

St Matthew's High Brooms CE Primary School

Powder Mill Lane
Tunbridge Wells
Kent
TN4 9DY



Racial Incident Reporting Policy

Headteacher: Mrs Sonia Phillips
Chair of Governors: Mrs Karen Stevenson

Ratified: July 2021
Next Review: July 2024

Policy written by: Carolyn Pollard

Fulfilling God-given potential

*Distinctive Christian values-
Honesty, Kindness, Respect, Responsibility*

Aims:

The aim of this policy is to provide guidelines for St Matthew's CE Primary School to establish effective procedures for the reporting and recording of racist incidents

Definition:

Our definition of a racist incident is taken from recommendation 12 of the Report of Stephen Lawrence Inquiry.

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

Roles and Responsibilities

- The governing body is responsible for monitoring the policy.
- The Headteacher is responsible for implementing the policy and procedures.
- All members of the school community are responsible for following the procedures.
- The LA will advise schools on the management of racial incidents and the findings from its monitoring.

Dealing with Racial Incidents

No incident that is, or appears to be racially motivated, should go unchallenged and every member of staff has a responsibility for responding to the situation.

If a member of staff is unable to resolve the matter, it should be referred to the Headteacher.

The Headteacher has overall responsibility (which may be delegated to an appointed senior member of staff) for managing racial incidents. They should ensure that the school has:

- Made it a requirement to investigate, record and report where there is a perception that a racial incident may have taken place.
- Communicated the school's commitment to tackling racial incidents to all members of the school community, including provision for this procedure to be made available in community languages where appropriate.

Where the perpetrator is a young person or pupil, staff should explain why racist behaviour is unacceptable. Any disciplinary action taken, including temporary or permanent exclusion will be in line with the school's behaviour policy.

The parents and carers of the perpetrators and victims will be informed of the incident and the action taken.

Racial harassment or any form of racist behaviour from any member of staff towards any pupil, young person, parent or another member of staff will not be tolerated, and will be dealt with as a serious breach of the school's disciplinary procedure. We recognise that appropriate training and other support will be necessary for all staff. When members of staff are found to have committed misconduct involving racial harassment, they will face disciplinary action in line with the Staff Discipline and Conduct Policy.

a) Considerations for All Incidents:

- Investigate the incident thoroughly.
- 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.
- Support for the Victim.
- Support for the alleged Perpetrator.
- Consider if there is a child protection issue in this case.
- Consider seeking advice from the Local Education Officer.

b) 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.

c) 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.

d) Dealing with Members of Staff as alleged Perpetrators or Victims

- All members of staff are required to abide by the School's 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 Headteacher or his/her nominee should investigate the allegation in line with the Staff Discipline and Conduct Policy.
- 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 Headteacher 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.

e) Dealing with 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 Headteacher as soon as possible.
- The police to be informed of incidents involving violent, threatening or abusive behaviour.

Managing the impact of racial incidents in the school and the community

- Racist graffiti or slogans should be reported and removed immediately or within 24 hours.
- Racist literature, badges and insignia should be confiscated immediately, giving a clear explanation setting out the reasons why the property has been confiscated. The confiscated property should be handed to the police in criminal proceedings or returned to the pupil or his/her parents at an early opportunity, as appropriate. A teacher may not deliberately destroy a confiscated item unless such action is necessary in the immediate interests of safety.
- If the incident has caused damage or is seen as a threat of damage to a person or property, it may be appropriate to call a special meeting either with staff only or with pupils to discuss what has happened. Support and advice may also need to be sought from the Local Education Officer, the Police, the local Racial Equality Council, a Victim Support group or another appropriate agency.

Reporting to the Police

Violent, criminal or other serious racial incidents may be reported to Kent Police. This applies to all racial incidents brought to the attention of the school, regardless of the relationship of the parties to the school. Kent Police have the discretion to decide to pursue action based on incidents.

Violent, criminal or serious incidents should also be reported to the LA through the Local Education Officer.

Recording and Reporting information to parents, governors and the LA

- The Headteacher is responsible for ensuring that the Kent online record form for schools is completed as soon as possible after an incident has taken place. This removes the need for the annual return.
- Staff must record the incident on CPOMs attaching a pdf of the online incident monitoring form.
- Information is reported to Governors at each FGM.
- The parents and carers of the perpetrators and victims will be informed of the incident and the action taken.

Links to other policies

- Behaviour Policy
- Anti-bullying policy
- Equality Policy
- School Discipline and Conduct Policy for staff
- Staff code of conduct
- Bullying Harassment Policy for staff
- Grievance Policy for staff