**CONFIDENTIAL**

**An individual racist incident report form**

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| **Incident Date** |  |

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| **Incident Location** (Tick more than one box if appropriate) | | | | | |
| Classroom |  | Corridor |  | Outside School |  |
| Playground |  | School Hall |  | Cyber/electronic |  |
| Other |  | If other please specify |  | | |

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| **Type of Racist Incident** (Tick more than one box if appropriate) | | | | | |
| Verbal |  | Physical |  | Cyber Incident |  |
| Written |  | Refusal |  | Organised Activity |  |
| Other |  | If other please specify |  | | |

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| **Other Parties informed by school** (Tick more than one box if appropriate) | | | | | |
| School staff |  | Governing body |  | Police |  |
| Victim’s Parent/ Carer |  | Perpetrator's Parent/ Carer |  | Other Council Service |  |
| Other |  | If other please specify |  | | |

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| **Description of Incident**   * Please include full details of the racist incident. If the incident involves pupils from another school please include the name of the school. * Where other Services have been contacted please state the names of people contacted. | | | | | | |
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| **Victimless Incident** | | | Yes |  | No |  |
| **Number of Victims** |  | **Number of Perpetrators** | | | |  |

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| **Details of Victim (s)** | | | | | | | | | | | | | | | | | |
| **Victim** | | | | | | | | | | | | | | | | | |
| Pupil | |  | | Teaching staff | | | | | |  | Other member of school staff | | | | | |  |
| Parent/Carer | |  | | Governor | | | | | |  | Visitor | | | | | |  |
| Other Adult outside of school | | | |  | | | | | |  | | | | | | | |
| **Gender** | Male / Female | | **Year** | | |  | | | **Ethnic Group** | | | |  | | | | |
| Repeat Victim | | Yes / No | | | | | Was the previous incident reported? | | | | | | | | Yes / No | | |
| **Action Taken** (Tick more than one box if appropriate) | | | | | | | | | | | | | | | | | |
| Apology | | | | |  | | | Contact with Parent/Carer | | | |  | | Counselling | |  | |
| On-going support/monitoring from staff | | | | |  | | | Medical Treatment | | | |  | | Referral to external agency | |  | |
| Incident discussed with peers/ class/ school | | | | |  | | | Other | | | |  | | | | | |
| If other please specify | | | | |  | | | | | | | | | | | | |

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| **Details of Perpetrator (s)** | | | | | | | | | | |
| **Gender** | | | | Male | |  | | Female | |  |
| Pupil | |  | | Teaching staff | |  | | Other member of school staff | |  |
| Parent/Carer | |  | | Governor | |  | | Visitor | |  |
| Other Adult outside of school | |  | |  | | | | | | |
| **Year** | | | |  | | | | | | |
| **Ethnic Group** | | | |  | | | | | | |
| **Repeat** **Perpetrator** | | | | Yes | | |  | | No |  |
| Was the previous incident reported? | | | | | |  |
| **Action Taken** (Tick more than one box if appropriate) | | | | | | | | | | |
| Apology |  | | Contact with Parent/Carer | |  | | | Counselling | |  |
| Medical Treatment |  | | On-going support/monitoring from staff | |  | | | Incident discussed with peers /class /school | |  |
| Referral to external agency |  | | Other | |  | | |  | | |
| If other please specify |  | | | | | | | | | |
| **Sanctions** (Tick more than one box if appropriate) | | | | | | | | | | |
| Detention |  | | Isolation/ Internal Exclusion | |  | | | Other school discipline | |  |
| Fixed term exclusion |  | | Permanent exclusion | |  | | | Other Action | |  |
| If other please specify | | | | | | | | | | |

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| **Incident Reported by** (Tick more than one box if appropriate) | | | | | |
| Victim |  | Governor |  | Parent/Carer |  |
| Another child/ young person |  | Visitor |  | Other Adult outside of school |  |
| Other member of school staff |  | Outside Agency |  | Teaching staff |  |
| Anonymous |  |  | | | |

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| **Incident Reported to** (Tick more than one box if appropriate) | | | | | |
| Victim |  | Another child/ young person |  | Other member of school staff |  |
| Governor |  | Parent/Carer |  | Teaching staff |  |
| Visitor |  | Outside Agency |  | Other Adult outside of school |  |
| Anonymous |  |  | | | |

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| **Incident Dealt with by:** | |
| Name of member of staff |  |
| Role | Head Teacher / SMT / Class Teacher / Other |

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| Do you consider this incident resolved? | | Yes |  | No |  |
| Review Period | 1 Week / 2 Weeks / 1 Month / 2 Months / 3 Months / 6 months / 1 Year | | | | |

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| **Form Completed by** |  | | |
| **Signature** |  | Date |  |

The data will be saved into the Racist Incident Database. Should you require further advice or support regarding this or another incident please contact the Multicultural Development Team, Telford & Wrekin Council

✉ Email: [multicultural.development@telford.gov.uk](mailto:multicultural.development@telford.gov.uk)

☎ Tel: 01952 380828

**Guidance on Completing School Alleged Racist Incident Report Form**

* **The Racist Incident Form is to record the details of each possible racist incident.**

The Alleged Racist Incident Report Form is to be completed by the teacher or other adult either directly reporting the incident themselves or to whom the incident was reported. The following explains some of the headings used on the form:

**Type of Incident:** This covers the types of harassment most likely to happen in schools and they are fairly self-explanatory. It should be noted that in some instances racist activity can take place without the presence of a specific victim. Such instances still constitute a racist incident and should be responded to and recorded.

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| **Type of Racist Incident** |
| **Verbal**   * Ridicule of an individual or group because of, for example, skin colour, ethnicity, culture, religion, language or clothes. * Abuse or threats. * Derogatory name calling or insults * Using racially offensive language (including racist jokes) * Stereotyping comments based on cultural or religious differences e.g. food, music, language, way of walking, way of speaking or communicating etc. * Innuendo (may not use overtly racist language but which derives some of its force from pupils’ perceived ‘race’) * Racially or culturally motivated mimicry (verbal or non-verbal) * Abusive or obscene phone calls * Teasing, taunting, mocking; insensitive or inappropriate use of terminology and language. * Incitement of others to behave in a racist manner |
| **Physical**   * Physical assault, spitting or throwing things at an individual or group because of, for example, skin colour, ethnicity, culture, religion, language or clothes. * Pushing / Jostling * Physical intimidation * Physical assault with weapon * Violence (Slapping / Hitting / Punching / Kicking) * Abuse of/ damage caused to personal property including arson, spitting at property * Using offensive gestures |
| **Cyber incident**   * Racist abuse via text message, instant messenger services or email * Setting up or promoting inappropriate websites * Inappropriate sharing of images from webcams/ mobile phones/ camera phones. * Using the school’s computer systems to access or distribute racist material * Intimidation using technology (e.g. misuse of social network sites) |
| **Written**   * Written derogatory remarks * Drawings * Racist graffiti * Written material of a racist nature |
| **Refusal**   * Refusal to work, co-operate, sit, play or hold hands with others because of, for example, skin colour, accent, ethnicity, religion, language, clothes or cultural differences * Social exclusion (for example refusal to allow someone to join in a game or attempt to isolate) * Non-co-operation/ disrespect |
| **Organised Activity**   * Recruitment of, or attempting to recruit, others to racist organisations and groups * Provocative behaviour such as wearing racist badges or insignia * Possession, display or distribution of racist materials in school (e.g. computer software, leaflets, comics, books, magazines, CDs, DVDs, pamphlets/ cartoons, internet pages) * Collusion with racist behaviour of others |

**Location:** It is useful to know which areas of the school and its immediate vicinity are prone to racist incidents. School-based incidents are obviously the school’s main concern but it is also useful to note that incidents affecting pupils, which take place outside the school, may need to be dealt with by the school.

* Alleged Victim(s) and Perpetrator(s):covers anyone involved in these incidents, not just pupils.
* Written account provided**:** allows staff or others to indicate if they have provided details of the incident.

**Ethnicity**

It is important to note the ethnicity of victims and perpetrators to show exactly what patterns exist and what the issues are. All schools have to gather information on pupil level ethnicity for PLASC. Similar information may also be held for adults in the school following the enactment of the Race Relations (Amendment) Act. However, for some others who may be involved, e.g. visitors, it may be difficult to fit them into the more detailed categories but it should be possible to assign individuals to the broader categories e.g. Asian/Asian British; Black/Black Britain; Chinese; Mixed; White. If it is not possible, please just note ‘not available’.

**Ethnic Group**

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| --- | --- |
| Asian or Asian British   * Indian (AIND) * Mirpuri Pakistani (AMPK) * Other Pakistani (AOPK) * Bangladeshi (ABAN) * Japanese (OJPN) * Korean |(OKOR) * Chinese **(**CHNE) * Any other Asian background (AOTH) | White   * British (WBRI) * Irish (WIRI) * Traveller of Irish Heritage (WIRT) * Gypsy/Roma (WROM) * White European (WEUR) * Any other White background (WOTW) |
| Black or Black British   * Caribbean (BCRB) * African (BAFR) * Any other black background (BOTH) | Mixed or Dual Background   * White and Black Caribbean (MWBC) * White and black African (MWBA) * White and Asian (MWAS) * Any other mixed background (MOTH) |
| * Any Other Ethnic Group (OOTH) * Refused (REFU) * Information not yet obtained (NOBT) |  |