



PROCEDURES FOR DEALING WITH RACIST INCIDENTS

The Greenwich "Schools' Racist Incident Report and Information Pack" provides comprehensive advice on the recording procedures to be used following a racist incident.

A termly Racist Incident Form needs to be sent to Royal Greenwich Children's Services each term.

The pack is kept in the headteacher's office in the locked filing cabinet as the forms contain confidential information.

Staff and governors are aware of the importance of taking action when racist incidents occur, in order to support the child's right to equal opportunities in the school and in the wider community. A report is included in the termly Head Teacher's report to governors.

The centre has an agreed anti-racist statement and also an equal opportunities statement, which were composed jointly by the staff of Alexander McLeod Primary School and Abbey Wood Nursery School and Children's Centre, following a joint staff training day. These statements are drawn to the attention of all new parents and are displayed in the school's entrance hall.

If a seemingly racist incident is noted or brought to the attention of a member of staff, the following procedures are to be followed:

- a) Observe carefully what seems to be going on.
- b) Intervene sensitively, whilst ensuring that an unacceptable situation does not continue.
- c) Give appropriate and speedy comfort and support to the victim.
- d) Talk to the person/s causing offence, asking for an explanation. Draw attention to our policy statement in a way appropriate to the age and understanding of the person giving offence.
- e) Staff should report all incidents to the headteacher or, in her absence, the deputy headteacher, who will record the incident in the report pack and take any appropriate action.
- f) If a child is involved, the headteacher will inform the parents of what has happened.
- g) Staff should use an ordinary observation form to record the incident, as soon as possible after the event. This should be given to the headteacher who will fill in the racist incident form.
- h) The staff and governors do review all reported incidents, with a view to identifying strategies for preventing similar incidents.