**Prejudice-Related Incident Recording Form**

**A prejudice-related incident is any incident which is perceived to be prejudice-related by the victim or the other person. All prejudice-related incidents will be dealt with by a member of the Senior Leadership Team.**

When responding to a prejudice-related incident, the aim should be to secure the best possible outcome for everyone involved. Therefore, interventions should be restorative and seek to create attitudinal and behavioural change, with the goal of preventing future incidents from occurring.

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| **Details of prejudice-related incident**  |
| **Name & role of person reporting the incident:** |  |
| **Date/location of incident:** | **Date**: | **Location:** |
| **Victim’s name/class/year:** |  |
| **Type of incident: (Tick applicable category/ categories)**  | Homophobia:[ ] *Prejudice or negative attitudes, beliefs or views about lesbian, or gay people.*  | Sexism:[ ] *Prejudice or negative attitudes, beliefs or view about someone based on their sex*. |
| Transphobia: [ ] *Prejudice or negative attitudes, beliefs or views about transgender people including refusal to accept their gender.*  | Disability or health condition:[ ] *A physical or mental impairment, which has a substantial and long-term adverse effect on someone’s ability to carry out normal day to day activities.*  |
| Racism:[ ] *Prejudice or negative attitudes, beliefs or views about someone based on their skin colour, nationality, ethnic or national origins.* | Islamophobia:[ ] *Islamophobia is rooted in racism and is a type of racism that targets expressions of Muslimness or perceived Muslimness*. |
| Biphobia:[ ] *Prejudice or negative attitudes, beliefs or view about bisexual people*. | Other (specify):[ ]  |
| **Names of people who have been informed:** |  |
| **Person who committed the offence: (Include their name/class/year (if pupil))** | Pupil:[ ]  | Teaching staff:[ ]  |
| Visitor:[ ]  | Parent:[ ]  |
| Other staff:[ ]  | Governor: [ ]  |
| Other (specify):[ ]  |
| **Description of the incident:** |  |
| **Was this a physical or a verbal incident?** |
| **Were physical injuries sustained? If yes, specify the extent and to whom:** |  |
| **Names of other people involved, including bystanders:** |  |
| **Has the offender been involved in previous prejudice-related incidents? If yes, please provide details:** |  |
| **Level of severity of the incident. Please circle on 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 causes 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.
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| **What action will be/has been taken?** |  |
| **What measures are in place to prevent a similar incident from occurring again?** |  |

*A copy of this to be given to the xxxx.*