

# Staploe Education Trust

*Excellence through partnership*



## Guidance and Procedures for Dealing and Reporting Prejudice- Related Incidents

Version:	1.0
Author:	Headteacher
Approved by:	Kennett & The Shade and The Weatheralls Advisory Bodies
Date:	April 2017
Review date:	Spring 2019



## Definition

Cambridgeshire County Council's recommended definition of a prejudice-related incident is taken and adapted from Recommendation 12 of the *Stephen Lawrence Inquiry Report* definition of a racist incident: *any incident which is perceived to be prejudice-related by the victim or any other person.*

Cambridgeshire County Council also use the following definition in training:

The term 'prejudice-related' bullying refers to a range of hurtful behaviour, physical or emotional or both, which causes someone to feel powerless, worthless, excluded or marginalised, and which is connected with prejudices around belonging, identity and equality in wider society – in particular, prejudices to do with:

- disabilities and special educational needs
- ethnic, cultural and religious backgrounds
- gender
- gender identity
- sexual identity
- home life, for example in relation to issues of care, parental occupation, poverty and social class

Other prejudice related incidents includes the wearing of specific badges, t-shirts carrying slogans or bringing discriminatory literature into school; attempting to recruit others to organisations and groups that promote any form of prejudice.

This guidance links to our anti-bullying policy and our overall approach to safeguarding. However, we recognise that there are prejudice-based incidents, for example racist or sexist comments, in which there is no particular victim, and therefore that prejudice-based incidents may not constitute bullying. Nevertheless we think such incidents are serious and need to be properly addressed, for the well-being of our school community, for pupils' educational development and for the health of society as a whole.

Our approach to prejudice-based incidents links closely with our approach to all bullying, which we always address robustly. We also recognise that there are features of racism and other prejudice-based behaviour that can make it particularly hurtful and damaging. Some of the features of racism have been summarised in national guidance and many of these apply to a large extent to other types of prejudice-based behaviour, such as sexism, homophobia and prejudice based on disability.

## **Responding to prejudice-related incidents**

Our approach to responding to individual incidents and in particular the sanctions we take will vary depending on several factors, including which of the following broad categories the incident falls into:

- 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 children and young people (or adults) responsible, had previously been warned that their behaviour was unacceptable;
- 4) Substantial hurt or distress was caused; the behaviour was based on substantial hostility and prejudice; the behaviour may be repeated.

As stated above, we are never dismissive about incidents, for example ignoring or making light of them. Nor do we take a merely punitive approach – expressing disapproval or punishing without complementary teaching and learning about why prejudice-based incidents are wrong, or why comments/actions have caused hurt.

We always ensure we take the time to help children and young people understand why prejudice-based behaviour is wrong and wherever appropriate we use restorative approaches, which include: supporting the victim(s) by attending to the needs of those on the receiving end of prejudice; preventing re-offending by enabling offenders to assume active responsibility for their actions and reintegrating them into the school community; avoiding escalation; and, repairing and recreating the community damaged by the bullying or other prejudice-based behaviour.

We also ensure that we keep parents/carers informed about prejudice-based incidents that have affected their children and the outcomes of investigations into such incidents.

## **Reporting Incidents**

Promoting equality and responding appropriately to prejudice-based incidents is the responsibility of the whole school community and we try to ensure that all members of the community are aware of their responsibilities and support the school's ethos.

Members of school staff may not be sure when they should record an incident as prejudice-related following remarks made by children related to ethnicity, culture, religion, disability or homophobia. The following questions may be helpful to assist this decision.

If the answer to any of the following 3 questions is 'Yes' then the incident should be recorded:

1. Was anyone offended/hurt/upset by the remark?
2. Would a representative of the community concerned have been offended? (If in doubt record)
3. Was the way the remark was formulated or delivered derogatory, mocking or negative about the group or individual or character concerned? (if in doubt record)

**Every** incident that is perceived to be based on prejudice should be reported and recorded, however minor it may appear at the time. Incidents should be reported as soon as staff have been made aware; it may not have been reported immediately.

All prejudice related incidents must be recorded on the appropriate School Prejudice-Related Incident Report Form. Completed forms must be passed on to the Headteacher. All completed forms will be kept in a secure file called the School's Prejudice Log.

The completion of School Prejudice-Related Incident Report Form can be undertaken by teachers and teaching assistants. Other members of staff should report incidents to the class teacher or a member of senior staff to complete the form together.

### **Monitoring and Evaluating**

The information provided by the School's Prejudice Log will be reported annually to the school's Advisory Body by the Headteacher and provide data for the annual statistical return to the Local Authority.

It is a legal requirement for prejudice-related incidents to be reported to the Local Authority. Cambridgeshire County Council use the 'PRIDE' (Prejudice-related incident data entry) website for the electronic reporting of racist, homophobic and disability-related incidents. Schools have the facility to report incidents relating to all 9 protected characteristics. All schools and academies are issued with a log in and have contact details for support should they have any queries. The headteacher has access to this website and has responsibility for updating any prejudice-related incidents for our school.

The school advisory body is responsible for ensuring that the school complies with legislation, and that this policy and its related procedures and strategies are implemented. It monitors prejudice-based incidents on an annual basis and ensures that where appropriate this review informs future planning. Our Behaviour and Ethos member of the advisory body will have a 'watching brief' over prejudice based incidences.

### **Policy Review**

Policies will normally be reviewed on a 3-year cycle unless otherwise stated. This review may be brought forward as required by the Trust to reflect changes in supporting advice/guidance.



## School Prejudice-Related Incident Report Form

## Appendix 1

### 1. Person who reported incident

Victim       Other (please specify)

2. Date and time incident reported

### 3. Victim Details

First name

Family name

First language/dialect

Year group  Male  Female

*Have parents of victim been informed?*     Yes       No

Repeat victim?     Yes       No

### 4. Ethnicity of Victim:

#### White

- British
- Irish
- Traveller of Irish Heritage
- Gypsy/Roma
- Any other white background:

#### Mixed

- White & Black Caribbean
- White & Black African
- White & Asian
- Any other mixed background:

#### Asian or Asian British

- Indian
- Pakistani
- Bangladeshi
- Any other Asian background:

#### Black or Black British

- Caribbean
- African
- Any other black background:

#### Chinese or other ethnic group

- Chinese
- Any other:

#### In addition:

Tick if the victim was an

- Asylum Seeker
- or
- Refugee

### 5. Type of incident:

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> Verbal abuse/threats                               | <input type="checkbox"/> Physical assault      | <input type="checkbox"/> Ridicule/Ostracism      |
| <input type="checkbox"/> Written abuse                                      | <input type="checkbox"/> Intimidation/coercion | <input type="checkbox"/> Other (please specify)  |
| <input type="checkbox"/> Graffiti   | <input type="checkbox"/> Damage to property    | <input type="checkbox"/> Discriminatory comments |
| <input type="checkbox"/> Mobile/Online incidents                            | <input type="checkbox"/> Provocative behaviour |  |
| <input type="checkbox"/> Possession/distribution of discriminatory material |  |  |

