

## **Racial Discrimination Policy**

<b>Date of initial policy</b>	<b>January 2021</b>	<b>Date of next review</b>	<b>January 2024</b>
<b>Reviewed</b>	<b>January 2022</b>		
<b>Reviewed</b>	<b>January 2023</b>		

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### **Racial Incidents Policy**

#### **Rationale**

At Les Quennevais School it is accepted that every person is equally important and that no one has the right to harass, insult, attack or cause offence to any other person for any reason. All members of the school community are individuals, but are also members of a community where it is possible to learn from each other and celebrate the culture and beliefs of each person. This policy exists to promote a climate which enables all students to flourish, regardless of

#### **Purpose**

This policy aims to outline clearly the procedures that should be followed when dealing with any incident which is perceived to be racist by the victim or any other person. In any circumstances, racial harassment is unacceptable and must be dealt with effectively and sensitively.

- To establish, in unequivocal terms what constitutes a racist incident, and sharing this with all members of the school community.
- To create a climate where people are able to speak openly about their experiences.
- To agree procedures for dealing with racist incidents, and ensuring that all member of the school community are fully conversant with them.
- To establish a monitoring procedure to record all incidents and subsequent action.
- To keep formal records of all racist incidents and to report on the nature and frequency of any racist incidents to the Governing Body via the Headteacher's report

#### **Guidelines**

**What constitutes a racist incident, obvious racism?**

- Racist comments, name calling and jokes
- Imitating accents
- Racist graffiti or any other written insult
- Bringing racist material into school such as badges and literature or any attempt to recruit people into racist organisations
- Threatened and physical assault against a person or group because of colour or ethnicity
- Isolating people because of colour or ethnicity.

#### **What constitutes a racist incident, less obvious racism?**

- Unacceptable stereotype views and images
- A curriculum that does not acknowledge racism, thus perpetuating it
- Staff not following up racist incidents vigorously, thus condoning it
- Staff not being fully aware of how racism and stereotyping may affect the decisions they make

#### **Prevention of Racist Incidents**

- Students are actively encouraged to report all incidents involving racism
- Les Quennevais school will actively work towards the prevention of racist incidents through:
  - o Raising awareness of all issues related to racism, though, for example school assemblies
  - o The inclusion of racist issues and concerns in the delivery of PSHE and assemblies
  - o The delivery of the curriculum which recognises the diverse community of Les Quennevais School.

#### **Racist Incident Procedures**

- Once a racist incident has been reported an immediate response to the incident must be made – this includes recording the information and being accountable for actions.
- As soon as possible, both the alleged victim and perpetrator need to be interviewed to establish the facts, any additional witness statements will also need to be taken.
- The expectations of the school need to be reinforced – Emphasise the schools procedures and that there will be appropriate follow up.

- Staff are to record all actions and ensure that notes are logged on the Racial Incident Log Appendix 2 (found on the Staff Shared). The Head of Guidance and Behaviour Support should be informed of the incident.
- The parent/carer will need to be informed of the incident and reminded of the procedures that will follow.
- After investigation, action is to be taken in line with our *Behaviour for Learning Policy*. Information must then be disseminated through the Behaviour manager to the necessary individuals:
- Allegations made against staff involving racism must be passed onto the Senior Leadership Team for investigation.
- Any allegation made against a member of the Senior Leadership Team or the Headteacher will be referred to the Chair of Governors.

### **Support Processes**

- Treat all claims seriously
- Ensure the victim is fully informed of the procedure and the subsequent chain of events
- Explain the action that will be taken and state the school's position regarding racism and racist behaviour.
- Talk through the incident with all involved in the incident individually
- Establish counselling and support as appropriate and if required

### **Recording of Events**

- All incidents where there is a perception that racism is involved must be recorded on the Racist Incident Log and reported to the Behaviour Support Manager /Deputy Head
- Log racist incidents on the Racist Incident Log and subsequent procedures used relating to the sanctions imposed.
- When recording details of an incident remember these may be required by other professionals – for example, social services and the police.
- The Governing Body will regularly review the Racial Incidents Log through the Head Teacher's Report
- Any example of racism perpetrated by a member of staff will be treated as a serious disciplinary matter and will be investigated by the Head Teacher .

- Serious incidents should be reported to Governors by the Head teacher – for example, physical violence, repeated harassment and links with racist groups. The Head teacher will also inform the Education department as appropriate.

## Appendix 1

# Procedure for Dealing with Racial Incidents

**Initial report made**

- Parent
- Student
- Teacher
- Non-teaching staff
- Other



**Initial stages of Rachel Incidents form completed**



**Pass Incident Form to KLM to assess next stage**



**If report from parent –immediate contact home made**

**Discuss with HOY who will take the lead**



- Interview
- Victim
- Perpetrator

**Racial Incident Form Complied**

- Witness



**Action**

- Parental contact
- Inform of allegation
- Inform of actions



**Further investigation will take place if required.**

**Sanctions decided on**



**Restorative Justice meeting offered / actioned**



**Parents informed of outcome**



**Written report of incident and outcome plus all documentation returned to KLM record keeping**

**\*Any further reporting and repeat behaviour**

- Process repeated
- Greater sanctions

## Appendix 2

### Racial discrimination report form

This form when completed should be sent to, posted or handed to Mrs Morley

Name of person completing form:
Name of pupil(s) being discriminated against:
Year Group / Form Group:
Male / Female:
How can we contact you?

At school: Yes/No      At home: Yes / No      Email: Yes/No      Telephone: Yes / No

Please provide contact details:

Describe briefly what happened / is happening:

Where did it happen?

When did it happen?

Who was doing the discriminating? If there was more than one person involved what were their roles?

Did anyone else see it happen, if so who?

How often is the discrimination taking place?

How long has it been going on?

If you are being discriminated against how does it make you feel? If you are reporting discrimination that is happening to someone else how do you think it makes them feel?

If you are being discriminated against are you being physically hurt? If you are reporting discrimination that is happening to someone else, are they being physically hurt?

As a result of the discrimination have you or those being discriminated against needed medical help?



Have you told anyone else about the discrimination? Please write their name next to who they are in the list below:

Parent/carer:

Brother/sister:

Other family member:

Friend:

Teacher:

Key worker

Youth worker

Doctor/nurse

Police/Community Support Officer:

Other (please say who):

If you haven't told anybody else, what has put you off doing so?

If you are being discriminated against what sort of help and support would you like?
Do you have any worries now that you have reported this discrimination?
Outcome information: