



RACIST INCIDENTS POLICY

Review cycle:	Three yearly
Reviewed by:	Assistant Principal Behaviour and Attitudes
Approved by:	Local Governing Body

VERSION	DATE	AUTHOR	CHANGES
1	11 July 2024	Wayne Martini	New policy
2	10 December 2025	Wayne Martini	Review period changed from annual to three yearly

Contents

Handling racist incidents	1
Reporting Racist Incidents	2
Reviewing reports received	2
LA and School Community Liaison Officer	2
Appendix 1	3
Appendix 2	7

Handling racist incidents

The Race Relations (Amendment) Act 2000 requires that we take active steps to eliminate unlawful racial discrimination, to promote equality of opportunity and to promote good race relations between persons of different racial groups.

We take a positive approach to this duty through our equality information and objectives and taking steps to build cohesive communities through our curriculum, teaching practices and staffing arrangements.

However, in the event that racist incidents take place in the academy, we have a duty and responsibility to deal with these effectively.

A racist incident is defined as: 'any incident which is perceived to be racist by the victim or any other person'. The definition is such to prevent pre-judging the circumstances and nature of the offence.

Racist behaviour can be manifest in various forms, for example:

- Physical assault
- Physical intimidation
- Verbal abuse
- Insensitive/inappropriate remarks
- Racist graffiti
- Written comments/drawings
- Abuse of/damage to personal property

- Non-cooperation/disrespect

In dealing with and handling any such incidents that might arise, we work to the guidance from Lincolnshire County Council. This defines the levels of offence, and the appropriate body to handle them. Lower level incidents will be managed by the academy. However, incidents which are defined as crimes, we are duty bound to report to the Police.

In following these procedures, we will record **all** racist incidents that are investigated, and any actions undertaken.

Reporting Racist Incidents

The Pastoral Team will receive and handle all racist incident reports and inform and keep a record that will be reported under the behaviour section at SLT meetings.

Each year, we will inform Lincolnshire County Council of the levels of incidents also.

Reviewing reports received

Upon the receipt of a reported possible racist incident, the Pastoral Team will determine with immediate priority whether the incident constitutes a matter of child protection (the determination is whether the child or young person is likely to suffer 'significant harm' – as defined by The Children Act 1999). If the issue is of child protection, it would be immediately referred to the relevant school staff member responsible for such issues, and procedures followed as determined in the Lincolnshire School Administration Handbook.

If the incident does not constitute a child protection issue, then an internal investigation will take place to establish whether the incident occurred, and whether the motivation was racist. Upon determination, and conditional on the severity of the incident, the academy will take appropriate action with both the victim and the perpetrator and involve outside agencies as appropriate.

Where relevant, other policies within the academy may be used to handle any alleged incidents. Our Bullying Policy, Child Protection Policy and staffing procedures are all related.

Full details of procedures, monitoring forms and processes, and further guidance are found in the Lincolnshire County Council guidance for schools on 'Dealing with and handling racist incidents in School' (2006) and the School Administration Handbook.

LA and School Community Liaison Officer

Lincolnshire County Council
County Offices
Newland
Lincolnshire
LN1 1YL
Tel: 01522 782030
Fax: 01522 553257

Appendix 1
CONFIDENTIAL

RACIST INCIDENT REFERRAL FORM

Form RI1

Used to notify headteacher/named member of SMT as soon as possible after incident has taken place.

Each incident to be referred separately. Forms to be collected from/returned to school office, and forwarded to School Liaison Officer. All names should be removed unless permission to provide this information has been obtained from victim or their parents if they are under the age of 15.

Ref No:

Details of alleged incident

Name(s) of alleged victim(s)

Name(s) of alleged perpetrator(s)

Alleged victim(s)	✓	M/F	Further information (eg year, group, ethnicity of pupil)
Pupil			
Teaching Staff			
Other Staff			
Parent/carers			
Governor			
Visitor			
Other			

Alleged Perpetrator(s)	✓	M/F	Further information (eg year, group, ethnicity of pupil)
Pupil			
Teaching Staff			
Other Staff			
Parent/carers			
Governor			
Visitor			
Other			

Name(s) of possible witness(es)

Name of person reporting incident

Alleged victim(s)	✓	M/F	Further information (eg year, group, ethnicity of pupil)
Pupil			
Teaching Staff			

Alleged Perpetrator(s)	✓	M/F	Further information (eg year, group, ethnicity of pupil)
Pupil			
Teaching Staff			

Other Staff			
Parent/carers			
Governor			
Visitor			
Other			

Other Staff			
Parent/carers			
Governor			
Visitor			
Other			

Ethnicity should conform to one of the categories identified in Appendix 4

- | | | |
|--|------------|-----------|
| • Did the person reporting the incident witness the incident? | Yes | No |
| • Was racist behaviour directed at the person reporting the incident? | Yes | No |
| • Did the person reporting the incident hear about it from someone else? | Yes | No |

If 'Yes' to the last question, who informed the person? How did the person get to hear about it?

.....

Has the person reporting the incident notified anyone else? **Yes** **No**

If 'Yes' to the last question, who else has it been referred to?

.....

Signed by person reporting incident Date

Signed by person completing this section Date

Date/time of incident

Place where incident occurred

Involvement of other agencies Tick (✓) all boxes in table below that apply.	
Police	
EMTET	
Racial Equality Council	
Victim Support	
Other	
Type of Incident Tick (✓) all boxes in table below that apply. See below for explanation of categories.	
Physical assault	
Physical intimidation	
Insensitive/inappropriate remarks/comments/jokes	
Racist graffiti	
Written comments/drawings (not graffiti)	
Abuse of/damage to personal property	
Non-co-operation/disrespect/ostracism	
other	

What happened?

If there is insufficient space below, further sheets may be attached to this form.

Types of incident

Physical assault includes a range of violent actions, from criminal attacks involving hitting, kicking and possibly the use of weapons, to pushing someone or tripping them up.

Physical intimidation includes persistent 'minor' intimidation which may be cumulative in effect, such as jostling in a queue or using offensive gestures and mimicry.

Verbal abuse includes derogatory name-calling, insults and overtly racist 'jokes'; threats and incitement of others to behave in a racist way; and ridicule of a person's speech, background, religion and/or culture (including a person's dress, smell, appearance and diet).

Insensitive/inappropriate remarks/comments/jokes includes thoughtless remarks and general comments; jokes which reinforce negative stereotypes; and insensitive or inappropriate use of terminology and language.

Racist graffiti includes offensive writing and/or drawings in places where they can be widely seen, such as on walls, on desks and in lavatories.

Written comments/drawings (not graffiti) includes offensive writing and/or drawings in places where they cannot be widely seen, such as on pieces of paper, in exercise books, emails or on mobile phones (text messaging).

Abuse of/damage to personal property includes hiding a pupil's bag, spoiling or destroying a piece of work, deliberately breaking something, damaging clothing, etc.

Non co-operation/disrespect/ostracism includes failing to show respect to someone because of their race. Forms of disrespect may relate to cultural and religious differences regarding food, music, dress, etc. Such forms of disrespect are sometimes inadvertent, resulting from a lack of awareness or knowledge on the part of the perpetrator. Perpetrators could also be expressing received messages from the media, parents/carers and other groups in the wider community. Other examples include wearing racist badges or insignia and turning away from or ostracising a person.

Other incidents may include bringing racist material such as leaflets, comics, magazines or computer software into school, or attempting to recruit others to racist organizations and groups. This may extend to the distribution of racist literature or posters within the school community.

Does the alleged incident report on Form RI1 constitute a child protection issue?

Yes

No

If 'Yes', then the incident must not be investigated further by the school, in such case the rest of this form becomes irrelevant. Instead, the incident must be referred **immediately** to the person in the school who is responsible for child protection and procedures identified in The School Administrative Hand book. The incident will need to be logged as a racist incident if substantiated.

Appendix 2

Investigation of alleged incident

1.1 How was the allegation investigated?

If there is insufficient space in the grid below, further sheets may be attached to this form.

Date/time	Action	Outcome

1.2 Names of those involved who have been informed of the outcome of the investigation (eg the alleged victim(s)/perpetrator(s); parents/carers; the person who reported the incident)

.....

.....

.....

1.3 As a result of the investigation, was the allegation substantiated?

Yes

No

If the allegation was substantial, section 2 should be completed

2. Actions taken in response to substantiated incident

2.1 Record of actions taken.

If there is insufficient space in the grid below, further sheets may be attached to this form.

Date/time	Action	Outcome

--	--	--

- | | | |
|--------------------------------|------------|-----------|
| 2.2 Victim(s) spoken with | Yes | No |
| 2.3 Perpetrator(s) spoken with | Yes | No |
| 2.4 Witness(es) spoken with | Yes | No |
| 2.5 Parents/carers spoken with | Yes | No |
| 2.6 Others seen or contacted: | | |

Name of School

School Contact

Date

.....