

RACIAL HARASSMENT INCIDENT ACTION FLOW CHART FOR MONITORING AND RESPONDING TO INCIDENTS 2015

All staff are expected to take action in response to reported incidents. Discretion and sensitivity need to be used when judging the severity of the incident and how to report it.

LEVEL ONE PHASE (all staff)

On witnessing an incident or having one reported, record all details of the incident on the reporting form. Give the completed form to the Named Person responsible for monitoring incidents of racial harassment.

When the Named Person receives a completed form, use the information to complete the online reporting form at <https://portal.irisadapt.com/>.

If incident is at Level One, deal with it in line with School Pupil Management/Guidelines/behaviour policy or advice contained in the Racial Harassment Guidance document.

LEVEL TWO/THREE PHASE (Named Person)

If incident is at Level Two or Level Three Phase, contact the Named Person.

If an additional incident concerning the same child is referred to the Named Person, s/he completes the online form at <https://portal.irisadapt.com/> and indicates on the form that this is not a first incident.

Inform parents of the event(s) and what action has been taken. If this is done orally make contemporaneous notes of what has been said and date them. Add these notes to the online form.

Ensure that appropriate sanctions are used with the wrong-doer and appropriate support for the harmed person. If there are specific concerns, contact the Ethnic Minority Achievement Manager directly and/or refer the harmed person's family to a local Authority Racial Harassment Reporting venue. If the incident is particularly serious the police and/or Social Services may need to be contacted.

MONITORING PHASE

In the autumn term the Named Person writes a short report detailing the number and nature of any incidents that have occurred and what action has been taken. This report should be taken to an appropriate Governors' meeting. It should not be necessary to name individuals in the report. Information on this report will be sent to the Ethnic Minority Achievement Manager. During an Ofsted Inspection the School may be asked to show evidence of its monitoring procedures.