



# READING SCHOOL

## Policy on Dealing with Discriminatory Incidents

### 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 harassment monitoring to a senior member of staff. This member of staff will be the Deputy or Assistant Headteacher. He or she will:
  - keep a separate incident record book 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.

The following form will be used to record all alleged discriminatory incidents. This form initiates the investigation process.

If the allegation is unfounded, the form is filed away

This form is for internal use only and must stay in the school

Approved by: EXPC Committee, 4<sup>th</sup> December 2023  
To be reviewed: November 2025

**Discriminatory Incident Recording Form (Confidential and for School use only)**

**Time of Incident:** .....

**Date of Incident:** .....

**Date recorded:** .....

**Type of Incident: (please tick)**

Derogatory name calling, insults and 'jokes'	Verbal abuse and threats, abusive and obscene phone calls	Abusive gestures
Offensive letters, abusive or obscene texts and internet based messages	Graffiti	Comments in the course of discussions
Refusal to co-operate with people because of their equality characteristic	Ridicule of an individual's equality characteristics or difference	Offensive literature or media
Incitement of others to behave in a hateful way or attempts to recruit other students into discriminatory organisations	Threat of attack	Physical assault
Damage caused to a person's property	Policy of procedure that discriminates	Harassment, bullying or victimisation
Other (Please specify):		

**Location of Incident: (please tick)**

Classroom		Other area in school, for example:		
Playground			Refectory	
Outside the school			Corridor	
			Common Room	

1. Alleged Perpetrator: ..... Age:..... M / F

Ethnic Group\*: .....

Other equality characteristic (if any) .....

Pupil/Parent/Staff/Governor/Visitor (circle as applicable)

2. Alleged Perpetrator: ..... Age:..... M / F

Ethnic Group\*: .....

Other equality characteristic (if any) .....

Pupil/Parent/Staff/Governor/Visitor (circle as applicable)

\* See appendix

1. Victim: ..... Age:..... M / F

Ethnic Group\*: .....

Other equality characteristic (if any) .....

Pupil/Parent/Staff/Governor/Visitor (circle as applicable)

2. Victim: ..... Age:..... M / F

Ethnic Group\*: .....

Other equality characteristic (if any) .....

Pupil/Parent/Staff/Governor/Visitor (circle as applicable)

1. Witness: ..... Age:..... M / F

Ethnic Group\*: .....

Other equality characteristic (if any) .....

2. Witness: ..... Age:..... M / F

Ethnic Group\*: .....

Other equality characteristic (if any) .....

Details of Incident – what happened?

**Action taken (including support for the victim):**

Low level incident:

Form 2 to be completed

\* See appendix

Serious/repeat incident:

Form 2 to be completed

Criminal activity incident:

Completed by: .....

Signature: .....

Status in School:.....

**FORM 2**

**Discriminatory Incident Recording Form**

**PRIVATE & CONFIDENTIAL**

**1. Complainant/Victim Details**

Name: ..... Sex: Male/Female

D.O.B.: .....

Address: .....  
.....  
.....

Telephone No: ..... Post code: .....

Parents of complainant/victim

Home language (if not English): .....

**2. Ethnic group\* of victim(s)**

.....

\* See appendix

**3. Witness reporting:**

Please complete the following if a witness reported the incident.

Name: ..... Sex: Male/Female

Address: .....  
.....  
.....

Telephone No: ..... Post code: .....

**3. Parents/guardians of perpetrator(s) – as applicable**

.....

**4. Have any agencies been informed? YES / NO**

If yes, please specify which (tick all that applies):

Victim Support		Citizens Advice Bureau	
Social Services		Housing Association	
Health Services		Racial Attacks Forum	
Police		Other	
LA Officer			

Contact person for the ticked organisation:

.....

Have you parental/guardian consent for sharing this information with other agencies?

YES / NO / NA

If no, please give reasons:

.....  
.....

Signature of victim/complainant:

.....

Do you require further support from the LA? YES / NO

**5. Action to be taken:**

.....  
.....

Signature of assigned Staff: ..... Print name please:

Headmaster: .....

Signature: .....

**Ethnic group classifications to be used in completing form:**

White

English / Welsh / Scottish / Northern Irish / British  
Irish  
Gypsy or Irish Traveller  
Any other White background

Mixed / multiple ethnic groups

White and Black Caribbean  
White and Black African  
White and Asian  
Any other Mixed / multiple ethnic background

Asian / Asian British

Indian  
Pakistani  
Bangladeshi  
Chinese  
Any other Asian background, write in

Black / African / Caribbean / Black British

African  
Caribbean  
Any other Black / African / Caribbean background

Other ethnic group

Arab  
Any other ethnic group,