



Policy Document:

Reporting & Recording Racist Incidents

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Introduction

We believe that all children are entitled to the highest quality care and education which enables them to achieve their best. All children deserve to have an equal chance of success. The Equality Act 2010 sets out the law, rights and responsibilities around equality.

At the Meadows we actively promote an inclusive learning environment, where all are valued regardless of race, religion or ethnic background. We do this through:

- Having diverse images throughout our provision of books, resources, posters and displays
- Valuing all languages spoken,
- Displaying samples of different languages and scripts
- Providing experiences of music and songs from different cultures
- Providing opportunities for the children to explore multicultural resources including dressing up clothes, artefacts etc.

Policy Statement

Racism is not something that occurs in isolation but is a problem affecting society as a whole.

We believe that the Meadows Day Care Centre has an important role to play in challenging racism.

The Stephen Lawrence Inquiry Report (1999) highlighted the likelihood of institutional racism in the policies and practices of large public sector organisations. The Report led to the Race Relations (Amendment) Act (2000), which places a general duty on public authorities to:

- Eliminate unlawful racial discrimination
 - Promote equality of opportunity
 - Promote good race relations.
1. The aim of this policy is to provide guidelines for The Meadows Day Care Centre to establish effective procedures for the reporting and recording of racist incidents. It is based on the Cambridgeshire County Council model policy.
 2. 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)
 - School Inclusion: Pupil Support (DfEE, 1999)
 3. We all have a responsibility to challenge racism in our school. Action will only be successful if it forms part of a wider policy, which is embedded within all school practices.

Definitions

1. Our definition of a racist incident is that of recommendation 12 of the Report of the Stephen Lawrence Inquiry: "A racist incident is any incident which is perceived to be racist by the victim or any other person."
2. Our definition of racial harassment is that of the CRE: "...verbal or physical violence which includes attacks on property as well as on the person, which is suffered by individuals or groups because of their colour, race, nationality and ethnic or national origins, and where the victim believes that the perpetrator was acting on racial grounds and/or there is evidence of racism."

A racist incident may include:

- derogatory name-calling, insults and racist jokes
- verbal abuse and threats
- physical assaults
- ridicule based on differences of colour, race, ethnicity, nationality, culture, religion or language
- refusal to co-operate with another 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
- bring racist materials such as leaflets, magazines or computer software into the Centre
- recruiting other young people to racist organisations or groups

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 member of staff overhears a child calling a Traveller child a 'gyppo'. The staff member records this as a racist incident, even though the abused child does not complain to him or her.

Dealing with racist incidents

1. 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.
2. They should make explicit that any racist behaviour is unacceptable and contravenes the Centre's policy, culture and ethos.
3. If the member of staff is unable to resolve the matter, it should be referred to the manager.
4. The action to be taken will depend on whether the perpetrator is known and whether he/she is a pupil, a member of staff or an outside perpetrator.
5. Where the perpetrator is a child, staff should explain why racist behaviour is unacceptable. The parents or carers of all perpetrators and victims will be informed of the incident and action taken.
6. Racial harassment or any form of racist behaviour from any member of staff towards any child, parents or another member of staff will not be tolerated, and will be dealt with as a serious breach of the Centre's disciplinary procedures. We recognise that appropriate training and other support will be necessary for all staff. When members of staff are found to have committed misconduct involving racial harassment, they will face disciplinary sanctions up to and including dismissal.
7. Where there is an outside perpetrator, staff should attempt to discuss the matter with them and if necessary, refer them to the Centre's policy and/or the Manager.

Dealing with racist incidents

1. In line with the recommendations of the above documents and the Cambridgeshire County Council's "Equally Safe" guidelines, the Centre records all racist incidents. 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

The above details are recorded on a Racist Incident Report Form, which is held on file in the Accident/Incident file in the office. The Manager will be informed of all racist incidents.

2. All incidents which involve a member of a minority ethnic group will be monitored to ensure that potentially racist incidents are not overlooked.
3. Although some incidents may seem minor, it is still important to log them as repeat incidents often mean that earlier reports assume greater importance.
4. Parents/carers and governors are informed of the number and nature of racist incidents and the action taken to deal with them.
5. The pattern and frequency of racist incidents is analysed in order to inform future planning.
6. Details of the pattern and frequency of racist incidents are held at the Centre and will be reported to the LEA via RaiD.
7. We will advise the police of any racist incidents that may be categorised as crimes.

Support for the victim

1. When dealing with racist incidents involving pupils, staff should:

Listen attentively –

- indicate they are pleased that the child 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 pupils
- 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

Report –

- indicate that the information needs to be shared with others in authority in order to stop further harassment. If the victim is adamant that they do not wish any further action, the incident should, nevertheless, be recorded. The circumstances of the victim, e.g., age, self-confidence in dealing with the situation for themselves, will be a guiding factor for staff when deciding on a course of action. In certain cases, the victim's identity will need to be protected and the situation must be handled sensitively.

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.
2. Ensure that parents/carers 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 to seek support for themselves and other members of the family.
 3. We recognise that members of staff can also experience racial harassment from children, from other staff, from parents/carers, or members of the public. We will support them in the same way as we would pupils.

Centre issues

1. Racism has an impact on the whole Centre and on the wider community it serves. Visual evidences will be dealt with immediately (graffiti removed, racist literature/badges/insignia confiscated etc.)
2. There is regular and ongoing training and discussion of the issues and a sharing of the Centre's response amongst all staff, children 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 Centre are aware of the policy and procedures and have access to any related documentation.

Monitoring and review

The Centre Manager has overall responsibility for monitoring the recording and reporting of racist incidents. They will analyse report forms and log incidents on the LEA database on a regular basis. This policy will be reviewed every 2 years, unless there are changes in legislation or advice from the LEA in which case the review will be brought forward.

ADOPTION AND ANNUAL REVIEW OF THE POLICY

This policy was reviewed/amended in:..... - November 2019
Signed:..... SK

This policy was reviewed/amended in:..... - October 2020
Signed:..... SK

This policy was reviewed/amended in:..... - November 2021
Signed:..... SK

This policy was reviewed/amended in:..... - August 2023
Signed:.....JRS

This policy was reviewed/amended in:..... -
Signed:.....

This policy was reviewed/amended in:..... -
Signed:.....

This policy was reviewed/amended in:..... -
Signed:.....



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Staff confirmation sheet – Staff members need to sign once the policy has been read.

| Date: | Print Name: | Signature: |
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