

A prejudice-related incident is any incident which is perceived to be prejudice-related by the victim or the other person.

Incidents amongst pupils

As soon as any member of staff becomes aware of a prejudice-related incident amongst pupils, which may relate to any of the following protected characteristics: **disability**, **gender reassignment**, **race**, **religion or belief** and **sex**, they must follow the following procedure:

- The incident should be logged by the member of staff who first becomes aware of it, reported verbally to a member of SLT & logging a CPOMS incident by ticking the **Prejudice-Related** incident box. The member of staff who witnessed the incident are **to immediately explain to the victim that it is not OK & to reassure them it will be dealt with.**
- Incidents should be ranked on the following scale:
 1. No offence was intended or taken.
 2. Hurt or distress was caused, but the offending behaviour is unlikely to be repeated.
 3. Hurt or distress was caused and the pupil(s) responsible had previously been warned that their behaviour was unacceptable.
 4. Substantial hurt or distress was caused, and/or the behaviour was based on substantial hostility and prejudice, and/or the behaviour may be repeated.
- The CPOMS is to be assigned to the **Head of School (HoS)**, **Assistant Headteacher (AHT)** & **Behaviour Lead** who is Lead for Equalities.
- The HoS, AHT or Behaviour Lead will investigate incidents at all levels, but adult reporting the incident should reassure victim immediately.
 - Beginning with meeting with the victim to **listen**, **reassure** & **support** them following the incident immediately or as soon as possible after the incident.
 - Meeting with perpetrator to **listen** and **discuss** the incident.
 - Meeting with any witnesses.
 - Inform parent/carers of both victim & perpetrator & discuss intended actions. Offer further support via meeting for victim & perpetrator's families with HoS, AHT or Behaviour Lead.
 - Ask victim if they want to meet with perpetrator & share feelings through restorative approach.
- It will be decided as to whether restorative justice or another form of consequence is best for the perpetrator. All perpetrators will receive one-to-one education relating the incident & type of prejudice with the aim of this to reduce the likelihood of this happening again. The response will be communicated to parents and carers of both perpetrator and victim.
- The CPOMS record form will be updated by the HoS, AHT or Behaviour Lead for Equalities.
- All incidents are to be reported to parents/carers & a discussion regarding outcome/expectations for both the victim & perpetrator.

Pupils should be made aware of this procedure through circle time, in PSHE lessons and class assemblies and encouraged to report all incidents, being reassured that they will be taken seriously. *'If my teacher knew boxes'* are available in classrooms for pupils who do not want to speak directly to a member of staff.

Termly meetings are held by the [Equalities team](#), including equality governor, to discuss incidents and children that may require behaviour contracts or other interventions. If a perpetrator repeats behaviour, a discussion with parents to seek approval to discuss with a local police officer to visit school to explain the legal implications with parents/carers present.

Incidents perpetrated by staff members.

All incidents should be reported to a member of the leadership team immediately. The incident will be logged and investigated by the [HoS](#), [AHT](#) or [Behaviour Lead](#).

Incidents of discrimination, harassment or victimisation are deemed gross misconduct and will be treated in line with the school's disciplinary procedure.

We will revisit the procedure termly to ensure that all elements are working positively and amend practices as necessary. If any part of this procedure needs further clarification, please see a member of the leadership team.

All reported prejudice related incidents will be shared & discussed with equalities governor, in addition to being reported to full governing body.

Last updated: 21/03/2023