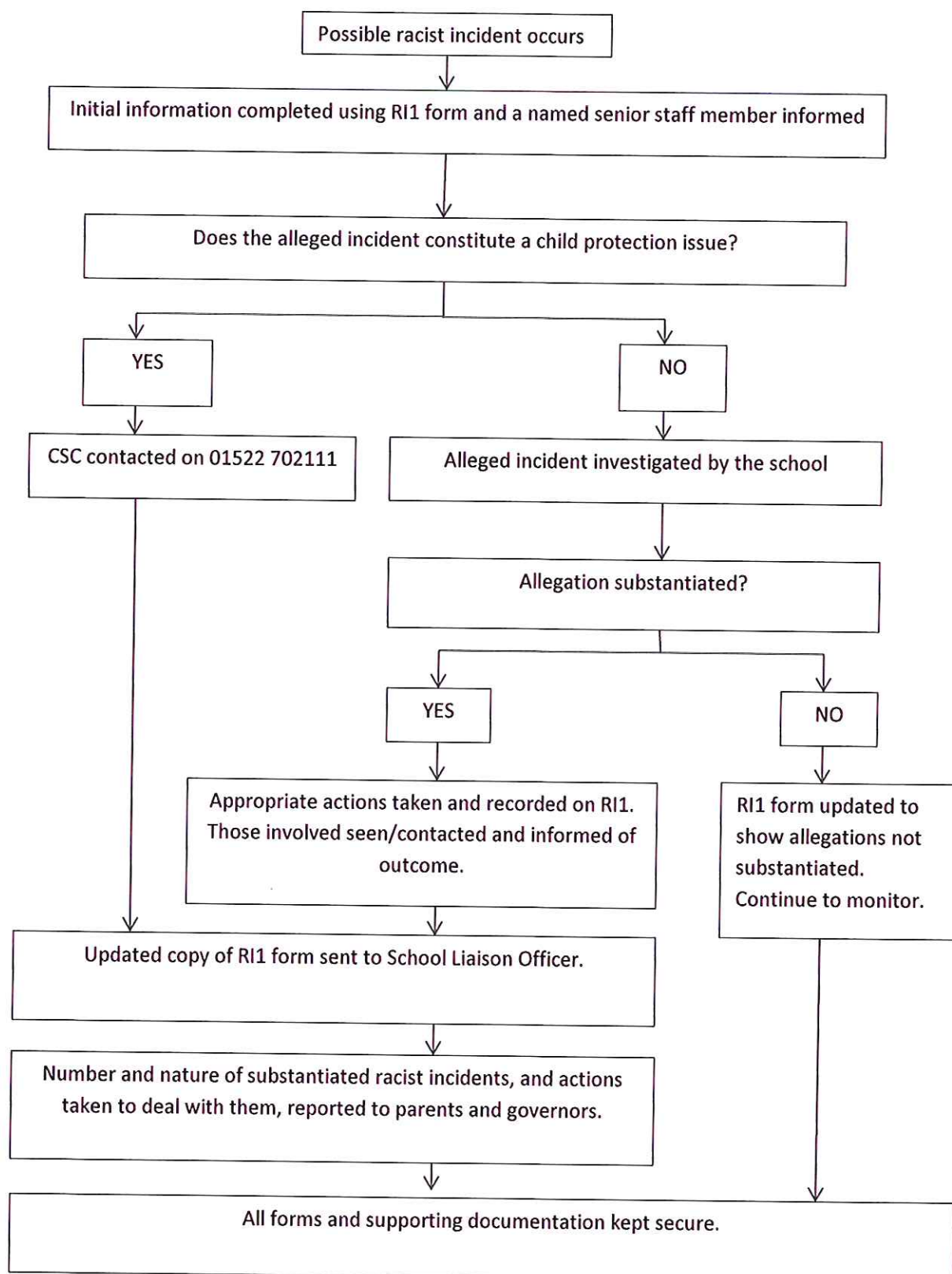


Appendix 1

Responding to Racist Incidents



Appendix 1 - RI1 Form

CONFIDENTIAL**RACIST INCIDENT REFERRAL FORM RI1**

Ref No:

Used to notify headteacher/named member of SMT as soon as possible after incident has taken place. Each incident to be referred separately. Forms to be collected from/returned to school office, and redacted copies forwarded to School Liaison Officer.

Details of alleged incident

Name(s) of alleged victim(s)

Name(s) of alleged perpetrator(s)

Alleged victim(s)	✓	M/F	Further information (eg year, group, ethnicity of pupil)
Pupil			
Teaching Staff			
Other Staff			
Parent/carers			
Governor			
Visitor			
Other			

Alleged Perpetrator(s)	✓	M/F	Further information (eg year, group, ethnicity of pupil)
Pupil			
Teaching Staff			
Other Staff			
Parent/carers			
Governor			
Visitor			
Other			

Name(s) of possible witness(es)

Name of person reporting incident

Alleged victim(s)	✓	M/F	Further information (eg year, group, ethnicity of pupil)
Pupil			
Teaching Staff			
Other Staff			
Parent/carers			
Governor			
Visitor			
Other			

Alleged Perpetrator(s)	✓	M/F	Further information (eg year, group, ethnicity of pupil)
Pupil			
Teaching Staff			
Other Staff			
Parent/carers			
Governor			
Visitor			
Other			

- | | | |
|--|-----|----|
| • Did the person reporting the incident witness the incident? | Yes | No |
| • Was racist behaviour directed at the person reporting the incident? | Yes | No |
| • Did the person reporting the incident hear about it from someone else? | Yes | No |

If 'Yes' to the last question, who informed the person? How did the person get to hear about it?

.....

Has the person reporting the incident notified anyone else?

Yes No

If 'Yes' to the last question, who else has it been referred to?

.....

Signed by person reporting incident Date

.....

Signed by person completing this section Date

FORM RI1

Ref No:

Date/time of incident

Place where incident occurred

Type of Incident

Tick (✓) all boxes in table below that apply.
See below for explanation of categories.

Physical assault	
Physical intimidation	
Insensitive/inappropriate remarks/comments/jokes	
Racist graffiti	
Written comments/drawings (not graffiti)	
Abuse of/damage to personal property	
Non-co-operation/disrespect/ostracism	
other	

Involvement of other agencies

Tick (✓) all boxes in table below that apply.

Police	
EMTET	
Equality and Human Rights Commission	
Victim Support	
Other	

What happened?

If there is insufficient space below, further sheets may be attached to this form. Alternatively, please complete the form electronically.

Types of incident

Physical assault includes a range of violent actions, from criminal attacks involving hitting, kicking and possibly the use of weapons, to pushing someone or tripping them up.

Physical intimidation includes persistent 'minor' intimidation which may be cumulative in effect, such as jostling in a queue or using offensive gestures and mimicry.

Verbal abuse includes derogatory name-calling, insults and overtly racist 'jokes'; threats and incitement of others to behave in a racist way; and ridicule of a person's speech, background, religion and/or culture (including a person's dress, smell, appearance and diet).

Insensitive/inappropriate remarks/comments/jokes includes thoughtless remarks and general comments; jokes which reinforce negative stereotypes; and insensitive or inappropriate use of terminology and language.

Racist graffiti includes offensive writing and/or drawings in places where they can be widely seen, such as on walls, on desks and in lavatories.

Written comments/drawings (not graffiti) includes offensive writing and/or drawings in places where they cannot be widely seen, such as on pieces of paper, in exercise books, emails or on mobile phones (text messaging).

Abuse of/damage to personal property includes hiding a pupil's bag, spoiling or destroying a piece of work, deliberately breaking something, damaging clothing, etc.

Non co-operation/disrespect/ostracism includes failing to show respect to someone because of their race. Forms of disrespect may relate to cultural and religious differences regarding food, music, dress, etc. Such forms of disrespect are sometimes inadvertent, resulting from a lack of awareness or knowledge on the part of the perpetrator. Perpetrators could also be expressing received messages from the media, parents/carers and other groups in the wider community. Other examples include wearing racist badges or insignia and turning away from or ostracising a person.

Other incidents may include bringing racist material such as leaflets, comics, magazines or computer software into school, or attempting to recruit others to racist organizations and groups. This may extend to the distribution of racist literature or posters within the school community.

FORM RI1

Ref No:

Does the alleged incident constitute a child protection issue?

Yes

No

If 'Yes', then the incident must not be investigated further by the school. Instead, the incident must be referred **immediately** to the person in the school who is responsible for child protection and LSCB procedures should be followed. The incident will need to be logged as a racist incident if substantiated.

1. Investigation of alleged incident

1.1 How was the allegation investigated?

If there is insufficient space in the grid below, further sheets may be attached to this form.

Date/time	Action	Outcome

1.2 Names of those involved who have been informed of the outcome of the investigation (e.g. the alleged victim(s)/perpetrator(s); parents/carers; the person who reported the incident)

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1.3 As a result of the investigation, was the allegation substantiated?

Yes

No

If the allegation was substantiated, section 2 should be completed.

2. Actions taken in response to substantiated incident

2.1 Record of actions taken.

If there is insufficient space in the grid below, further sheets may be attached to this form.

Date/time	Action	Outcome

2.2 Victim(s) spoken with

Yes

No

2.3 Perpetrator(s) spoken with

Yes

No

2.4 Witness(es) spoken with

Yes

No

2.5 Parents/carers spoken with

Yes

No

2.6 Others seen or contacted:

Name of School

School Contact

.....

.....