

# TACKLING RACIAL HARASSMENT



**Guidelines for Schools  
2nd Edition  
2004**



**OXFORDSHIRE  
COUNTY COUNCIL**  
**LEARNING & CULTURE**  
[www.oxfordshire.gov.uk](http://www.oxfordshire.gov.uk)

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## Foreword

I am pleased to give my support to the second edition of this important publication, which is intended to challenge and address racial harassment in all our schools. In Oxfordshire we have a long history of promoting racial equality and eliminating racial discrimination, both within Learning & Culture and in our schools. Learning & Culture gives the highest priority to this work, and we aim to support all our educational establishments to do the same.

I acknowledge the hard work and commitment of our schools since this guidance was first introduced in 1999. Schools across the county have responded very positively to the systems and procedures for recording and reporting incidents of racial harassment. These procedures are now well established.

Nevertheless, I am conscious that the majority of schools report no incidents. Whilst this may be a reassuring indicator that racial harassment is not widespread in Oxfordshire schools, we cannot afford to be complacent. We need to ensure that all racial harassment incidents are both recognised and reported. We also need to explore further how schools follow-up these incidents and what action is taken, in order to promote consistency of approaches and sanctions.

Issuing this second edition has prompted centrally deployed staff in the directorate to review and update our practice, in the light of new developments. Similarly, I hope that this will provide an opportunity for you to revisit these issues and to evaluate progress in your school.

I would like to thank all colleagues in Learning & Culture, especially those based in schools who have contributed to this guidance.



Keith Bartley  
Director for Learning & Culture



## Introduction

Learning & Culture is committed to challenging and dealing with racial harassment in all of its establishments. All ethnic groups have a right to live their lives and attend school without the fear of racial abuse. Without this, we will never achieve a just and equitable society.

The Report of the Stephen Lawrence Inquiry by Sir William MacPherson gave a clear lead to schools and Local Authorities in recommending that:

- schools record all racist incidents
- all recorded incidents are reported to the pupils' parents, school governors and LEAs
- the numbers of racist incidents are published annually.

For many years Learning & Culture has implemented strategies for tackling racial harassment, for example, through Curriculum Matters 7 - Racial and Sexual Harassment, which was published in 1992. In 1999 we introduced the first edition of Tackling Racial Harassment: Guidelines for Schools, to provide advice and strategies for teachers, headteachers and governors wishing to respond to the recommendations of the MacPherson report. The first edition set out the systems for recording and monitoring racist incidents at school and directorate level, and gave details of the range of services provided to support schools in responding to racial harassment, as well as for pupils and staff who have been subjected to racial abuse. In Oxfordshire, all schools were consulted about their strategies for dealing with racial harassment when Curriculum Matters 7 was published, and many of their contributions were incorporated into the first edition of the guidance.

We are now bringing the guidance for schools up to date to reflect recent developments locally and nationally, including the Race Relations (Amendment) Act 2000, recommendations of the Audit Commission, Best Value requirements and County Council restructuring.

Our purpose is to give educational establishments practical support and advice in challenging and dealing with incidents of racial harassment. Through this second edition, we are aiming to disseminate good practice, to secure consistent systems for monitoring and responding to racist incidents, and to provide effective help for anyone subjected to racial harassment across the county.

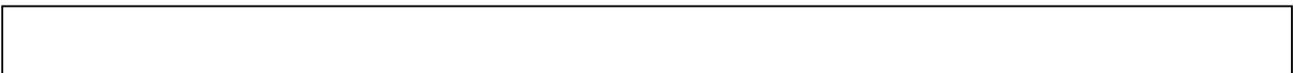
Racial harassment is still a matter which gives rise to concern both locally and nationally. Racism, which is prevalent in society at large can affect all institutions. Schools can be affected, irrespective of their location or number of black and minority ethnic pupils on roll. Indeed it can affect schools with no pupils from black and minority ethnic communities. Such incidents, whether they occur in early years settings, primary

or secondary schools, colleges or youth projects contravene a range of legislation and Oxfordshire County Council policies, including the Public Order Act 1986, Race Relations Act 1976, Race Relations (Amendment) Act 2000, Education Reform Act 1988, Protection from Harassment Act 1997, Crime and Disorder Act 1998, Human Rights Act 1998, Oxfordshire's Policy Statement on Racial Harassment 1994, Oxfordshire's Comprehensive Equality Policy 2004 and Oxfordshire's Dignity at Work Policy 2004.

This booklet gives guidance on the following:

- What is racist behaviour?
- How to deal with racist incidents.
- Further implications for headteachers and governors.
- Sources of further information, support and guidance.
- Timeline for recording and monitoring racist incidents.
- Proformas for recording and monitoring incidents.

These guidelines will not in themselves solve the problem of racial harassment, and schools will also want to promote racial equality through all aspects of curriculum, values and ethos. This is, therefore, only a first step, which we intend to build on by working in partnership with schools, community groups and other agencies to prevent racial harassment and play a part in creating a better society.



## What is Racist Behaviour?

Racist behaviour is defined by the Commission for Racial Equality as:

“any hostile or offensive act by a person of one racial or ethnic origin against a person of another racial group or ethnic origin or any incitement to commit such as act in:

- such a manner that it interferes with the peace and comfort of the aggrieved person;
- that the person aggrieved fears for their safety;
- that the quality of life of the person aggrieved is reduced.”

## Examples of Racist Incidents

The Report of the Stephen Lawrence Inquiry recommended a new definition of racist incidents as: “Any incident which is perceived to be racist by the victim or any other person”. This definition has been adopted by Oxfordshire County Council.

We recognise that incidents of racism can take place in all white schools. This need not necessarily be directed towards someone in the school. It can be an expression of a racist attitude held in society at large. The following are examples of racist incidents which may involve pupils, teachers, youth workers and auxiliary staff:

- derogatory name calling, insults and racist ‘jokes’;
- verbal abuse and threats;
- racist graffiti;
- provocative behaviour such as wearing racist badges or insignia;
- racist comments in the course of discussions;
- ridicule of an individual’s cultural differences, e.g. food, music, dress, language etc;
- bringing racist materials such as leaflets, comics or magazines into the institution;
- attempts to recruit other pupils and students into racist organisations;
- physical assault which is racially motivated;
- damage caused to a person’s property which is racially motivated;
- incitement of others to behave in a racist way;
- refusal to co-operate with other people because of their ethnic origin.

## Challenging and Dealing with Racist Incidents

All schools will understand the importance of responding appropriately when racist incidents take place. These incidents should be dealt with in accordance with whole school policies and approaches to equal opportunities, citizenship and inclusive education.

The context, the age of the children or young people involved, and the seriousness of the situation will influence how an incident is dealt with. All incidents need to be acknowledged, investigated and talked through even with young children.

The following is a suggested checklist for dealing with specific incidents and may be adapted to the particular circumstance in each institution.

- acknowledge the incident expressing disapproval;
- give support to the victim, apologise for the incident;
- identify the racist behaviour;
- counsel the perpetrator while maintaining pastoral support;
- explain to those responsible as well as any onlookers what is unacceptable about the incident;
- consider appropriate action and inform the member of staff responsible for investigating, recording and monitoring racist incidents;
- ensure that all incidents are recorded and reported;
- in cases involving pupils, contact both sets of parents if appropriate. Explain the action taken and relate this to the institution's policy for dealing with racist incidents;
- inform Children's Services in cases leading to a permanent exclusion from school;
- inform Systems and Performance Management Service of serious cases, and those leading to a complaint from parents, media attention, or if the school requires advice and support.

**Remember, it is important:**

- to be pro-active in encouraging children and young people to report incidents;
- for staff to discuss individual incidents, the steps taken and the position and policy of the school towards racist incidents;
- that individual members of staff are aware of their role and responsibilities within the whole school policy so that its implementation is effective;
- to ensure that through policy discussion and development victims can feel supported and perpetrators will realise in future the consequence and inappropriacy of their actions;
- to review all aspects of school curriculum and procedures to ensure that racism is challenged and not inadvertently reinforced;
- to establish procedures for dealing with parental complaints about racist incidents within the establishment's environment;
- to enable children and young people to make contact with an approved outside agency if appropriate;
- to encourage children and young people who have been subject to racial abuse to involve an advocate if appropriate.

## Recording and Monitoring

School records should be kept of incidents of racial harassment.

These records should include:

- a brief description of the incident;
- the school's response;
- support provided by other agencies.

An incident sheet Form R.I.1 is included on page 16 (Annex 2) which can be used to record individual incidents. However, some schools may wish to adapt existing systems for this purpose. This form can be found here: [Racist Incident Sheet – Form R.I.1](#)

Schools should inform Systems and Performance Management Service (Tel 01865 815151) of incidents involving Physical Abuse, Abuse of Personal Property, Graffiti, Distribution of Offensive Material and other serious incidents, using form R.I.1 or equivalent, within 48 hours.

In order that the school can monitor incidents and respond appropriately, Headteachers should report termly to Governors, using Form R.I.2 on page 17 (Annex 3). A copy of this form should be attached to the minutes of the Governors' meetings concerned. This can be found here: [Monitoring of Racist Incidents – Form R.I.2](#)

In April each year, schools are asked to complete an annual return which summarises incidents throughout the previous financial year. An example is given on page 18 (Annex 4). This can be found here: [Oxfordshire Schools Racial Harassment Incident Annual Return Form](#)

This is to enable the school and the Authority to:

- monitor the frequency of such incidents and action taken, in each academic and financial year;
- offer support to schools to ensure that the County Council is fulfilling its legal obligations thus promoting good education for all children;
- offer ongoing support to the children, young people or staff who have been subject to racial abuse.

School records should be available for discussion at the Annual Monitoring Quality Review.

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## Involving Parents

We recommend that schools establish and publicise procedures to inform and involve parents. This may be as follows:

- contact parents by telephone, letter or home visit;
- explain the school's procedures for dealing with racist incidents;
- invite parents to discuss any aspect of the incident with senior staff;
- ascertain whether this is an isolated incident, or part of pattern of racist behaviour against the family in school, or in the wider community;
- involve Directorate support services or other agencies as appropriate;
- continue to support parents as necessary.

Summaries of these guidelines are available for parents and translations into the community languages most frequently spoken in Oxfordshire are available on the Learning & Culture Intranet, through the following link:

[http://education.oxfordshire.gov.uk/rra/life/harassment/Racial\\_Harassment\\_Guidelines\\_For\\_Schools\\_Summary.pdf](http://education.oxfordshire.gov.uk/rra/life/harassment/Racial_Harassment_Guidelines_For_Schools_Summary.pdf)

## Complaints

In cases where a pupil, member of staff or parent is not satisfied with the steps taken by the head, they should be informed of their right to make a complaint under the school's general complaints procedure, responsibility for which lies with the governing body. If this proves unsuccessful in resolving the complaint, the Director for Learning & Culture should be informed.

## Role of Governors

As part of their strategies for implementing The Race Relations (Amendment) Act 2000, Governors need to ensure that there is a Race Equality Policy and Action plan for implementation. This should include policy statements on how the school will tackle racial harassment, together with details of the measures and systems in place, should an incident occur. These processes should fall in line with policies for Behaviour and Bullying. Further guidance on the Race Relations (Amendment) Act 2000 is available through the following Intranet link:

<http://education.oxfordshire.gov.uk/rra/index.cfm>

Governors should be informed on a regular basis of racist incidents, and this should be an agenda item for governing body meetings each term. A proforma for Headteachers' termly reports of racist incidents to governors is provided on page 17 (Annex 3 Form R.1.2). This form can be found here: [Monitoring of Racist Incidents – Form R.1.2](#). This should be attached to the minutes of the meeting.

## Further Implications for Headteachers and Governors

In addition to dealing with racist incidents concerning pupils, headteachers and governing bodies must also be prepared to deal with the following:

### Racial Harassment by Members of Staff

The attention of headteachers and governors is drawn to its Staff Disciplinary Procedures. Abusive or offensive behaviour constitutes misconduct for which disciplinary proceedings may be undertaken. This includes such behaviour or language which is deemed to be of a racist nature.

### Racial Harassment towards a Member of Staff

Where a member of staff is subjected to racial harassment, the incident must be reported to the headteacher, principal, head of service or senior teacher with pastoral responsibility who will seek to resolve the issue. A PVA1 form should be completed and returned to the Health and Safety Section. Further Information about this form can be accessed through the following Intranet link

<http://education.oxfordshire.gov.uk/healthsafe/p/perpav.pdf>

These incidents should be included in your school's annual racist incident return form to Learning & Culture.

## Statutory Responsibilities

School governing bodies have statutory responsibilities under the Race Relations (Amendment) Act 2000 and Education Reform Act 1988 to ensure that all educational provision in their institution fulfils legal requirements.

This includes:

- Admissions Policy.
- Implementation of the National Curriculum.
- Exclusions.
- Employment.
- Resource allocation.
- Disapplication of the National Curriculum.
- Withdrawal or segregation on racial grounds.

## Summary of Responsibilities of Schools and Learning & Culture

	THE SCHOOL WILL	LEARNING & CULTURE WILL
<b>IMMEDIATE</b>  <b>Acknowledge</b> <b>Confirm</b> <b>Respond</b>	1. Confirm the details of the incident.  2. Deal with the immediate incident i.e. respond appropriately to the victim, perpetrator, parents and staff.  3. Inform the governors/managers.  4. Inform the Systems & Performance Management of the incident as appropriate.	1. Confirm and establish details of incident.  2. Liaise with Head of establishment.  3. Disseminate information to press office, Chief Executive, School Adviser, Members, as appropriate.  4. Reassure young people and parents as appropriate.
<b>SHORT TERM</b>  <b>Advise</b> <b>Provide Resources</b> <b>Monitor</b>	5. Acknowledge to the whole establishment that the incident has happened in order to confirm that the behaviour is unacceptable.  6. Offer support and/or counselling to the victim and parents. This may involve external agencies.  7. Plan and identify action for dealing with the perpetrator.	5. Disseminate County guidelines to all schools and Directorate institutions.  6. Report on incidents to elected Members.  7. Provide appropriate institutional support and resources to the establishment involved.  8. Assess the impact on and needs of educational institutions and provide appropriate support.
<b>LONG TERM</b>  <b>Develop</b> <b>Support</b> <b>Evaluate &amp; Review</b>	8. Ensure young people develop mutual respect through appropriate curriculum and ethos.  9. Ensure procedures for dealing with recording and monitoring racist incidents are in place.  10. Disseminate agreed procedures to all individuals within educational establishment.  11. Provide INSET and guidance for staff as appropriate.  12. Monitor implementation of policies and practices through Governing body agenda items and Headteacher reports to governors (termly).  13. Complete and return the annual summary of incidents.	9. Refine and improve County guidelines.  10. Assist all educational institutions in dealing with racist incidents by the provision of appropriate support and resources.  11. Monitor all incidents and patterns of incidents.  12. Discuss at Annual Monitoring Quality Review meetings

## Sources of Information and Guidance

### Oxfordshire County Council Publications

Comprehensive Equality Policy 2004

[http://10.200.1.200/RR/documents/EqualityPolicy\\_000.pdf](http://10.200.1.200/RR/documents/EqualityPolicy_000.pdf)

Policy Statement on Racial Harassment for staff in schools – October 1997

[http://education.oxfordshire.gov.uk/personnel/lms/Racial\\_Harrasment\\_Policy.pdf](http://education.oxfordshire.gov.uk/personnel/lms/Racial_Harrasment_Policy.pdf)

Race Equality Statement – Guidance for Whole School Policy and Practice

[http://education.oxfordshire.gov.uk/rra/policy/Race\\_Equality\\_Statement.pdf](http://education.oxfordshire.gov.uk/rra/policy/Race_Equality_Statement.pdf)

Curriculum Matters 7 – Racial and Sexual Harassment 1992

Curriculum Matters 5 – Equality in Education Principles and Practice

Anti-Bullying guidelines for Schools

<http://education.oxfordshire.gov.uk/childserv/bully/index.cfm>

Whole School Behaviour Policies

Practice and Procedure for Managing Exclusions from School

<http://education.oxfordshire.gov.uk/childserv/exclusion/procedures/index.cfm>

### Other Web links

<http://education.oxfordshire.gov.uk/rra/index.cfm>

<http://education.oxfordshire.gov.uk/equalopps/index.cfm>

[http://education.oxfordshire.gov.uk/equalopps/Religion\\_Or\\_Belief.pdf](http://education.oxfordshire.gov.uk/equalopps/Religion_Or_Belief.pdf)

## Further Advice and Support

### Support for Victims of Racial Harassment and Their Families

**Individuals who have been subject to racial harassment can approach the following for support:**

#### Oxfordshire County Council

Racism Actionline		01865 815121
Racial Equality Council	Oxfordshire Banbury District	01865 791891 01295 264518
E.M.A.S. and A.S.E.T. Staff		(see page 16)
ESW Service, when school attendance is affected		(see page 16)
Educational Psychology Service – Link Educational Psychologist		(see page 16)
Youth Service - Assistant County Youth Officers:		
	Oxford Team	01865 815145
	Northern Team	01295 263942
	Southern Team	01491 839833
Youth Counselling Service:		
	Face to Face Oxford	01865 792681
	Face to Face Cherwell	01295 273000
	Wallingford	01491 834469
Dolcie Obhiozele (African Caribbean Young People)		01865 778250
Asian Young People		01865 248521

#### National Helplines and Organisations

Kidscape		020 7730 3300
Childline		0800 1111
Anti Bullying Campaign		020 7378 1446
The Commission for Racial Equality		
St Dunstan's House, 201-211 Borough High Street, London, SE1 1GZ		020 7939 0000

**National Helplines and Organisations continued**

The Runnymede Trust 11 Princelet Street, London, E1 6QH	020 7377 9222
Advisory Centre for Education (ACE) Unit 1B Aberdeen Studios, 22-24 Highbury Grove, London, N5 2EA	020 7354 8321
Early Years Equality PO Box 28, Wallasey, CH45 9NP <a href="mailto:eyequality@tiscali.co.uk">eyequality@tiscali.co.uk</a>	0151 639 1778

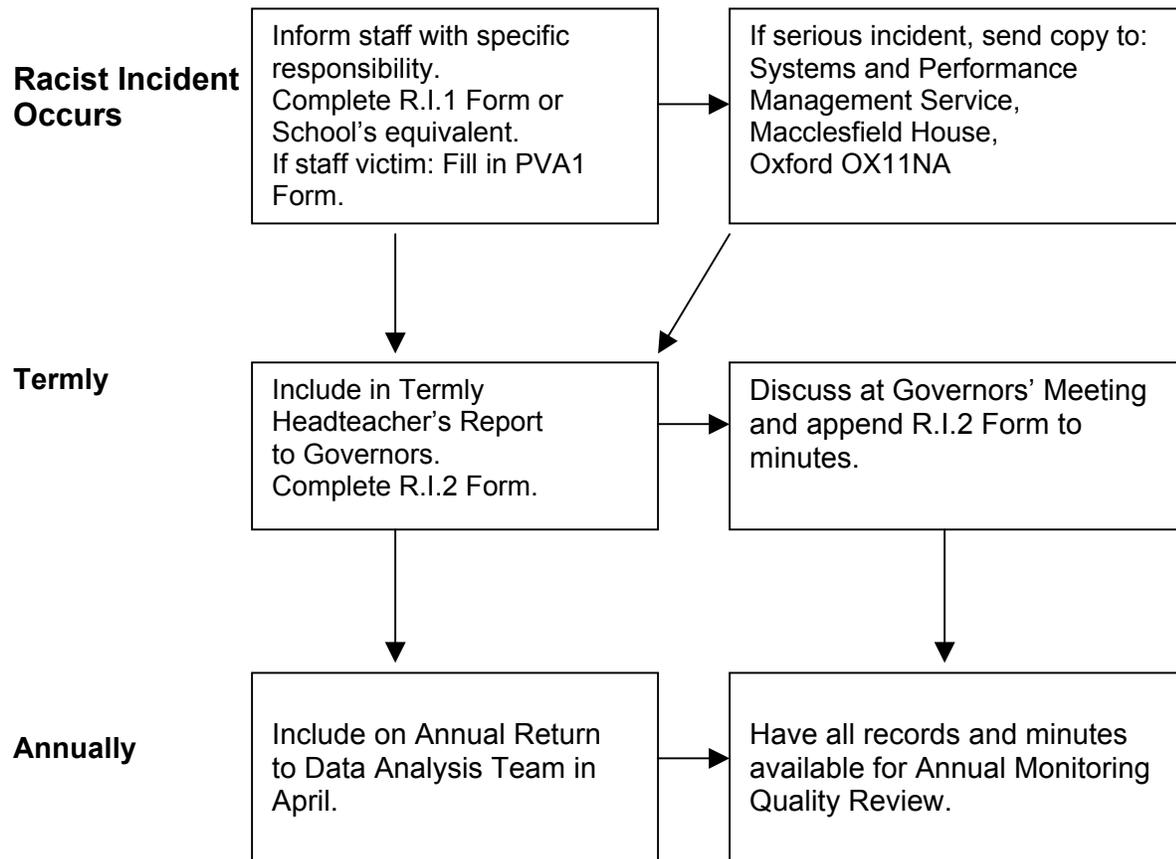
**Advice and Support for Schools:**

School Development Service	01865 428080
Behaviour Support Service	01865 256630
Advisory Service for Education of Travellers (A.S.E.T.)	01865 256620
Ethnic Minority Achievement Service (E.M.A.S.)	01865 428044
ESW Service – Area Team Manager:	
Oxford Team	01865 256600
Northern Team	01295 272525
	01993 776703
Southern Team	01491 833293
	01235 555542
Education Psychology Service:	
City Team	01865 256660
Northern Group	Banbury Office 01295 252968
	Witney Office 01993 704174
Southern Group	Abingdon Office 01235 554554

**Advice and Training for Governors:**

Governor Services	01865 458776
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## Timeline for Recording and Monitoring Racial Harassment Incidents



## Racist Incident Sheet – Form R.I.1

Date of Incident: \_\_\_\_\_

Time: \_\_\_\_\_

Place: \_\_\_\_\_

### **Who was involved?**

Victim's name: \_\_\_\_\_

Class/Year/Tutor Group: \_\_\_\_\_ Ethnic Group: \_\_\_\_\_

Perpetrator's name: \_\_\_\_\_

Class/Year/Tutor Group: \_\_\_\_\_ Ethnic Group: \_\_\_\_\_

### **Who dealt with the incident?**

Initially: \_\_\_\_\_ Thereafter: \_\_\_\_\_

A brief description of the incident: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

### **What action was taken?**

\_\_\_\_\_

### **Were parents involved?**

\_\_\_\_\_

### **Have there been previous incidents involving the same victim/perpetrator(s)?**

\_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Post held: \_\_\_\_\_

School: \_\_\_\_\_

### **FOR SCHOOL USE ONLY**

In cases of physical abuse, abuse of personal property, graffiti, distribution of offensive material or other serious incidents send a copy to: Performance Team, CPQA, Children, Young People & Families, County Hall, New Road, Oxford, OX11ND

## Monitoring of Racist Incidents – Form R.I.2 Headteacher Termly Report to Governors

**SCHOOL:** \_\_\_\_\_

Please enter dates for each incident in the boxes below. If no incidents are recorded during the term, tick the “nil returns” box.

CATEGORY OF INCIDENT	RECORD OF INCIDENTS					Nil Returns
	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	4 <sup>th</sup>	5 <sup>th</sup>	
<b>Verbal Abuse</b>						
Name calling						
Inciting others to						
Jokes/derogatory comments						
Racist language						
Other						
<b>Non-cooperation</b>						
Refuse to sit next to/talk to etc.						
Other						
<b>Physical Abuse</b>						
*Jostling/punching/unwanted touching						
*Other						
<b>Miscellaneous</b>						
*Abuse of personal property						
*Graffiti						
*Distribution of offensive material						
*Other (please state overleaf)						

### ANALYSIS OF INCIDENTS

#### 1. Numbers of incidents involving:

- |                  |                      |
|------------------|----------------------|
| a. pupils/pupils | <input type="text"/> |
| b. pupils/staff  | <input type="text"/> |
| c. staff/pupils  | <input type="text"/> |
| d. staff/staff   | <input type="text"/> |
| e. parents       | <input type="text"/> |
| f. parent/child  | <input type="text"/> |

#### 2. Numbers of incidents:

- |  |                      |
|--|----------------------|
| a. in the classroom                                | <input type="text"/> |
| b. in the playground                               | <input type="text"/> |
| c. outside the school                              | <input type="text"/> |
| d. in the public areas e.g. dining area, corridors | <input type="text"/> |

#### 3. What actions have been taken?

- |  |                      |
|--|----------------------|
| a. number of pupils permanently excluded                 | <input type="text"/> |
| b. number of pupils excluded fixed term                  | <input type="text"/> |
| c. relocation of victim                                  | <input type="text"/> |
| d. investigation e.g. interviews with perpetrators       | <input type="text"/> |
| e. mediation   | <input type="text"/> |
| f. referral to police / CRE / citizens advice bureau etc | <input type="text"/> |
| g. removal of graffiti                                   | <input type="text"/> |
| h. warning to perpetrator                                | <input type="text"/> |

#### Record of Incidents

\*Racist incident sheets (Form R.I.1 or equivalent) on these cases should be copied to:  
Performance Team, CPQA, County Hall, New Road, Oxford OX11ND

**ATTACH TO MINUTES OF GOVERNORS MEETING**