	Police	<input type="checkbox"/>	Other	.....

**6 Do you need further support or advice from the LEA?** Yes  No

**7** Completed by: ..... Position: .....

**8** Actioned by: ..... Position: .....

Signature: ..... Date: .....

# Racial Harassment Incident Report Form

## Guidance for completion

This form should be completed in addition to other processes schools would go through.

- 1 The LEA is obliged to record and monitor racial incidents. In addition, all schools are required to respond to all racist incidents. Schools are required to complete and return this form as each incident occurs. Please complete all sections. Any further details should be supplied on another sheet.
- 2 This form can be used for multiple alleged perpetrators and victims. Do not use names - all parties involved in the incident should be anonymous.
- 3 Please select an Ethnic Origin Code for alleged perpetrator(s), victim(s) and witness(es):

<b><i>Ethnic Group</i></b>
<b>White</b>
British
Irish
Traveller of Irish Heritage
Gypsy/Roma
Any other White Background
<b>Mixed</b>
White and Black Caribbean
White and Black African
White and Asian
Any other mixed background
<b>Black or Black British</b>
Caribbean
African
Any other Black Background
<b>Asian or Asian British</b>
Indian
Pakistani
Bangladeshi
Any other Asian Background
<b>Chinese</b>
<b>Any Other Ethnic Background</b>
<b>Non-disclosed ethnic group</b>
<b>Asylum Seeker/Refugee</b>

- 4 3 copies of this form should be produced:
  - Original to be returned to the LEA as soon after incident as possible
  - 1 copy for the school's file
  - 1 copy for the victim's file

A copy should not be put on the file(s) of the alleged perpetrator(s). However, if the school or others investigate the incident and deem it appropriate to take disciplinary or other action then a record of the action will be on the perpetrator's file as a matter of course.

## Reporting and Recording Racist Incidents

In April 2000 the Home Office issued a Code of Practice on reporting and recording incidents of racial harassment in response to recommendation 15 of the Stephen Lawrence Inquiry report.

The Code states that:

*"Each school should record all racist incidents, including the date, the names of perpetrators and victims, the nature of the incident, and action taken in response. Parents and governors should be informed of the number and nature of such incidents and the action taken to deal with them. Governing bodies should inform LEAs.... of any incidents."*

Recommendation 12 of the report of the Stephen Lawrence Inquiry was that the definition of a racist incident should be:

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

This definition has been adopted by the police and other agencies.

*"The purpose of this definition is not to prejudge the question of whether a perpetrator's motive was racist or not.....The purpose of the definition is rather to ensure that investigations take full account of the possibility of a racist dimension to the incident".....*

*"Although minor incidents may not result in court proceedings, it is still important to log these incidents. Repeat incidents often mean that earlier reports assume greater importance, may assist in the identification of perpetrators, and may in the case of prosecution become evidence....."*

The Commission for Racial Equality gives the following examples of racist incidents:

- Physical assault
- Derogatory name calling
- Racist graffiti
- Provocative behaviour such as wearing racist badges
- Bringing racist materials to school
- Verbal abuse or threats
- Ridicule for cultural differences such as language, food or clothes
- Damage to property
- Refusal to cooperate with others because of their colour, ethnicity or language
- Racist comments in lesson discussions

This list is not exhaustive.