

# **WELBECK PRIMARY SCHOOL**



## **RACIAL HARRASSMENT AND INCIDENTS CODE OF PRACTICE**

Approved	July 2024
Next Review	July 2025

### **Racism and Racial Incidents**

Race is a term which is commonly used when identifying groups of people who share a common origin or heritage.

Racism results from prejudiced attitudes which are based on ideas of racial superiority. When this prejudice is combined with power, it produces behaviour and institutional systems which discriminate against people from black and other ethnic minority backgrounds in a white dominated society. Any action or behaviour, whether conscious or unconscious, is racist if it contributes to a discriminatory process.

However, incidents that contain an element of racial hatred can occur between any distinctive group defined by reference to colour, race, nationality (including citizenship), ethnic or national origin. As such they may be 'racially motivated' but not necessarily 'racist'.

### **A Definition of Racial Incidents**

The term 'racial incident' is used here to describe all those unwanted actions by a person or group of people directed at people of difference ethnic origin which cause humiliation, offence or distress or interfere with their performance or create an unpleasant working environment and which are motivated by racial considerations. As such they may:

- Compromise remarks or action associated with a person's colour, race, nationality (including citizenship) or ethnic or national origin.
- Emphasise a person's colour, race, nationality (including citizenship), ethnic or national origin over his/her role as a pupil, member of staff or parent/carer.

A racial motivation is to be regarded as an aggravating factor which will result in any incidents of misbehaviour or misconduct being taken more seriously than where this motivation is absent.

For the purposed of these procedures it includes;

- a) any incident in which it appears to the person reporting or investigating that the complaint involves an element of racial motivation;  
or
- b) Any incident which includes an allegation of racial motivation made by any person.

Racial incidents can involve:

- 1) Physical assault or the threat of physical assault where colour or ethnicity appears to be the motivating force.
- 2) Name calling, insults and jokes.
- 3) Graffiti
- 4) Provocative behaviour such as wearing or displaying of racist badges or insignia on the person or on clothing.

- 5) Bringing racist materials such as leaflets, comics or magazines onto the premises.
- 6) Verbal abuse and threats.
- 7) Incitement of others to behave in a racist way.
- 8) Racist comments at work or in the course of discussion in lessons.
- 9) Attempts to recruit pupils, students or staff to racist organisations and groups.
- 10) Ridicule of cultural preferences e.g. food, music, dress, faith.
- 11) Discriminatory working practices: refusing to work with co-operate with others because of their ethnic origins or paying undue attention to others because of their ethnic origin.

### **Procedures for dealing with racial incidents**

These procedures cover:

- monitoring
- supporting victims
- dealing with perpetrators.
- following up and dealing with the impact of an incident on the school community.

### **Monitoring**

All incidents are recorded. This should be in the Racial Incident Log Book held in the Head teacher office.

The person reporting or recording an incident should provide details including:

- a) Day, time and place of incident.
- b) Type of incident.
- c) Person involved.
- d) Action (including sanctions) taken
- e) Copy given to the Head teacher and a copy sent to the LA.

### **Introduction**

This Code of Practice offers effective steps for dealing with racial incidents. However, it does need to be set in the context of existing good practice that deals with conduct and discipline in schools. Schools will already have procedures for handling such matters and where possible these should be adapted to incorporate the particular requirements of an effective policy on racial incidents.

It is recognised that schools may be at different stages in the development of their understanding and response to racial equality. Therefore, they may need to amend elements of the code according to their won experience and their ability to deliver it effectively.

The code of practice and procedures cover:

- A suggested statement of commitment to the eradication of racial incidents:
- A definition of what constitutes a racial incident.
- The response of individual staff and /or pupils who identify or who are confronted by racial incidents.
- Procedure for reporting incidents to senior staff.
- The action to be taken in response to racial incidents.

- The involvement, where necessary, of outside agencies (for example parents or the police).

### **Statement**

Welbeck Primary School is aware of its responsibility for the promotion of racial harmony and understanding. It is committed to creating a positive climate that will enable everyone to work free from intimidation and harassment and to achieve their full potential. Therefore:

- It will use all the powers and resources at its disposal to eliminate racial incidents.
- It will ensure that any complaints of racial harassment are promptly investigated and that everyone is aware of their responsibility and the procedures to challenge and report it when it occurs.
- It will work with parents, communities and other agencies to ensure that it is clearly understood that racial harassment is unacceptable.

Rebecca Gittins (Head teacher) Daphne Carter (Chair of Governors) and the LA will review monitoring procedures termly to identify and act upon patterns and trends. Incidents that are particularly serious i.e.: those involving violence or the threat of violence, the wearing of racist badges or insignia or persistent behaviour, will be brought to the attention of the Pupil & Personnel Committee of the Governing Body. Individual names will not be reported to the Governing Body in the light of their responsibilities for staff and pupils as incident may result in formal disciplinary action.

### **Supporting Victims**

Welbeck Primary School is aware of the barriers that exist to making a complaint of racial harassment and wishes to encourage all involved with the school to feel confident that they can raise matters of concern with the school authorities.

Accordingly all staff should be aware of the priority attached to responding promptly to complaints of racial harassment and to supporting victims. No incidents should occur without the attitude of the school and the member of staff investigating the matter being made clear to the victim.

- a) Any complaint of harassment should be made directly or referred to Emag staff who will take responsibility for ensuring that there is an appropriate response.
- b) Where no formal complaint is made but a member of staff is aware that harassment is taking place, the matter should be referred to Emag staff who will be responsible for making an appropriate response.
- c) Where a member of staff witnesses an incident she/he must make absolutely clear the school's attitude to the behaviour and offer support to the victim.
- d) Anyone who makes a complaint has the right:
  - To support from someone of their own choosing.
  - To interpretation facilities where necessary or where requested.
  - To information on the action that has been taken and other sources of assistance that are available.
- e) Parents/carers will be informed and involved. The school will ensure that parents' wishes and needs are taken seriously.

- f) If on review, a pattern of behaviour has emerged, a written report will be sent to all concerned explaining the action taken and the reasons for the school's policy.
- g) When all the previous stages have been exhausted and it is felt that the response or action taken is unsatisfactory, the matter may be referred to the Pupil and Personnel Committee of the Governing Body, who will determine an appropriate course of action.

### **Dealing with Perpetrators**

#### **Dealing with pupils/students**

These general procedures will be followed when dealing with perpetrators.

- a) The incident will not be ignored or go unchallenged. There will be a clear explanation that the conduct is unacceptable within the school's disciplinary code.
- b) If the incident is serious the perpetrator will be referred to the designated member of staff. A serious incident is one which involves violence or the threat of violence, the persistent ignoring of the school's disciplinary code; incitement to racial hatred; political activity of a racist nature.
- c) All incidents will be reported and recorded in the Racial Incidents Log Book (or equivalent).
- d) Sanctions and/or counselling appropriate to the seriousness of the incident will be applied.
- e) Graffiti will be removed promptly. Racist materials, badges and insignia are banned and will be removed.
- f) The Head teacher will be informed if the incident is serious and a decision will be taken on informing the parents/carers of the perpetrator.
- g) Where a decision is taken to exclude a pupil, the matter will be dealt with in accordance with the exclusions procedures.

#### **Dealing with members of staff**

- a) In cases involving students or parents/carers
- b) The incident should be reported to the Head teacher.
- c) The Head teacher will investigate the case and take appropriate action.
- d) Action will be taken in accordance with the Governing Body's disciplinary procedures.
- e) The procedure for making a formal complaint will be made known to the complainant(s).

In cases involving another member of staff, it may be appropriate for the matter to be handled in accordance with the grievance procedure of the Governing Body.

#### **Dealing with outside perpetrators**

Most offences that are likely to involve outsiders and that take place on site are covered by law. Perpetrators will therefore be reported to the Police.

For offences that take place offsite the following procedures should be followed:

- a) the protection of children is the first priority and staff should seek to secure that;
- b) incidents that involve physical assault should be reported to the police as soon as practical and their assistance sought;

- c) Aggressive or provocative action should be avoided. On no account should children be encouraged to be assertive.
- d) Perpetrators should be clearly warned that if the behaviour continues they will be reported to the Police.
- e) A full report will be made to the Head teacher.
- f) The parent/carer of children involved in the incident will be informed of the action taken.
- g) The Head teacher will inform the Governors about the incident.

Following up an incident and dealing with its impact on the school community

Everyone is reminded of the need for extra vigilance following serious incidents. In particular there should be alertness to:

- a) Patterns of absence among vulnerable groups, especially among hitherto good attenders.
- b) Outbreaks of graffiti.
- c) The presence of racist literature, badges and insignia.

These should be promptly reported to Emag staff who will ensure there is an investigation.

There should be increased alertness when pupils are arriving or leaving and when they are moving about the building between lessons, at break times or waiting during the dinner hour.

Through PSHE programmes and school ethos, children are made of the school's Code of Practice. While there will be spontaneous expressions of interest by pupils, staff are reminded of the need to avoid being drawn into situations likely to lead to unproductive confrontations. It is important that formal discussions opportunities are set up (for example in PSE lessons) so that proper justice can be done to the issue.

Rumours should be promptly challenged. Senior management will undertake to ensure that staff are regularly briefed about the incident.

Feedback from parents and members of the communities will be sought in order to assess the impact of the incident and to plan further action.

## **WELBECK PRIMARY SCHOOL**

### **RACE RELATIONS POLICY – SUMMARY TO PARENTS**

#### **What is a Race Relations Policy for?**

The Government wants all establishments including schools to set out in writing how they are going to:

- Eliminate unlawful racial discrimination.
- Promote equality of opportunity.
- Promote good relations between people of different racial groups.

#### **Who prepared Welbeck's Policy? – Who was consulted?**

The Head teacher and the Race Relations Working Party including: Staff, Parents, Governors, Children and the Local Education Authority.

#### **What is the school context at Welbeck?**

Our community consists of many families from different ethnic backgrounds. At Welbeck over 60% of pupils come from ethnic minority backgrounds. A variety of different languages are spoken. The Meadows is a racially harmonious area where people have a strong community spirit.

#### **What does the policy promote?**

- Tolerance, respect and equal opportunities for all.
- High expectations for all pupils.
- Commitment to tackling racial discrimination.
- Racial equality and good race relations between everyone.

#### **Who will monitor the race relations work done?**

- A specific governor.
- The Head teacher and names senior teacher.
- Members of the Working Party.

#### **What will the Governing Body do?**

- Ensure the school complies with Race Relations legislation.
- Appoint a specific Governor to monitor the work.

#### **What will the head teacher do?**

- Ensure all staff adhere to the policy.
- Ensure all staff are aware of their responsibilities.
- Provide training for staff.
- Take disciplinary action against staff or pupils who racially discriminate.

#### **What will the staff do?**

- Deal with racist incidents and challenge racial bias and stereotyping.
- Not discriminate on racial grounds.
- Use range of resources when teaching.
- Keep up to date with legislation by attending training.

### **What will the EMAG (Ethnic minority achievement grant) teacher do?**

- Co-ordinate all race relations work in the school.
- Monitor ethnic minority pupil's achievement.
- Deal with racial incidents, name calling etc.
- Support and target any ethnic minority children who are underachieving or in danger of underachieving.

### **What about visitors/contractors/people working in the school?**

They must also comply with the school's race equality policy.

### **What other policies relate to race relations?**

EMAG policy

Attendance

Assessment

Behaviour

Special Needs

Teaching and Learning

Equal Opportunities

Professional Development

### **How will we tell people and promote the policy?**

- Summary will go to all parents.
- Full copies will be available in the entrance hall of the school.
- Copies will be sent to people who work at or with the school.

### **What happens if people do not follow the guidelines of the policy?**

The school will use guidelines set out in the Policies on:

- Discipline and Behaviour.
- Staff Discipline and Grievance Procedures.

### **What if my child or I have a complaint or grievance?**

The school's complaint procedure will be used which include in order:

- Verbal report/complaint is made to the Head teacher.
- Written report is made to the Head teacher.
- Written report is made to the Governors.
- Written report is made to the LA.

A copy of the official procedures is available from school

This policy will be reviewed every Summer Term.

If you have any questions or comments please do not hesitate to let me know.

Mrs R Gittins  
Head teacher