

Westminster Community Primary School

Dealing with Prejudice Based Incidents

If anyone – the victim, a witness, parent or staff member – perceives an incident as prejudice based, it should be investigated and recorded as such, though the investigation may determine that the incident was not prejudice based. .

Identifying Prejudice based Behaviour

A prejudice based incident can involve any member of the school community and may be:

- pupil to pupil
- pupil to adult
- adult (teacher, parent, support staff, visitor to school) to pupil
- adult to adult

Some incidents may not involve a direct victim and these are described as ‘victimless’. This is where, for example, a pupil makes derogatory comments about a particular group but there are no members of that group in the classroom.

Some other types of prejudice based incidents include:

- incitement of others to behave in a prejudice based way such as bringing prejudice based leaflets, magazines or computer software into school
- physical assault against a person or group because of a protected characteristic
- verbal abuse and threats
- derogatory name-calling, insults, jokes and language
- graffiti – wearing prejudice based badges or insignia and other provocative behaviour
- prejudice based comments during lessons
- attempts to recruit other pupils and students to prejudice based organisations and groups
- refusal to co-operate with other pupils because of their colour, sexuality, gender, ethnicity, language, accent or dialect
- ridiculing someone because of their perceived differences

Investigating prejudice based Incidents

All incidents should be investigated as quickly as possible. In our school this is carried out by the head teacher. Records are made of the incident and findings. These records are kept confidential, but the number of incidents is reported to the Governing Body.

When investigating an incident, the school should respond appropriately to both the nature of the incident and its level of seriousness. The school should be mindful of factors such as:

- the age and level of understanding of the perpetrator
- whether the perpetrator intended to inflict physical or emotional harm on the victim/s and whether they were aware of the effect of their action
- whether actual and/or serious physical or emotional harm was inflicted on the victim/s
- whether the incident was one-off or part of a pattern

In relation to each incident schools should consider whether it is appropriate to contact the LA and/or other agencies for support and advice. If an assault takes place and the head teacher considers it to be serious, the matter must be reported immediately to the police and the LA.

In the case of serious incidents, an assessment will be needed to find out:

- whether the incident was so serious that the whole school community needs to be informed
- whether all teachers should explain the circumstances to all pupils
- whether all parents/carers need to be informed

Key Points for Dealing with Prejudice Based Incidents

To summarise, the process for dealing with any reported incident will need to incorporate the following elements:

- Investigating the incident to establish the facts
- Providing support and assistance to the victim
- Identifying the action to be taken with regard to the perpetrator(s)
- Informing the parents of the victim(s) and perpetrator(s) of the incident and the action taken
- Where a staff member is the victim or perpetrator, ensuring other procedures are followed (e.g. disciplinary or accident reporting)
- Keeping a formal record of the incident, including the action taken where the incident is a serious one, notifying other agencies such as the LA and/or the police
- Carrying out regular analysis of the number and nature of prejudice based incidents to inform future policy development

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Prejudice Based Incident Monitoring Form

Date of report: _____

Recorded by: _____

Victim's name and year group: _____

Ethnic Background of Victim: _____

Perpetrator's name and year group: _____

Ethnic Background of Perpetrator: _____

What is the nature of the incident? (Please highlight one category)

- incitement of others to behave in a prejudice based way such as bringing prejudice based leaflets, magazines or computer software into school
- physical assault against a person or group because of a protected characteristic
- verbal abuse and threats
- derogatory name-calling, insults, jokes and language
- graffiti – wearing prejudice based badges or insignia and other provocative behaviour
- prejudice based comments during lessons
- attempts to recruit other pupils and students to prejudice based organisations and groups
- refusal to co-operate with other pupils because of their colour, sexuality, gender, ethnicity, language, accent or dialect
- ridiculing someone because of their perceived differences
- Other (please state)

Incident details:

Is this a repeat incident involving the perpetrator?	What action has been taken?	Is any follow action needed?	Are there any further details to be added? (Please continue on separate sheet if necessary.)