

**Education Services** 

1. Victim details



## **SCHOOLS DISCRIMINATION RECORDING FORM**

	Date of incident	Location of incident					
	Time of incident	Name of pupil/adult					
	Year	Ethnicity (use categories overleaf)					
	Age Female Male	Any previous incidents reported involving victim	Yes No No				
	Incident recorded by						
_	·						
Z.	(a) Incident						
			• •				
			• •				
	. If you wish to add further details of incident plea	ase attach additional sheet					
	in you wish to add farther details of incident please attach additional sheet						
	(b) Type and definition of harassment						
	Disability Homophobic Racial F	Religious 🗌 Sexual 🔲					
	Other (please specify)						
	(c) Incident						
	a Physical attack						
	b Physical threat						
	c Provocative behaviour (e.g. badges)						
	d Discriminatory graffiti	ialos mimieru)					
	e Discriminatory abuse (e.g. name calling, j						
	f Disrespect toward differences (e.g. food, o	LUSTOIIIS)					
	g Comments of a discriminatory nature						
	<ul><li>h Refusal to cooperate because of disability</li><li>i Discriminatory literature</li></ul>	r, religion, gender or ethnic group 🗀					

## 3. Suspect/perpetrator details

	Date of incident	Location of incident				
	Time of incident	Name of pupil/adult				
	Year	Ethnicity (use categories below)				
	Age Female Male Male	Any previ	ous incidents reported involving suspect	Yes No No		
4.	Action taken					
	Discussion with pupil					
	Support offered to victim					
	Refer to HoD/HoY or Headteacher					
	Formal discussion with pupil, teacher and form teacher		ner 🔲			
	Pupil sanction					
	Letter to parents/carer					
	Parental interview					
	Pupil sent home - fixed term/indefinite exclusion					
	Request to governors for permanent exclusion					
	Referred to Police					
	Any other action					

**Reference to ethnic categories**Please use one of the categories below in the victim/suspect/perpetrator sections

White	Mixed	Asian or Asian British	Black or Black British	Chinese or other ethnic group
British	White and Black Caribbean	Indian	Caribbean	Chinese
Irish	White and Black African	Pakistani	African	
Greek-Cypriot	White and Asian	Bangladeshi		
Turkish Cypriot		East African Asian		
Kurdish				
Turkish				
Any other White background please write in	Any other mixed background please write in	Any other Asian background please write in	Any other Black background please write in	Any other ethnic group please write in