

# Kings Langley School



# Racial Incidents Policy

(Guidance and Procedures)

REVIEW DATE: April 2016

# KINGS LANGLEY SCHOOL

## A Policy Title: Racial Incidents Policy

### B Rationale

In the Kings Langley School community (KLS) 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 provide a framework for supporting our stated aim of "ensuring the happiness of every individual in our community", to promote a climate which enables all students to flourish, regardless of ability or special needs, and supports our desired outcomes of developing "strong character".

### Character Development: Commitment to Equality and Diversity

This school is founded on a set of fundamental values designed to enable all students and adults connected with our community to flourish and succeed, regardless of background or circumstances. We are determined to be open to people, places, methods and ideas—and as such, equality and diversity are at the heart of everything we do. Our continued dedication to social justice and equality of opportunity is embodied in everything we do.

We are creating an **inclusive** school community where:

- People are treated with dignity and respect
- Inequalities are challenged
- We anticipate, and respond positively to, different needs and circumstances so that everyone can achieve their potential
- We value diversity and we recognise that different people bring different perspectives, ideas, knowledge and culture, and that this difference brings great strength.
- We believe that discrimination or exclusion based on individual characteristics and circumstances, such as age; disability; caring or dependency responsibilities; gender or gender identity; marriage and civil partnership status; political opinion; pregnancy and maternity; race, colour, caste, nationality, ethnic or national origin; religion or belief; sexual orientation; socio-economic background; trade union membership status or other distinctions, represents a waste of talent and a denial of opportunity for self-fulfilment.
- We recognise that patterns of under achievement at any level and differences in outcomes can be challenged through positive intervention activities designed to bridge gaps.
- We respect the rights of individuals, including the right to hold different views and beliefs. We will not allow these differences to be manifested in a way that is hostile or degrading to others.

We expect commitment and involvement from all our staff, students, partners and providers of goods and services in working towards the achievement of our vision.

## **C 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 members 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 and report to the Local Authority as required.

## **D 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
- Kings Langley School will actively work towards the prevention of racist incidents through:
  - The utilisation of the Equality Scheme
  - Raising awareness of all issues related to racism, through, for example school assemblies
  - The inclusion of racist issues and concerns in the delivery of PSHE

- The delivery of the curriculum which recognises the diverse community of Kings Langley School

### **Racist Incident Procedures**

- Once a racist incident has been reported an immediate response to the incident must be made - this includes recording of 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 Form (copies of the forms are available in the Staffroom) see Appendix 1. The form should then be passed to the Data Manager for recording purposes.
- The parent/carers 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 the Behaviour Policy, Equality Scheme and school discipline structure. Information must then be disseminated through the pastoral structure to the necessary individuals:

### **Referral Route:**

Incident → Pastoral Leader → Key Stage Leader → Link SLT Member → Headteacher

- Allegations made against staff involving racism must be passed onto the Senior Leadership Team for investigation under the school's published disciplinary procedures.
- 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 a Racist Incident Form (see Appendix 1) and reported to the Headteacher.
- Log Racist incidents on a Racist Incident Form (Appendix 1), 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.

- Any example of racism perpetrated by a member of staff will be treated as a serious disciplinary matter and will be investigated by the appropriate Committee of the Governing Body.
- Serious incidents should be reported to Governors by the Headteacher - for example, physical violence, repeated harassment and links with racist groups. The Headteacher will also inform Hertfordshire County Council as appropriate: BME Achievement Team, Second Floor, Robertson House, Six Hills Way, Stevenage, Hertfordshire, SG1 2FQ Tel: 01438 844752

## **E Appendices or Further Information**

- Appendix 1 - Racist Incident Form
- This policy should be read in conjunction with the Behaviour Management Policy and Complaints Policy.

**Summary of personnel notified and/or involved in an investigation into allegation of bullying or racist incident.**

<b>(Delete italic options where applicable)</b>	✓	<b>Any details (e.g. dates)</b>
Head		
Chair of Governors		
Form tutor		
Subject teacher		
Pastoral Leader		
'Target' parents/carers informed school by <i>letter/telephone/in person</i>		
'Target' parents/carers notified by <i>letter/telephone/in person</i>		
'Target' parents/carers invited to school		
'Offending person/s parents/carers informed school by <i>letter/telephone/in person</i>		
'Offending person/s parents/carers notified by <i>letter/telephone/in person</i>		
'Offending person/s parents/carers invited to school		
Local Authority: Anti-bullying adviser, BME Achievement Team		
Police (Crime number/incident reference number)		
Others (Specify)		