



## *Racial Incidents Policy*

|                                            |                     |
|--------------------------------------------|---------------------|
| <b>Date for Review</b>                     | <b>May 2027</b>     |
| <b>School staff responsible for policy</b> | <b>Head Teacher</b> |

This policy has been impact assessed by Claire Rowley in order to ensure that it does not have an adverse effect on race, gender or disability equality.

## **Definition of a Racial Incident**

**"A racist incident is any incident which is perceived to be racist by the victim or any other person"** (recommendation 12 from the report by Sir William Macpherson of Cluny (March 1999) following the Stephen Lawrence Inquiry).

A racist incident may be perpetrated on the basis of race, colour, nationality religion or culture.

Plaxtol Primary School adopts this definition. The School is committed to investigating any incident believed to be racist.

### **Aims**

- To support the School's commitment to racial equality and the aims laid out in our Equality Policy.
- To eliminate any discriminatory practices, at pupil, parent and staff level, in school.

### **The Role of the School**

- To promote the identification and reporting of all racial incidents.
- To make staff aware of their responsibility to report racial incidents of which they become aware. This will include incidents which happen in the classroom, playground, off site educational visits and sports fixtures. Appropriate training will be provided where necessary.
- To provide support to the victims of racial incidents and to obtain outside assistance where appropriate.
- To identify and deal appropriately with the perpetrators.

### **Procedures for Dealing with Racist Incidents**

- The adult who has witnessed or to whom the incident is reported will record the details of the alleged incident, including the names of the alleged victim and perpetrator on a paper copy of the Racial Incident Form (appendix 1) and will be given to the Headteacher to upload the information onto the KCC Online Incident Monitoring Form (appendix 2). The completed form shall be placed in the Racial Incident File, which shall be stored in the Headteacher's office.
- The Headteacher will investigate the reported incident. Advice can be sought from the government guidelines 'Preventing and tackling bullying' - Gov.uk  
<https://www.gov.uk/government/publications/preventing-and-tackling-bullying>
- The Headteacher will warn any offender that further racist incidents could lead to exclusion from school or disciplinary action. In extreme cases, the matter may also be referred to the police.
- If the incident involves a child then a letter will be sent to the parents of the offender explaining the offence, the course of action, and possibly requesting them to attend a meeting with the Head Teacher.
- If the need arises advice may be sought from the KCC Inclusion Officer.
- All filed Racial Incident reports shall be passed to the Chair of Governors and reported to KCC Area Office. Severe racial incidents may also be referred to the police.

### **Reporting to the Governing Body**

The Headteacher's report to Governing Body shall make reference to any racial incidents reported during the period to which the report relates.

## Appendix 1

### Racist Incident Report Form

|                                                                                                                              |  |            |               |                         |  |
|------------------------------------------------------------------------------------------------------------------------------|--|------------|---------------|-------------------------|--|
| <b>Name of person reporting incident -</b><br><b>Position -</b><br><b>Date of incident</b><br><b>Time</b><br><b>Location</b> |  |            | <b>Signed</b> |                         |  |
| <b>Details of perpetrator(s)</b>                                                                                             |  |            |               | <b>Ethnicity code -</b> |  |
| Specify category of perpetrator(s):<br>Pupil, Teaching staff, Other school staff, Parent, Other adult                        |  |            |               |                         |  |
| Name                                                                                                                         |  | Year group |               | M/F                     |  |
| Name                                                                                                                         |  | Year group |               | M/F                     |  |
| Name                                                                                                                         |  | Year group |               | M/F                     |  |
| <b>Details of victim(s)</b>                                                                                                  |  |            |               | <b>Ethnicity code -</b> |  |
| Specify category of victim(s):<br>Pupil, Teaching staff, Other school staff, Parent, Other adult                             |  |            |               |                         |  |
| Name                                                                                                                         |  | Year group |               | M/F                     |  |
| Name                                                                                                                         |  | Year group |               | M/F                     |  |
| Name                                                                                                                         |  | Year group |               | M/F                     |  |
| <b>Description of incident</b>                                                                                               |  |            |               |                         |  |
|                                                                                                                              |  |            |               |                         |  |
| <b>Witnesses (if applicable)</b>                                                                                             |  |            |               |                         |  |
| <b>Name :</b><br><b>Witness statement:</b>                                                                                   |  |            |               |                         |  |
|                                                                                                                              |  |            |               |                         |  |

|                                                             |                        |
|-------------------------------------------------------------|------------------------|
| <b>Action taken</b>                                         | <b>Date / Initials</b> |
| Incident reported to a senior teacher                       |                        |
| Incident reported to head teacher                           |                        |
| Incident reported to local authority                        |                        |
| Incident reported to Chair of Governors                     |                        |
| School policy on behaviour explained to perpetrator(s)      |                        |
| School policy on equality explained to perpetrator(s)       |                        |
| Graffiti removed / racist material confiscated              |                        |
| Perpetrator(s) suspended                                    |                        |
| Parents / guardians of perpetrator(s) informed              |                        |
| Meeting held with parents/guardians of perpetrator(s)       |                        |
| Police informed (give details below)                        |                        |
| Other external agencies involved (specify)                  |                        |
| Other action taken (please write in)                        |                        |
| Support / counselling provided to victim(s)                 |                        |
| Parents / guardians of victim(s) informed                   |                        |
| Meeting held with parents / guardians of victim(s)          |                        |
| Other action taken (please write in)                        |                        |
| Parents/guardians of victim(s) informed of follow-up action |                        |

## **Appendix 2 – KCC Online Racial Incident Form**

There is an online recording tool for schools to enter details of any racial and bullying incidents that occur within school as soon as they happen. Completing the online reporting form throughout the year will remove the need for the annual return.

[https://kentcc-self.achieveservice.com/en/AchieveForms/?form\\_uri=sandbox-publish://AF-Process-418b82e4-6917-4c9b-b7af-e9722e4fe086/AF-Stage84d73946-8fa1-475e-a3b8-e87f01df1545/definition.json&redirectlink=%2Fen&cancelRedirectLink=%2Fen](https://kentcc-self.achieveservice.com/en/AchieveForms/?form_uri=sandbox-publish://AF-Process-418b82e4-6917-4c9b-b7af-e9722e4fe086/AF-Stage84d73946-8fa1-475e-a3b8-e87f01df1545/definition.json&redirectlink=%2Fen&cancelRedirectLink=%2Fen)

There is also a racial incident annual survey that should be completed if the online form above is not completed.

[https://kentcc-self.achieveservice.com/en/AchieveForms/?form\\_uri=sandbox-publish://AF-Process-185c0056-8b7d-4d19-978e-65b58e8d240d/AF-Stagef179f00d-739c-47c0-bf35-5f5b88524c32/definition.json&redirectlink=%2F&cancelRedirectLink=%2F](https://kentcc-self.achieveservice.com/en/AchieveForms/?form_uri=sandbox-publish://AF-Process-185c0056-8b7d-4d19-978e-65b58e8d240d/AF-Stagef179f00d-739c-47c0-bf35-5f5b88524c32/definition.json&redirectlink=%2F&cancelRedirectLink=%2F)

### **Associated Policies:**

- Equality Policy
- Behaviour Policy
- Anti-bullying Policy

Approved by the Full Governing Body on 19<sup>th</sup> May 2026

**Signed by Chair of Governors:** Mrs Sally Shewell

**Signed by Headteacher:** Ms Claire Rowley