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## **St Aubyn's School Procedure for recording and responding to racist remarks and incidents**

***This procedure is further to, and overlaps with, our anti-bullying policy and procedure.***

The School's ethos and curriculum promote a positive culture of tolerance and understanding. As part of this we must all be aware that any racist remark or act is completely unacceptable in our community.

Any child who feels he/she has suffered or observed a racist remark or act should report the matter to any member of staff and the Head of Department must be informed. The incident must be recorded (e.g. in a playground book or as a memo).

The specific issue must be addressed actively and immediately. There may also be the need for further follow-up depending on the circumstances. Examples range from a child being made aware of the meaning of words to the application of school disciplinary sanctions.

Families must always be informed of any racist remark or incident involving their child (victim or perpetrator) and be involved in the process of support or discipline.

Any incident which is perceived to be racist by the victim, a witness, school staff or any other third party should be recorded and then investigated as such. Incidents should be dealt with sensitively and in the context in which they occur. It is irrelevant at the stage of recording whether or not the perpetrator intended their behaviour to be racist or not.

Some ideas when dealing with racist incidents:

- Challenge the discriminatory attitudes and behaviour, rather than the person
- Expect tension and conflict and learn to manage it
- Be aware of your own attitudes, stereotypes and expectations
- Actively listen to and learn from others' experiences
- Use language and behaviour that is non-biased and inclusive
- Provide accurate information to challenge stereotypes and biases
- Acknowledge diversity and avoid stereotypical thinking
- Be aware of your own hesitations



- Project a feeling of understanding, respect and support
- Establish standards of responsibility and behaviour working collectively with others
- Be aware of the role of the media in inciting racist behaviour
- Develop an inclusive vocabulary with which to talk about racism to children and young people

The record of racist remarks and incidents is monitored regularly and reviewed annually by the Headmaster.

L.J Blom rev Jan/2017