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Policy Number: E23

Reading School

Policy on Dealing with Discriminatory Incidents

Responsibilities

Policy Owner: Lizzie Ayres
Deputy Headteacher
Governors Committee EXPC Committee

Audit Control

Policy created: 04/12/2023
Date of next review 01/11/2027
Version: 1.0
Statutory policy Yes

Document Control and Approval

Version Control

Version	Author	Summary of Changes	Reviewed By	Date
1.0		Policy created		04/12/2023
1.1	Lizzie Ayres	Policy reviewed and updated to remove forms and include tracking of behaviour on school system, bromcom		10/11/2025

Responsibilities

Job title	Responsible for;
Deputy Headteacher	Policy Owner
Headteacher	Policy Overview
EXPC	Committee Responsible

Policies Linked

Policy name
Whistleblowing policy
Behaviour policy
Safeguarding Staff Recruitment Policy
Mental Health and Wellbeing Policy
Attendance Policy
Allegations of Abuse Against Staff and Volunteers
SEND policy

1. The Legal Background

The Equality Act 2010 defines a number of “protected characteristics”, and prohibits conduct which constitutes discrimination, harassment, or victimisation against persons who share such “protected characteristics”. The “protected characteristics”(which are referred to as equality characteristics in this policy) are:

- age,
- disability,
- gender reassignment,
- marriage and civil partnerships,
- pregnancy and maternity,
- race,
- religion or belief,
- sex, and
- sexual orientation.

2. The Principles

- **Record** all incidents of discrimination, harassment, or victimisation against any person on the grounds of having an equality characteristic
- **Inform** the parents of all those involved
- **Inform** the parents of the actions taken to deal with the incident
- **Involve** other agencies when necessary and appropriate

At school level this will include the following actions:

- Assigning the responsibility for monitoring to a senior member of staff. This member of staff will be the Deputy or Assistant Headteacher. He or she will:
 - keep a record on the school monitoring system regarding behaviour that is categorised as discriminatory, in which all incidents of discrimination, harassment, or victimisation are logged
 - Inform all staff of the steps to be taken in the case of a reported incident.
 - organise the quick removal of discriminatory graffiti
- Ensure that all relevant data is collected on a formal basis
- Assign a member of the Governing Body to take overall responsibility for monitoring discriminatory incidents policy and procedure.
- The School will inform the Police of any criminal discriminatory activity such as physical assault, damage to property and distributing discriminatory literature.

3. How to record and report a discriminatory incident

The School will adopt a flexible approach, whilst recording, reporting and monitoring discriminatory incidents.

This will be monitored and recorded on the school monitoring system.