Reporting suspected racist incidents in school:
A guide for parents

This guide highlights the duty of care that schools have in dealing with incidents of racism and racist bullying and what measures parents can take if positive action has not been achieved by the school in line with the guidelines set out by the Welsh Government.

The schools’ duty of care and responsibilities:

- Schools have a legal duty to ensure bullying around race, religion and culture is dealt with in schools.
- Strong legislation exists (for Wales, the UK and internationally) which aims to protect the rights of children and young people to a life free from abuse and harm, including bullying.
- Under the Education and Inspections Act 2006, Head Teachers, with the advice and guidance of Governors and the assistance of school staff, must identify and implement measures to promote good behaviour, respect for others, and self-discipline among pupils, and to prevent all forms of bullying. This includes the prevention of bullying around race, religion and culture.
- Guidance from the Welsh Government indicates that there are some instances where schools may consider exclusion in cases of serious bullying.

What are the recommended procedures for schools to deal with and report racist incidents and racist bullying?

The school should:

- Inform (both verbally and electronically) the appropriate Class Teachers / Form Tutors / Senior Management and the Equalities Lead or appropriate person in the school.
- Complete the school or Local Authority racial incident report form (or log) and forward it to the Equalities Lead and Head Teacher (if different people).
- The Head Teacher should complete the racial incident log and inform the local authority.
- Inform and enlist the support of parents in line with other school policies and procedures.
- The Equalities Lead should advise teachers on how to support both the victim of the incident and perpetrator.
- Take appropriate action with everyone involved in the incident.
- Keep a record of how the school has responded to the incident and record the actions that were taken along with the outcomes of the investigation.
- Report any incident of a serious nature, or which could be considered a hate crime, to the police and liaise with the school’s Police liaison officer.
Guidelines for reporting
Racism as a parent/carer:

- Report any incident(s) of racism or racist bullying to the school’s Head Teacher as soon as possible, both verbally and in writing.
- Discover the designated Equalities Lead or appropriate person in your child’s school; it is their responsibility to deal with any issues and to report racist incidents to the Local Authority.
- Familiarise yourself with the school’s reporting procedure.
- Arrange a meeting with the Head Teacher and or the school’s Equalities Lead to discuss the issue / incident.
- Obtain as much information as possible from your child about the incident and reassure them that positive action will be taken.
- Keep a detailed record of all discussions and relevant information about the incident(s).
- Seek assurance that the incident will be dealt with as a matter of urgency and establish what measures will be put in place to deal with the issues and to ensure that the incident will not occur again.

What if positive action has not been taken?
If you feel that the school has not followed the recommended procedures or if positive action has not been taken....

- Contact the Chair of the School Governors.
- You can get advice and support from Victim Support, the Police, your school’s Police Liaison Officer or your regional Race Equality Council.
- You can contact Estyn who are responsible for the educational standards in schools across Wales.
- You can contact your Local Authority Director of Education.
- Raise any concerns with your Local Authority’s Safeguarding Officer.
- You can contact the Children’s Commissioner for Wales.
- You can contact the Equality and Human Rights Commission.
- Contact Show Racism the Red Card.
- Make a complaint to the Public Services Ombudsman.

For further support visit: www.theredcard.org