



Westgate Primary School Hate Incident Reporting Procedure

1.0 Rationale & Introduction

The Race Relations (Amendment) Act 2000, places a General Duty on public bodies, including schools and local authorities, to promote race equality.

The Stephen Lawrence Inquiry (MacPherson Report 1999) additionally noted that there is an important role for schools in preventing racism and **recommended that schools record all racist incidents** and subsequently report those incidents to the pupils' parents/guardians, school governors and LEA.

Recording all hate incidents, bullying and prejudice-based incidents is one of the ways in which everyone at Westgate Primary School shows that we have 'due regard' for fostering good relations, as well as eliminating bullying, discrimination, harassment and victimisation and thus **demonstrate compliance with the Equality Act 2010**.

We are committed to eliminating unlawful discrimination, harassment and victimisation; advancing equality of opportunity; and fostering good relations within and between our communities with a view to building good community relations.

The Policy is in line with our duties and responsibilities under the Equality Act 2010. We recognise that occurrence of prejudice-based incidents and hate incidents can have a detrimental effect on the achievement and wellbeing of the whole school community.

Data collected by the local authority will be used to identify trends across the council in order to assist the Children Services Leadership Team, schools and area teams in providing targeted support.

The recording and monitoring of incident data is a key feature of the new Ofsted Inspection Framework. Data collected by the school as part of this process can be analysed in house and reports produced in order to support the monitoring of incidents and contribute to the requirements of The Equality Act 2010.

2.0 The Leeds HIRS Scheme

The Hate Incident Reporting in Schools (HIRS) scheme in Leeds is well established having been developed and implemented in September 2014. It was updated in September 2019. In addition, West Yorkshire Police's fifth edition of 'The Safer Leeds Schools Information Pack' is designed to assist schools to identify the difference between children and young people debating and needing guidance and when this moves towards Hate incidents/ crime. It also assists in how to have those challenging conversations and when there is a requirement to act and inform the Police.

Westgate participates in the scheme, which requires that we complete a Hate Incident Reporting in Schools (HIRS) form (see Appendix A) for each individual incident of 'Hate' and /or 'Bullying'

Behaviour. Forms are then submitted (within 7 days of the incident occurring) via email to reporthatecrime@leeds.gov.uk . This is usually done by the head teacher or senior administrator.

3.0 Definitions

The underpinning rationale behind any hate crime/ incident is perception. It is the perception of the victim or any other person (e.g. a witness) that a hate crime/ incident has occurred this should be deemed the determining factor.

A Hate Crime is legally defined as:

“Any criminal offence which is perceived by the victim or any other person, to be motivated by a hostility or prejudice” (ACPO 2005 definition)

All hate crimes should be reported directly to the police.

A Hate Incident is legally defined as:

“Any non-crime incident which is perceived by the victim or any other person, to be motivated by a hostility or prejudice” (National Policing Hate Crime Strategy)

Hate crimes/ incidents will be based upon the following recognised **hate strands**;

Ethnicity/ Race - Any incident which is perceived to be racist by the victim or any other person on the basis of ethnic origin, skin colour, nationality, culture, language, real or perceived racism.

Religion/ Faith - Any incident that is perceived by the victim, or any other person, to be motivated by a prejudice based on the religion/ faith/ belief of the victim or so perceived by the victim or any other person. For example, Christian, Muslim (Islamophobia), Jewish, Buddhist, Sikh, Hindu etc.

Sexual orientation - Any incident that is perceived by the victim, or any other person, to be motivated by a prejudice based on another person's sexuality, or perceived sexuality. For example, related to sexual orientation or perceived orientation of target or target's family and/or homophobic / biphobic abuse and language used.

Disability or health - Any incident perceived by the victim or any other person to be motivated by the offender's prejudice against people because of their disability/ health condition or so perceived by the victim or any other person. For example, real or perceived disability, special needs, gifted or talented or health conditions or association with someone in those categories

Gender identity - Any incident which is perceived to be based on prejudice towards or hatred of the victim because of that person's gender identity or so perceived by the victim or any other person. For example any incident based on gender identity that when expressed demean, intimidate or harm another person because of their gender identity. As an example, transgender, perceived to be transgender or someone who does not fit with gender norms or stereotypes or who has a transgender family member.

Bullying

The HIR form should be used to report all bullying incidents whether or not they are motivated by hate. Bullying is defined as:

“The repetitive, intentional hurting of one person by another(s), where the relationship involves an imbalance of power.”

Bullying can be carried out physically, verbally, emotionally or through cyberspace. This behaviour can include: verbal bullying for example name calling, teasing, threatening; physical for example hitting, punching, kicking, inappropriate touching; relational bullying for example ignoring, leaving out, spreading rumours; indirect bullying, for example stealing, damaging belongings, targeted graffiti; cyber bullying for example sending abusive texts or emails.

Hate incidents are acts of violence or hostility directed at people because of who they are. They can also be based on who someone thinks they are. For instance, a person can be a victim of homophobic abuse even if they are not gay, if the perpetrator believes that they are.

Incidents can include verbal, physical or social abuse, such as excluding a person. They could also include cyber abuse.

On occasion, the victim might not realise that they have been subject to a hate incident. An incident can be recorded as a hate incident if it is perceived as one by a third party.

4.0 Reporting Process

Forms (see appendix 1) are available in the staff room and on the VLE, which staff should use to record any hate or bullying incidents. Once completed, these should be passed to the head teacher who will ensure that the appropriate actions are carried out in relation to both the victim(s) and perpetrator(s) and recorded on the form.

The senior administrator or admin assistant will then ensure the incident is reported to the Leeds Anti-Social Behaviour Team (LASBT) via reporthatcrime@leeds.gov.uk and log it on the school monitoring system.

Governors will receive information Hate Incident Reporting on a quarterly basis through the head teacher report and through the Pupil Support sub-committee.

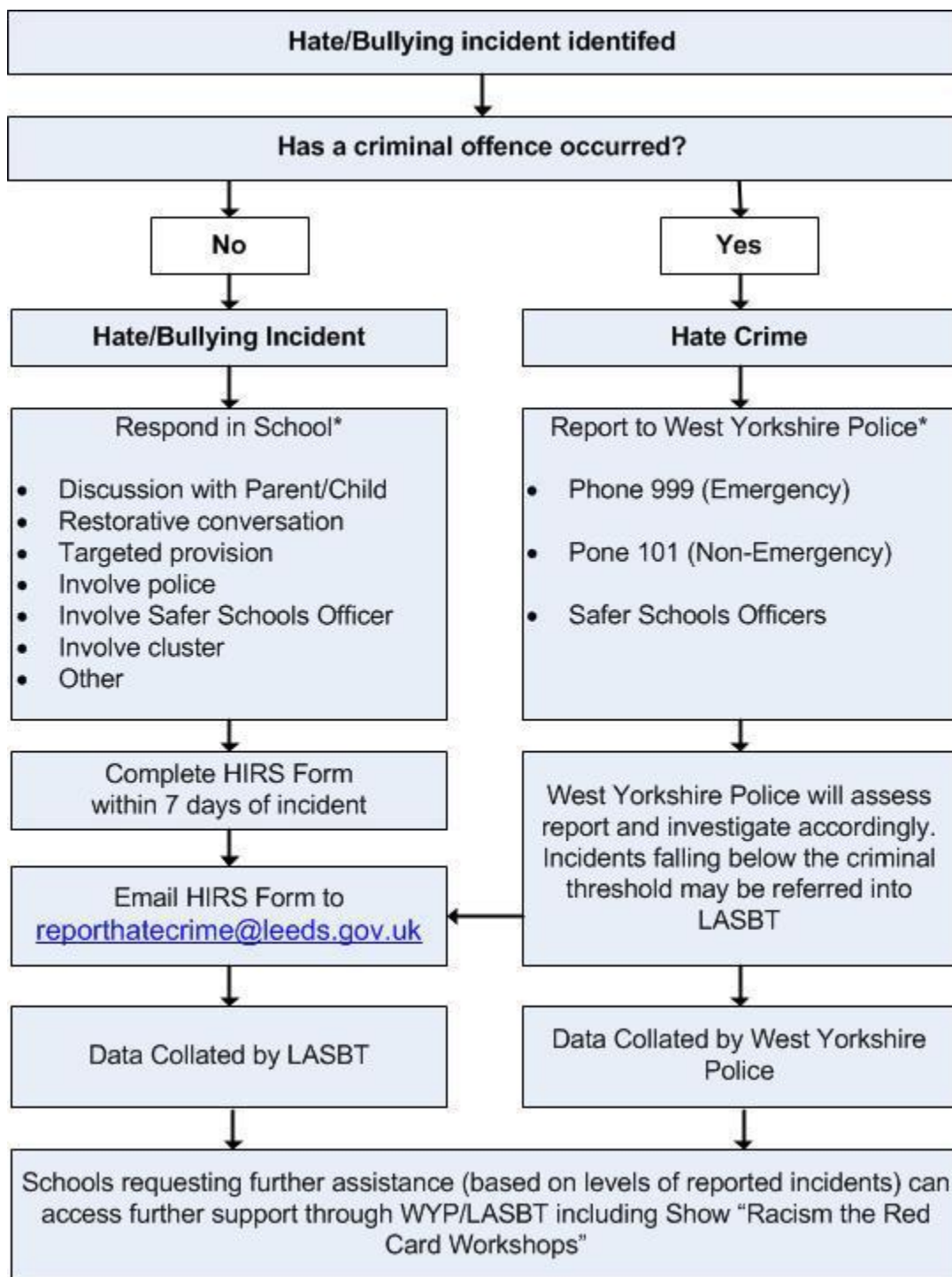
LASBT is a multi-agency council service with staff working alongside colleagues from West Yorkshire Police, Housing Leeds, Leeds Youth Offending Service and Victim Support.

LASBT's partners share intelligence and utilise available powers and resources to respond to reports of hate crime and hate incidents.

LASBT has strong links across Leeds with Stop Hate UK, Hate Incident Reporting Centres (HIRC) and WYP Hate Crime Coordinators.

** See further Support below*

Data from submitted reports is collated by LASBT, analysed and included within quarterly Safer Leeds Partnership reports on community hate crime and incidents. HIRS data can then be used to support a more informed and timely local service response to any emerging patterns or trends in Leeds.



5.0 Further Support

- Concerns regarding potential criminal offences including those motivated by prejudice or hate can be discussed with WYP Safer Schools Officers and/ or reported to West Yorkshire Police.
- Email lasbt@leeds.gov.uk or telephone 07712 214103 for help with HIRS form or for support from the Leeds Anti-Social Behaviour Team in responding to individual hate incidents.
- Additional information and advice is available at leedseducationhub@leeds.gov.uk
- Young people can contact <https://www.mindmate.org.uk/topics/worried-about-bullying/> .

6.0 School Improvement

Westgate is committed to the prevention of bullying, support for emotional health and improving our school culture through positive pupil participation.

In recognition of this, and to support our continuing development in this area, we

- have held Investors in Pupils status since 2006;
- include the principles of Restorative Practice in our Anti-Bullying Policy;
- became a Mindmate Champion accredited school in 2018
- held the Stephen Lawrence Education Standard at Level 2 from 2007 until its discontinuation

We are committed to continuing to developing further the principles embodied by these awards and see them as key tools for school self-evaluation and improvement planning.

7.0 Monitoring & Evaluation

The implementation and effectiveness of this procedure will be reviewed through the Pupil Support Committee and Equality Working Party. Quarterly evaluations will include the identification of any trends, eg type and category of incidents, frequency, year groups, gender and ethnicity: targeted support, curriculum and training provision can then be planned to address these.

The procedure was agreed in June 2018 and will be reviewed every three years, or in response to changes in local recommendations and/ or legislation.

Signed: (Head Teacher)

Signed: (on behalf of governing body)

Date: 21/06/2021

See Also:

- Anti-Bullying Policy
- Anti-Racism Policy
- Single Equalities Policy
- Single Equalities Action Plan
- PSHE Policy

Appendix 1 Hate Incident Reporting Form

	Hate Incident Reporting Form DfE number: 383/2403 Establishment: Westgate Primary School Email to: reportheatcrime@leeds.gov.uk	Do not record a child's name within the form or the file name.
	Date form completed	
	Incident date (if known)	
Where? All known on or off site incidents must be reported	In school	
	Out of school	
Incident Type	Ethnicity / Race	
	Sexual Identity	
	Religious / Belief	
	Gender Identity	
	Disability / SEN	
	Bullying / Other	
	Cyber bullying*	
Incident Category <i>* report to police in the first instance where appropriate</i>	Physical Assault*	
	Damage*	
	Behaviour Designed to Exclude	
	Verbal Abuse	
What happened? <i>(attach a continuation sheet if necessary)</i>		
Is this persistent?	Yes	
	No	
Action Taken-Victim(s)	Safer Schools Officer	
	Involve Parent	
	Targeted Provision	
	Restorative Conversation	
	Involve Police	
	Involve Cluster Targeted Services	
	Other (Please Specify)	
Action Taken-Perpetrator(s)	Safer Schools Officer	
	Involve Parent	
	Targeted Provision	
	Restorative Conversation	
	Involve Police	
	Involve Cluster Targeted Services	
	Other (Please Specify)	
Reported By	Staff	
	Member of Public	
	Police	
	Peer	
	Parent/ Carer	
	Other (Please State)	
	Staff Member Responsible (Reporter)	
Do you need further assistance?	Yes	
	No	

Appendix 2 - FAQs

Do we have to use the word 'hate'?

The terms hate incident and hate crime are legal definitions used to reflect the way that hate motivated incidents can be communicated to both individuals and entire groups of people that they are unwelcome and unworthy of social respect. The school curriculum can teach the impact that hate motivated incidents and crimes can have upon both individuals and the broader community, and how we are protected by the law.

If the incident happens outside the establishment or organisational setting, which agency should record it?

All agencies should report all hate incidents they are made aware of, following the guidance within this document. Duplicate reports will be identified by Safer Leeds.

If the case has been reported as hate crime to police, does this still need to be recorded on this form?

No, the form is only for hate/ bullying incidents, and should not be used for hate crimes.

What is the role of Safer Schools Officers? Can they provide support to the school in this area?

The role of a Safer School Officer is to attend schools to provide resource input on crime prevention, safety, weapons awareness, drugs and other key issues relating to crime and disorder. In some cases, Safer Schools Officers can also be classed as development officers and where appropriate may be involved in youth diversion and intervention projects, e.g. Youth Inclusion Projects. Safer School Officers have an understanding of the different cultures, religion and diversity issues which may affect schools and their local communities and feed relevant information into the community tensions team.