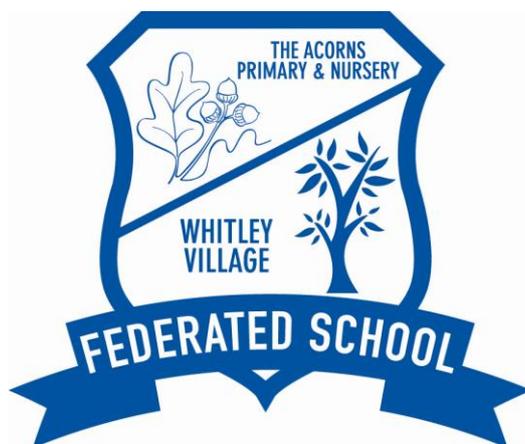


THE ACORNS PRIMARY and NURSERY and WHITLEY VILLAGE  
FEDERATED SCHOOL

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# RACIAL INCIDENTS POLICY

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Reviewed by Governors: September 2014

# Dealing with Racist Incidents

## Introduction

As a school we are sensitive to all children and staff as individuals and we are aware that educational outcomes may be influenced by factors outside the school's control, such as a person's gender, social, cultural background, ability and special needs. The school supports CWAC Policies Dealing with Racist Incidents.

The Stephen Lawrence Inquiry Report stressed that education has a fundamental role to play in eliminating racism and promoting and valuing racial diversity.

## Racist Incidents

The report of the Stephen Lawrence Inquiry defines a racist incident as

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

## Prevention of Racist Incidents

The Race Relations Amendment Act places a general duty on schools:

- To eliminate unlawful racial discrimination; and
- To promote equality of opportunity and good relations between persons of different racial groups

The Act also places some specific duties on governing bodies. These include a requirement to:

- publish a Race Equality Policy,
- assess the impact of all school policies, including the race equality policy, on pupils, staff and parents of different racial groups; and
- monitor the operation of such policies by reference to their impact on pupils, staff and parents of different racial groups

The recording of all racist incidents, and monitoring and reviewing these, will help the governing body of The Acorns Primary & Nursery & Whitley Village Federated School to meet the requirements of the Act.

## “Learning for All”

The Commission for Racial Equality publication “Learning for All: Standards for Racial Equality in Schools” sets out standards for racial equality in seven core areas. By working towards these standards, The School will be able to identify what they are doing right, and what needs further work. A copy of these standards has been sent to every Cheshire school.

The Commission for Racial Equality recommends that all schools should designate a named teacher with overall responsibility for dealing with racist incidents. **At The School that named teacher is Mrs A Powell Executive Headteacher**

It is essential that parents/carers should understand and have confidence in the school's readiness to challenge racism. Explicit references within the School Prospectus and other documentation sent to parents can be very helpful in this respect and home-school agreements can assist in maintaining and strengthening good practice.

Staff development policies within the school should clearly reflect the importance of developing the knowledge and skills necessary for the prevention and handling of racist incidents and for the promotion of anti-racism within the school's ethos. Governors should be briefed and offered appropriate development opportunities.

### Examples of Racist Incidents

Incidents of racism can take place in any school. They need not necessarily be directed towards someone in the school. Listed below are examples of racist incidents that might take place.

- name calling, insults and racist 'jokes';
- verbal abuse and threats;
- racist graffiti;
- physical assault or the threat of physical assault where race appears to be the motivating force;
- provocative behaviour such as the wearing or displaying of racist badges or insignia on the person or clothing;
- racist comments;
- ridicules of cultural preferences e.g. food, music, dress, language, faith etc.
- bringing racist materials such as leaflets, comics or magazines onto the premises;
- using the school's computer system to access or distribute racist material;
- attempts to recruit other pupils and students into racist organisations and groups;
- incitement of others to behave in a racist way;
- refusal to work with or co-operate with others because of their race, colour, ethnicity or language, or ignoring or paying undue attention to others because of their ethnic origin
- damage caused to a person's property that is racially motivated

### Challenging and Dealing with Racist Incidents

At The School we recognise the importance of responding appropriately when racist incidents take place. These incidents are dealt with in accordance with whole school policies and approaches to equal opportunities and multi-cultural education. The context, the age of the children or young people involved, and the seriousness of the situation will influence how an incident is dealt with.

### Dealing with Perpetrators

The Schools' policy makes it absolutely clear that racist behaviour is unacceptable. Consideration will be given to the use of exclusion in appropriately serious cases. It is also recognised that the perpetrator might need pastoral support and counselling.

The following is a checklist that is used for dealing with specific incidents and may be adapted to the particular circumstances within the school.

The incident will not be ignored or go unchallenged. There will be a clear explanation that the conduct is unacceptable within the school's disciplinary code.

- If the incident is serious the perpetrator will be referred to the designated member of staff & Family Liaison Officers.
- A serious incident is one that involves violence, the threat of violence, or incitement to racial hatred.
- Sanctions and/or counselling appropriate to the seriousness of the incident will be provided.
- Graffiti will be removed promptly. Racist materials, badges and insignia are illegal and will be removed and destroyed.
- The head teacher will be informed if the incident is serious and the parents/carers of the perpetrator will be informed.
- Where a decision is taken to exclude a pupil, the matter will be dealt with in accordance with the exclusions procedures.

### Supporting victims

The school will be aware of the barriers that exist to making a complaint of racial harassment and at The School staff are encouraged to feel confident that they can raise matters of concern.

Staff are aware of the priority attached to responding promptly to complaints of racial harassment and to supporting victims. No incidents should occur without the school's commitment to race equality being made clear to the victim.

Any complaints of harassment should be made directly to or be referred to the head teacher or Family Liaison Officers who will take responsibility for ensuring that there is an appropriate response.

Where no formal complaint is made but a member of staff is aware that harassment is taking place, the matter should be referred to the head teacher or Family Liaison Officers who will be responsible for making an appropriate response.

Where the member of staff witnesses an incident she/he must make absolutely clear the school's attitude to race equality and offer support to the victim.

Any one who makes a complaint has the right:

- to support from someone of their own choosing;
- to interpretation facilities where necessary or where requested;
- to information on the action that has been taken and other sources of assistance that are available.

Parents /carers will be informed and involved. The school will ensure that parents' wishes and needs are taken seriously. In all serious cases, the head teacher will send a letter to the parents/carers of all victims and perpetrators explaining the action taken and the reasons for taking it.

When all the previous stages have been exhausted and it is felt that the response or action taken is unsatisfactory, the matter may be referred to the pupil and personnel sub-committee of the governing body.

If the perpetrator of the racial harassment is a member of staff the incident will always be referred to the appropriate committee of the governing body as soon as possible.

### **Dealing with perpetrators**

These general procedures should be followed when dealing with perpetrators:

- The incident will not be ignored or go unchallenged. There will be a clear explanation that the conduct is unacceptable within the school's disciplinary code.
- If the incident is serious the perpetrator will be referred to the designated member of staff. A serious incident is one that involves violence, the threat of violence or incitement to racial hatred.
- Sanctions and /or counselling appropriate to the seriousness of the incident will be provided.
- Graffiti will be removed promptly. Racist materials, badges and insignia are illegal and will be removed and destroyed.
- The head teacher will be informed if the incident is serious and the parents / carers of the perpetrator will be informed.
- Where a decision is taken to exclude a pupil, the matter will be dealt with in accordance with the exclusions procedures.

*In cases involving volunteers, parents / carers or other adults:*

- The incident should be reported to the head teacher.
- The procedure for making a formal complaint will be made known to the complainant(s).
- The head teacher will investigate the case and take appropriate action

In cases involving a member of staff the matter will be handled in accordance with the school's disciplinary procedures and will therefore be referred to the governing body.

The Race Relations Amendment Act 2000 covers most incidents involving outside perpetrators that are likely to take place on site. Perpetrators will therefore be reported to the police.

## **Incidents taking place off site**

For offences that take place off site the following procedures should be followed.

Where pupils are on a supervised activity:

- the protection of children is the first priority and staff should seek to secure that;
- incidents that involve physical assault should be reported to the police as soon as practical and their assistance sought;
- aggressive or provocative action should be avoided. On no account should children be encouraged to be assertive;
- *perpetrators should be clearly warned that their behaviour is unacceptable and is likely to be reported to the police;*
- a full report must be made to the head teacher as soon as possible;
- the parents/carers of children involved in the incident will be informed about the incident and the action taken;
- the head teacher will inform the governors about the incident.

The County Council's publication "Managing the Response to Critical Incidents in Schools" should be referred to in serious cases, for example leading to an exclusion from school, a complaint from parents, media attention, or if the school requires advice and support.

It is important:

- to be pro-active in encouraging children and young people to report incidents;
- for staff to discuss individual incidents, the steps taken and the position and policy of the school towards racist incidents;
- that individual members of staff are aware of their role and responsibility within the whole school policy so that its implementation is effective;
- to ensure that through policy discussion and development victims can feel supported and perpetrators will realise in future the consequence and inappropriateness of their actions;
- to review all aspects of school curriculum and procedures to ensure that racism is challenged and not inadvertently reinforced;
- to establish procedures for dealing with parental complaints about racist incidents within the establishment's environment';
- to enable children and young people to make contact with an approved outside agency if appropriate;
- to encourage children and young people who have been subject to racial abuse to involve an advocate if appropriate.

## **Recording and Monitoring**

It is **essential** that all incidents are recorded in order to provide an accurate picture of the scale and nature of the problem. A designated senior member of staff should be responsible for monitoring racist incidents in order to:

- get a full picture of the frequency and nature of such incidents;
- measure the effectiveness of the methods used in responding to racist incidents;
- determine immediate or future action;

- provide the school management team, governing body and the County Council with a statistical analysis of racist incidents.

Schools are required to keep a record of **all** racist incidents and action taken.

### **Monitoring**

The governing body or designated committee should review patterns and trends of racist incidents at appropriate intervals. The outcome of this analysis should be discussed annually at a full governing body meeting where agreed action will be planned to address emerging concerns.

Incidents that are particularly serious, i.e. involving violence, the threat of violence or incitement to racial hatred should be brought to the attention of the appropriate committee of the governing body. Individual names should not be reported as incidents may result in formal disciplinary action.

All incident Reporting Forms should be logged in a book in the school office within 2 weeks of the incident. They will be reported on in the Headteachers report to Governors.

Parents should be informed of the nature of the incident and the action taken. The Police should be advised of any criminal activity, and of any serious incidents. They will advise on appropriate action.

Governing bodies are required to inform the County Council as the Education Authority annually of the pattern and frequency of incidents.

There is **no** requirement to publish the number of racist incidents on a school by school basis. Whilst this was a recommendation of the Macpherson report, the Government saw a number of disadvantages in this approach and did not accept the recommendation.

### Following up an incident and dealing with its impact on the school community

Extra vigilance should be applied following serious incidents. In particular there should be alertness to:

- patterns of absence;
- outbreaks of graffiti;
- the presence of racist literature, badges and insignia.

There should be increased alertness when pupils are arriving or leaving and when they are moving between buildings and lessons and at break times. Every opportunity should be taken to remind the pupils of the school's code of practice. Rumours should be promptly challenged.

While there may be spontaneous expressions of interest by pupils, staff must be aware of the need to avoid being drawn into situations that are likely to lead to unproductive confrontations. It is important that formal discussion opportunities are set up so that proper debate can take place on the issues.

Feedback will be sought from the victims and their parents/carers as well as from members of the community in order to assess the impact of the incident and to evaluate the appropriateness / effectiveness of the school's actions.