# Saffron Walden County High School

# POLICY FOR REPORTING AND RECORDING RACIST INCIDENTS

**Date adopted or ratified:** **September 2020**
**Updated:** **July 2026**

**This policy is regularly reviewed following recommended guidelines**

**Introduction and aim**
The aim of this policy is to provide guidelines for SWCHS to establish effective procedures for the reporting and recording of racist incidents.

It will ensure that action is taken to support the victims of racism and to deal with perpetrators appropriately. The policy has been informed by the following documents:

- Learning for All: Standards for racial equality in schools (CRE, 2000)
- Home Office Code of Practice on reporting and recording racist incidents in response to recommendation 15 of the Stephen Lawrence Inquiry Report (April 2000)
- SEND Code of Practice: 0–25 years (DfE/DoH, 2015)
- Working Together to Improve School Attendance (DfE, current version)
- Behaviour in Schools (DfE, current version)
- Suspension and Permanent Exclusion Guidance (DfE, current version)
- Equality Act 2010: Advice for Schools (DfE)
- Essex LA: Dealing with Prejudice-Related Incidents
- The Equality Act 2010 and schools: Departmental advice for school leaders, school staff, governing bodies and local authorities (May 2014)

We all have a responsibility to challenge racism in our institution. Action will only be successful if it forms part of a wider policy which is embedded within all our practices.

**Definitions**

*Definition of racism*

The school adopts the definition from the Stephen Lawrence Inquiry (Macpherson Report, 1999):
*"A racist incident is any incident which is perceived to be racist by the victim or any other person."*
All such incidents will be recorded, investigated and responded to appropriately.

*Definition of racial harassment*

The school uses the definition of harassment contained within the Equality Act 2010. Racial harassment is:
*"Unwanted conduct related to race (including colour, nationality, and ethnic or national origins) which has the purpose or effect of violating a person's dignity, or creating an intimidating, hostile, degrading, humiliating or offensive environment for that person."* [gov.uk]
Racial harassment may include verbal abuse, derogatory comments, racist jokes, online abuse, intimidation, exclusion, damage to property, physical assault, or any other behaviour perceived to be racist by the victim or any other person.

**Examples of racist incidents**

A racist incident may include:
- derogatory name-calling, insults, racist jokes and language
- verbal abuse and threats
- physical assaults
- ridicule based on differences of colour, race, ethnicity, nationality, culture, religion or language
- refusal to co-operate with others because of any of the above differences
- stereotyping on the basis of colour, race, ethnicity etc.

- racist comments
- racist graffiti
- written abuse
- damage to property
- incitement of others to act in a racist manner
- provocative behaviour such as wearing racist badges or insignia
- bringing racist materials such as leaflets, magazines or computer software onto the premise
- recruiting other young people to racist organisations or groups.
- Online behaviour that seeks to do any of the above.

Even if the victim of an incident does not complain, it should be treated as a racist incident if another person perceives it as such. For example, a teacher or youth worker overhears a child calling a Traveller child a 'gyppo'. The adult records this as a racist incident, even though the abused child does not complain to him or her.

**Dealing with Racist Incidents**

No incident that is, or appears to be racially motivated, should go unchallenged and every member of staff has a responsibility for responding to the situation.

They should make explicit that any racist behaviour is unacceptable and contravenes the institution's policy, culture and ethos.

All staff should record any perceived racist incident on our CPOMs system. This will alert members of the pastoral and safeguarding team who will follow up.

When a racist incident has been identified a range of actions can be taken, given full and careful consideration of the context and circumstance. This needs to be done on a case by case basis. Any disciplinary action taken, including temporary or permanent exclusion, will be in line with the institution's behaviour policy and anti-bullying policy.

The parents or carers of all perpetrators and victims will be informed of the incident and action taken.

Racial harassment or any form of racist behaviour from any member of staff towards any pupil, young person, parent or another member of staff is not tolerated. Any allegations or reports will be investigated by a senior member of staff. Where members of staff are found to have committed misconduct involving racial harassment, they will face disciplinary sanctions.
Where there is an outside perpetrator, staff should attempt to discuss the matter with them and if necessary, refer them to school policy and/or the Headteacher.

Repeated racist incidents or a single serious incident may lead to consideration under Child Protection procedures.

**Recording and Reporting Incidents**

In line with the recommendations of the documents cited in the introduction, SWCHS records all racist incidents using CPOMS. This includes the following details:

- date
- names of perpetrators and victims

- the ethnicity of all individuals involved
- nature of incident
- action taken in response
- name of the person reporting the incident

All incidents which involve a member of a minority ethnic group will be monitored to ensure that potentially racist incidents are not overlooked.

Although some incidents may seem minor, it is still important to log them as repeat incidents often mean that earlier reports assume greater importance.

Governors are informed of the number and nature of racist incidents and the action taken to deal with them.

The pattern and frequency of racist incidents are analysed by the Diversity team in order to inform future planning.

Details of the pattern and frequency of racist incidents are held at institutional level.

We will advise the police of any racist incidents that may be categorised as crimes.

**Support for the Victim**

When dealing with racist incidents involving pupils or young people, staff should:

**Listen attentively**

- indicate they are pleased that the young person has been able to tell them
- remain calm and reassuring
- accept their language and terminology
- remember that to confide in a member of staff may need considerable courage

**Acknowledge**

- acknowledge the feelings of the young person
- confirm they were right to make the disclosure
- show they understand the difficulty in discussing the matter
- establish whether the incident is part of a pattern
- reassure while explaining the need to take the matter further

**Peer on peer support**

Support is also provided by the Diversity Leads and when appropriate deploy the schools peer on peer student led support group of Respect Ambassadors. The RAs have undertaken hate crime training from Essex Police.

**Support**

Recognise that victims will need immediate support and must be reassured that the matter will be treated seriously and that a full investigation will take place.

Ensure that parents/carers of both the victim and perpetrator are aware of the incident and kept informed of the progress of any investigation. It may be necessary to either provide support or encourage parents/carers to seek support for themselves and other members of the family.

We recognise that members of staff can also experience racial harassment from pupils/young people, from other staff, from parents/carers, or members of the public. We will support them in the same way as we would pupils/young people.

**Whole-school or institutional issues**

Racism has an impact on the whole school community and on the wider community it serves. Visual evidence will be dealt with immediately (graffiti removed, racist literature/badges/insignia confiscated etc.) We recognise that appropriate training and other support will be necessary for all staff.

**There is regular and ongoing training and discussion of the issues and a sharing of the school's response amongst all staff, governors, pupils/young people and the local community. This common approach will include communication with parents/carers and community members and liaison with outside agencies.**

We will ensure that all those connected with the establishment are aware of the policy and procedures and have access to any related documentation.

**Monitoring and review**

**Assistant Head: Deputy Director of Student Achievement has overall responsibility for monitoring the recording and reporting of racist incidents and will analyse report forms on an annual basis. This analysis will inform annual reports to governors.**