

Reporting suspected racist incidents in school

“Why should I report suspected racist incidents?”

- ✓ Reporting demonstrates racism and discrimination are not acceptable, promoting a positive ethos where **all pupils** are valued.
- ✓ Reporting gains trust and confidence of pupils and parents and it is important they know that any incident they report will be taken seriously and investigated fairly.
- ✓ Without reporting suspected incidents racism may continue to be unchallenged and victims / perpetrators may remain unsupported.
- ✓ Reporting helps identify any patterns of racist incidents, allowing schools and local authorities to monitor the success of any strategies they have put in place to prevent or challenge racism.
- ✓ Reporting can identify training needs for teachers, pupils and school staff.
- ✓ Reporting suspected racist incidents promotes the elimination of racial discrimination and the fostering of good relations between persons who share relevant protected characteristics and persons who do not share it (public duties under the Equality Act 2010).

“I’m worried my school will be seen as a ‘racist school’ if I report suspected incidents”

- ✓ Reporting is positive and proactive.
- ✓ Failure to report suspected incidents can cause negative impacts on educational attainment and attendance, as well as potential psychological trauma.
- ✓ Estyn ([Action on Bullying 2014](#)) recommends reporting of incidents and the importance that all staff are aware of how to deal with, record and monitor incidents of bullying in relation to the protected characteristics.

“What if a pupil did not understand their behaviour was racist, do I still have to report the incident?”

Absolutely, you have a duty to report racial bullying and to ensure that it is dealt with appropriately regardless of an individual’s intent or understanding. Reporting an incident does not have to equate to a punishment. However, consequences must follow in line with the school’s behaviour policy if a pupil understands their actions. Consider a whole school approach to address pupils’ behaviours.

“What proactive reporting action can I undertake?”

- ✓ Discover the designated equalities lead or appropriate person in your in your school; it is their responsibility to report racist incidents to the Local Authority.
- ✓ Familiarise yourself with the reporting procedure following your school’s policies - you may have paper forms / electronic reporting and specific racial incident forms or general bullying forms to fill out.
- ✓ You can also get advice and support from Victim Support, the police or your school’s Police Liaison Officer.

What reactive reporting action can you undertake when a suspected racist incidents occurs?

- ✓ Inform verbally and electronically the appropriate class teachers / form tutors / senior management and the equalities lead or appropriate person in your school.
- ✓ Complete your school or local authority racial incident report form (or log) and forward it to the equalities lead and head teacher (if different people).
- ✓ Head teacher completes the racial incident log and informs the local authority.
- ✓ Inform and enlist the support of parents in line with other school policies and procedures.
- ✓ The equalities lead should advise you how to support both the victim of the incident and perpetrator.
- ✓ Senior management will check the recording and reporting data to see if the pupil has been involved in any earlier incidents.
- ✓ Keep a record of how you responded, the actions you took and the outcomes of the investigation.
- ✓ You should report any incident of a serious nature, or which could be considered a hate crime, to the police by calling 101. For further advice contact your Police Liaison Officer.

Below is a visual guide to reporting racism:



How can I proactively challenge racial discrimination so a racist incident doesn't happen in my school?

- ✓ By planning age-appropriate lessons in the curriculum to discuss issues related to the protected characteristics and to build pupils' resilience to bullying.
- ✓ Raise awareness of bullying on the grounds of the protected characteristics and identify the extent and nature of bullying in the school. Agree on the contents of strategic equality plans with pupils, parents and staff and make sure all policies and procedures meet the requirements of the Equality Act 2010.
- ✓ Ensure all staff has a clear understanding of the extent and nature of bullying that may take place in school, including cyber bullying and use this information to review strategic equality objectives.