

Westhead Lathom St James' CE Primary School



Dealing with Incidents of Equality and Discrimination Policy

Last Reviewed: Spring 2024

Next Review: Spring 2027

Issue	Date	Author/Editor	Revision Notes
1	Spring 2021	Helen Clark	New Policy
2	Spring 2024	Helen Clark	Policy reviewed

Vision Statement: Our Vision for the Future

'A curriculum that is challenging, inspiring and engaging; in which all pupils flourish spiritually, creatively and academically to become confident young people.'

'With God's power working in us, God can do much, much more than anything we can ask or imagine.' Ephesians 3:20 New Century Version (NCV)

Aims

The aim of this Policy is to provide guidelines for Westhead Lathom St James' CE Primary School to establish effective procedures for the reporting and recording of incidents related to the protected characteristics. It will ensure that action is taken to support the victims of racism, sexism, misgendering, sexual orientation, religious, disability, pregnancy and maternity, marital, and age discrimination, and to deal with perpetrators appropriately.

We all have the responsibility to challenge discrimination in our institution. Action will only be successful if it forms part of a wider policy, which is embedded within all our practices.

Definitions

Discrimination against protected characteristics

Definitions and application of what constitutes discrimination can be found in the Equality Act 2010 and found by following these links:

<https://www.equalityhumanrights.com/en/advice-and-guidance/age-discrimination>

<https://www.equalityhumanrights.com/en/advice-and-guidance/disability-discrimination>

<https://www.equalityhumanrights.com/en/advice-and-guidance/gender-reassignment-discrimination>

<https://www.equalityhumanrights.com/en/advice-and-guidance/marriage-and-civil-partnership-dis>

<https://www.equalityhumanrights.com/en/our-work/managing-pregnancy-and-maternity-workplacecrimination>

<https://www.equalityhumanrights.com/en/advice-and-guidance/race-discrimination>

<https://www.equalityhumanrights.com/en/advice-and-guidance/religion-or-belief-discrimination>

<https://www.equalityhumanrights.com/en/advice-and-guidance/sex-discrimination>

<https://www.equalityhumanrights.com/en/advice-and-guidance/sexual-orientation-discrimination>

'A racist incident is any incident which is perceived to be racist by the victim or any other person.'
(Definition from the Report of the Stephen Lawrence Inquiry)

'Verbal or physical violence which includes attacks on property as well as on the person, which is suffered by individuals or groups because of their colour, race, nationality and ethnic or national origins, and where the victim believes that the perpetrator was acting on racial grounds and/or there is evidence of racism.' (Definition taken from CRE-Commission for Racial Equality)

An inappropriate/discriminatory incident related to the protected characteristics may include:

- Derogatory name-calling, insults, racist/homophobic jokes and language
- Verbal abuse and threats
- Physical assaults
- Ridicule based on difference of colour, race, ethnicity, nationality, culture, religion or language, type of disability, sexual orientation, age
- Refusal to co-operate with others because of any of the above differences
- Stereotyping on the basis of colour, race, ethnicity, nationality, culture, religion or language, type of disability, sexual orientation, age
- Racist/homophobic comments etc
- Graffiti
- Written abuse
- Damage to property
- Incitement of others to act in a derogatory manner
- Provocative behaviour such as wearing racist/homophobic badges or insignia'
- Bringing discriminatory/derogatory material such as leaflets, magazines or computer software onto the premises
- Recruiting other young people to organisations or groups that discriminate against those with protected characteristics

Dealing with Incidents

No incident that is, or appears to be motivated by discrimination of those with protected characteristics, should go unchallenged and every member of staff has a responsibility for responding to the situation. They should make explicit that any such behaviour is unacceptable and contravenes the school's policy, culture and ethos.

If a member of staff is unable to resolve the matter, it should be referred to the Headteacher. The action to be taken will depend on whether the perpetrator is known and whether he/she is a young person, a member of staff or an outside perpetrator.

Where the perpetrator is a young person or pupil, staff should explain why this behaviour is unacceptable. Any disciplinary action taken, including temporary or permanent exclusion, will be in line with the school's Behaviour Policy. The parents or carers of all perpetrators and victims will be informed of the incident and action taken.

Harassment or any form of discriminatory behaviour from any member of staff towards any pupil, young person, parent or another member of staff will not be tolerated, and will be dealt with as a serious breach of the school's disciplinary procedure. We recognise that appropriate training and

other support will be necessary for all staff. When members of staff are found to have committed misconduct involving such behaviours, they will face disciplinary sanctions up to and including dismissal.

Where there is an outside perpetrator, staff should inform the Headteacher.

Recording and Reporting Incidents

In line with the recommendations of the documents cited in the opening section of this document, Westhead Lathom St James' CE Primary School records all incidents.

This includes the following details:

- Date
- Names of perpetrators and victims
- The ethnicity of all individuals involved

The protected characteristic the incident relates to

- Nature of incident
- Action taken in response
- Name of the person reporting the incident

The record forms are completed online by the Headteacher and kept in the Incidents File in the Headteacher's Office.

Although some incidents may seem minor, it is still important to log them, as repeat incidents often mean that earlier reports assume greater importance. Governors are informed of the number and nature of incidents and the action taken to deal with them through the Headteachers' Report to Governors. The pattern and frequency of incidents are analysed in order to inform future planning. The Police will be advised of any incidents that may be categorised as crimes.

Support for the Victim When dealing with racist incidents involving pupils or young people, staff will:
Listen attentively

- Indicate they are pleased that the young person has been able to tell them.
- Remain calm and reassuring.
- Accept their language and terminology.
- Remember that to confide in a member of staff may need considerable courage.
- Acknowledge the feelings of the young person.
- Confirm they were right to make the disclosure.
- Show they understand the difficulty in discussing the matter.

- Establish whether the incident is part of a pattern.
- Reassure while explaining the need to take the matter further.

Report

Indicate that the information needs to be shared with others in authority in order to stop further harassment. If the victim is adamant that they do not want any further action, the incident should, nevertheless, be recorded. The circumstances of the victim, e.g. age or self-confidence in dealing with the situation for themselves, will be a guiding factor for staff when deciding on a course of action. In certain cases, the victim's identity will need to be protected and the situation must be handled sensitively.

Support

Recognise that victims will need immediate support and must be reassured that the matter will be treated seriously and that a full investigation will take place. Ensure that parents/carers are aware of the incident and kept informed of the progress of any investigation. It may be necessary to either provide support or encourage parents/ carers to seek support for themselves and other members of the family. We recognise that members of staff can also experience harassment from pupils/young people, from other staff, from parents/carers, and from visitors or members of the public. We will support them in the same way as we would pupils/young people.

Whole School Issues

Incidents that victimise those with protected characteristics have an impact on the whole school community and on the wider community it serves. Visual evidence will be dealt with immediately (graffiti removed, racist literature/badges/insignia confiscated, etc.) There is regular and ongoing training and discussion of the issues and a sharing of the school's response amongst all staff, governors, pupils/young people and the local community. This common approach will include communication with parents/carers and community members and liaison with outside agencies. We will ensure that all those connected with the establishment are aware of the policy and procedures and have access to any related documentation.

Monitoring and Review

The Headteacher has overall responsibility for monitoring the recording and reporting of all incidents. In collaboration with the Governing Body Standards and Effectiveness Committee, they will analyse report forms on an annual basis. This analysis will inform reports to parents, Governors and the LA on an annual basis. The Headteacher will ensure that all staff read the Policy annually.

Appendix 1



Lancashire example
incident recording for