



# **Racial Incident Management Policy**

**Jan 2026**

**Approved by the Governing Body Strategy Group 08/01/26**

**This Policy is due for renewal in Term 3  
2026–27**

# **RACIAL INCIDENT MANAGEMENT POLICY**

## **OF**

### **GODINTON PRIMARY SCHOOL**

#### **SECTION ONE – INTRODUCTION**

Godinton Primary School is committed to an inclusive ethos based on respect for, and celebration of, ethnic diversity. The school strives to prepare all pupils for living in a multi-cultural and multi-ethnic society. The school will strive to promote race equality in all dimensions of the school's life and community.

We will:

- Take positive action to eliminate racial discrimination and harassment
- Promote equality of opportunity for all members of the school community
- Promote good relations between people of different racial groups

Cultural and ethnic diversity is valued within our curriculum and within our school community. We will ensure that the culture and ethos of the school places equal value on the diverse racial faith and ethnic groups, cultural and linguistic heritage represented in our society.

The rich cultural diversity of our school is celebrated within our school values and our school curriculum.

We acknowledge and value all ethnic and national groups represented in the school community, including Asylum Seekers, Refugees, Gypsies and other Traveller groups.

We recognise we live in a multi-cultural and multi faith community and we will strive to recruit a workforce to reflect this.

We endorse the recommendations of the Stephen Lawrence Inquiry Report.

We accept the definition of racism and institutional racism included in the Stephen Lawrence Inquiry Report:

*Racism: Conduct or words which advantage or disadvantage people because of their colour, culture or ethnic origin.*

*Institutional racism The collective failure of an organisation to provide an appropriate and professional service to people because of their colour, culture, or ethnic origin. It can be seen or detected in processes, attitudes and behaviour which amount to discrimination through unwitting prejudice, ignorance, thoughtlessness and racist stereotyping which disadvantage minority ethnic people.*

We will ensure that all members of the school community have the opportunity to improve their own understanding of race equality and understand their personal responsibility to promote race equality.

## **SECTION TWO – LINKS TO OTHER SCHOOL POLICIES**

All school policies will have an explicit aim of promoting race equality and will be reviewed in terms of their contribution and effectiveness in achieving this aim.

This policy should be read in conjunction with the following school policies:

- Equality, Diversity and Inclusion Policy
- Behaviour, Discipline and Exclusion Policy
- Anti-Bullying Policy
- Management of Assaults and Abuse (verbal and physical) of school staff
- Grievance Policy
- Whistleblowing Policy
- Staff Wellbeing
- Pupil Mental Health and Wellbeing Policy

## **SECTION THREE – ROLES AND RESPONSIBILITIES**

### **3.1 Role of the Governing Body**

The Governing Body are responsible for:

- Monitoring this policy to ensure that it has been implemented appropriately
- Monitoring racial incidents which occur
- Promoting inclusion and diversity within the school community

### **3.2 Role of the Headteacher**

The Headteacher is responsible for:

- Promoting inclusion and diversity within the school and pro-actively taking steps to reduce racism and challenge stereotypes.
- Ensuring that all aspects of this policy are implemented effectively
- Arranging training for staff on racial incident management and attend training as required
- Investigating any racial incidents that occur, in line with this policy, and ensuring that they are suitably addressed in line with the school policies listed in section two.
- Ensuring that racial incidents are appropriately recorded
- Ensuring that the Governing Body is informed about any racial incidents on a termly basis and how these have been addressed

### **3.3 Role of all staff at the school**

All staff at the school are responsible for:

- Promoting inclusion and diversity within the school and pro-actively taking steps to reduce racism and challenge stereotypes.

- Ensuring that all principles and procedures within this policy are followed appropriately
- Ensuring that any racial incidents which occur are reported in a timely manner to the Headteacher or in their absence to another member of the Senior Management Team
- Supporting the school's culture of celebrating diversity and tackling racism

### **3.4 Role of Parents**

Parents are responsible for:

- Supporting measures taken by the school to address any racial incidents which occur
- Pro-actively addressing any negative racial attitudes or behaviour that their child demonstrates and discussing with the school the steps being taken at home.
- Informing the school of any concerns they might have regarding racial incidents

## **SECTION FOUR – MANAGEMENT OF RACIAL INCIDENTS**

Godinton Primary School will not tolerate any form of racial harassment or abuse. This includes incidents which take place during the school day, during wrap around care provided by the school or outside of school.

### **4.1 Definition of a racial incident**

Godinton Primary School has adopted the following 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 of the Stephen Lawrence Inquiry)*

A racist incident may be perpetrated against individuals on the basis of their race, skin colour, nationality, culture, language or religion.

### **4.2 Reporting a racial incident**

All members of the school community are responsible for reporting any racial incidents which occur whether they involve staff, children or visitors to the school. All racial incidents should be reported to the Headteacher.

### **4.3 Logging a racial incident**

In any instance where the victim is a pupil a racial incident form must be completed (Appendix A).

The school has a policy for the Management of Violent or Abusive Assaults on Staff (physical or verbal) which should also be read in conjunction with this policy and outlines how any

assault, including racial assaults on staff will be addressed. A separate log is completed to record a racial assault on a member of staff whether this is from a pupil, colleague or visitor to the school.

All incident logs are kept secure and may be used for internal monitoring purposes. Incidents are also logged on CPOMs. This includes incidents that have occurred during wrap around care or involving pupils outside of school.

All racial incidents are also logged on Kelsi in order to inform Kent County Council.

#### **4.3 Racial Incident Investigation**

The Headteacher has overall responsibility (which may be delegated to an appointed senior member of staff) for managing racial incidents. The Headteacher will investigate all incidents reported to them where there is a perception or allegation that a racial incident may have taken place even if it is subsequently found that the accusation was unsubstantiated.

In the event that the racial incident is directed at a member of staff, the investigation will follow the process as outlined in the policy for the Management of Violent or Abusive Assaults on Staff (physical or verbal).

If the racial incident is directed at a pupil, the investigation will involve talking to those involved, including any witnesses, in order to ascertain what has happened.

In concluding the investigation, the Headteacher will assess whether the incident has been substantiated and will determine what action is to be taken.

#### **4.4 Action to be Taken**

In concluding the investigation, the Headteacher will decide what further action needs to be taken.

If the incident involves a pupil as a perpetrator, the Headteacher should consider the use of a full range of sanctions including the use of fixed term or permanent exclusion. This is outlined in further detail in the school's behaviour and discipline policy; any action taken will be dependent on the age of the pupil, their level of understanding, motivation and intention.

The incident may also be followed up with a piece of work in school in order to develop a pupil's understanding of racism and why their actions were unacceptable. Follow up will be determined by a child's age and level of understanding.

The parents of any child involved in a racial incident, as either a victim or a perpetrator will be notified of the incident and informed of any investigation outcome. Discussion of the incident will always take place with the alleged perpetrator's parents and will be used as an opportunity to reinforce the school's commitment to tackling racial incidents. Parents might be provided with materials to help support their child's understanding of racism – this may include books to be shared with the child or information leaflets.

The Headteacher will consider whether there are any safeguarding issues and if so, will follow the school's safeguarding policy in response.

If the incident is directed at a member of staff then the actions to be taken are outlined in the policy for the Management of Violent or Abusive Assaults on Staff (physical or verbal).

Advice may be sought from KCC's Equality, Diversity and Inclusion Special Advisor.

#### **4.5 Support for Pupil Victims of Racial incidents**

The school will keep any incidents under regular review to ensure that any harassment, abuse or victimisation has stopped and that the victim feels safe.

The Headteacher will meet with or contact by telephone the victim's parents to discuss the matter and explain the action taken. During this conversation the Headteacher will reinforce the school's commitment to tackling racist incidents. The Headteacher will discuss with parents and the pupil, the support which could be put in place to support the victim e.g. regular check ins or some 1:1 work as required.

The Headteacher will consider any curriculum implications, including the need for a special assembly or changes to the school's behaviour code or other policies.

#### **4.6 Support for Staff Victims of Racial Incidents**

If the incident is directed at a member of staff then the support offered is outlined in the policy for the Management of Violent or Abusive Assaults on Staff (physical or verbal).

#### **4.7 Support for the alleged Perpetrator (if a pupil)**

The perpetrator will be told that their behaviour is unacceptable and will not be tolerated and why this is the case.

Alongside any sanction put in place, appropriate action will be taken to support, educate and monitor the behaviour of the perpetrator to ensure that the racist behaviour will not be repeated. This may include some 1 to 1 work in school.

The Headteacher will discuss the incident with the alleged perpetrator's parent(s) and will reinforce the school's commitment to tackling racial incidents. The school will work with parents to ensure that the same message is being reinforced at home and may provide support materials to assist this.

#### **4.8 Dealing with Members of Staff as alleged Perpetrators**

All members of staff are required to abide by the School's Equality, Diversity and Inclusion Policy and by the school's Staff Code of Conduct. Substantiated racial discrimination or abuse by any member of staff towards a pupil, colleague or visitor to the school may be considered as misconduct and the perpetrator may be subject to disciplinary action. In the

event of such an allegation, the Headteacher or their nominee will investigate the allegation in accordance with the relevant Disciplinary Procedures. All members of staff have the right to use the school's grievance procedure if they suffer discrimination and cannot get satisfactory management support.

The Governing Body and Headteacher have a duty of care towards employees, and must ensure that they address any complaints from employees about discrimination by pupils, parents or colleagues, and provide appropriate support and referrals as necessary. This policy should be read in conjunction with school's policy for the Management of Violent or Abusive Assaults on Staff (physical or verbal).

#### **4.9 Dealing with Members of the Public as alleged Perpetrators**

Racially motivated conduct by members of public requires an immediate response. The following procedure is to be followed in cases of racial incidents involving a member of the public:

- The incident to be reported to the Headteacher as soon as possible.
- The police to be informed of incidents involving violent, threatening or abusive behaviour.

This policy should be read in conjunction with the school's policy for the Management of Violent or Abusive Assaults on Staff (physical or verbal) which outlines how assaults, into racial incidents will be addressed by the school and with the school's Harassment Policy.

### **SECTION FIVE – REPORTING INFORMATION**

The Headteacher will:

- provide regular updates on any racial incidents in the Headteacher's report to governors

Report racial incidents to KCC via the portal on Kelsi.

### **SECTION SIX – EQUALITY, DIVERSITY AND INCLUSION**

At Godinton Primary School, we are committed to ensuring equality of opportunity for all members of our school community irrespective of race, religion or belief, gender, gender reassignment, disability, sexual orientation, age, pregnancy or maternity, marriage and civil partnership or socio-economic background. We are determined to develop a culture of inclusion and diversity in which all those connected to the school feel proud of their identity and ability to participate fully in school life.

We tackle discrimination through the positive promotion of equality by challenging stereotypes and by creating an environment that champions respect for all. At Godinton Primary School, we believe that diversity is a strength that should be respected and celebrated by all those who learn, teach and visit us.

All school policies have an explicit aim of promoting equality and will be reviewed in terms of their contribution and effectiveness in achieving this aim.

## **SECTION SEVEN – CHILDREN IN CARE**

As for all our pupils, Godinton Primary School is committed to helping Child in Care (CIC) to achieve the highest standards they can. To this end staff will ensure that in delivering the curriculum they set suitable learning challenges of CIC, respond to the diverse learning needs of CIC, and help to overcome the potential barriers to learning and assessment for CIC.

## **SECTION TEN – MONITORING AND REVIEW**

The Race Equality Policy is reviewed annually.





## Appendix A

# Godinton Primary School Racial Incident Report Form

**Confidential**

Name of Person Completing Form \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

### Section One: Victim's Details

Surname _____	Address _____	Tel No _____	
Forename _____	_____	Home _____	
Date of Birth _____	Post Code _____	Work _____	
Male/Female <small>Delete as appropriate</small>	Disability <small>Please state</small>	Ethnic Code <small>See end of form</small>	_____

Note: If there is more than one victim, please continue on a separate sheet

### Section Two: Details of Incident

Incident Type	Please Tick
Physical	
Verbal	
Written/printed	
Graffiti	
Other (please specify)	
Attacks on property	
Threatened assault	
Other (please specify)	
Date of incident: ____ / ____ / ____	Time: _____
Address/Location of incident	
_____	
_____	Post Code

Give details of incident (continue on a separate sheet if necessary)

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### Section Three: Perpetrator's Details

How many perpetrators were there \_\_\_\_\_

Please complete details

Name	Male/Female	Age Group <small>See end of form</small>	Ethnic Codes <small>See end of form</small>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Please continue on a separate sheet if necessary. Please indicate the action you have taken (tick as appropriate)

#### Action Against Perpetrator

Warning letter  
Interview  
Fixed Term Exclusion  
Permanent exclusion  
Liaison with the police  
Other – Please specify


#### Victim Support Action

Repairs/cleaning  
Counselling/visits  
Confiscation  
Covert observation  
Referral – Education Support Service  
Educational Psychology Service  
Other – Please specify


#### Section Four: Additional Information

Have there been any previous incidents of racial harassment involving the victims: Yes/No

How many (if known)\_\_\_\_\_

#### Section Five: Involvement of the Police and Other Groups

Was the incident reported to the police? Yes/No

If yes, to which police station was it reported

\_\_\_\_\_

Please say what action the Police have taken (tick as appropriate)

Arrest: Charge/Caution/Formal Warning  
Not Proceeded With  
Arrest: Summons  
Arrest: Insufficient Evidence – Release  
Classified Crime (eg criminal damage)  
Classified: no crime  
Other (please specify)


Record Only  
Victim declines to support allegation  
Witness declines to provide statement  
Advice to victim  
Advice on suspected perpetrator


Have you involved any other group/s? Yes/No

If yes which one/s

Victim Support Scheme  
Kent Mediation  
Citizen's Advice Bureau  
Race Relations Equality Council  
Other (please specify)


Signature \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

#### Ethnic Origin Codes

1 Black      2 White      3 Asian      4 Other (specify)

#### Age Codes

0 – 10      11 – 15      16 – 20      21 – 30      31+