

Racist Incident Log

Please complete and return to:

equalities@bridgend.gov.uk

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School name			
School term and academic year		Date of incident (recorded)	

Type of incident:				
Verbal abuse/name calling/threats/insults/jokes		Written derogatory comments, texts or e-mails		Racist comments in the course of discussion
Refusal to co-operate with others because of religion, ethnicity or language		Incitement of others to behave in a racist manner		Physical assault
Use of weapon		Abuse of personal property		Racist graffiti
Display/distribute offensive material/insignia		Attempts to recruit others to racist organisations		Other (please specify)

Location of incident:				
Classroom		Other area in school (e.g. corridor, dining room, staff room) please specify		Outside the school but not in school time
Playground		Outside the school but in school time		Other (please specify)

Description of incident:

Details of support for victim:

Actions Taken:				
Verbal reprimand		Internal referral		Support plan/programme
Break or lunch detention		Formal school detention		Fixed period exclusion
Letter home		Meeting with parents		Permanent exclusion
Phone call home		Removal from lesson/internal exclusion		Other (please specify)

Perpetrators:					
Name(s)	Person Type (Pupil/Parent/Staff/Governor/Visitor)	Age	Gender	Ethnic group code*	Repeat Y/N

Victims:					
Name(s)	Person Type (Pupil/Parent/Staff/Governor/Visitor)	Age	Gender	Ethnic group code*	Repeat Y/N

Witnesses:			
Person Type (Pupil/Parent/Staff/Governor/Visitor)	Age	Gender	Ethnic group code*

External support:	
Do you require any external support?	
If yes, which external support do you require?	
Contact details for external support (N.B. This person must have been notified)	

Other information:	
Incident dealt with by:	
Position in school:	
Any other comments:	

Signature :	Date:

* To comply with the Data Protection Act, please check your school's MIS records for a pupil or staff's ethnicity, otherwise please ask the person(s) who is involved their ethnicity.