

What happens when there is a discriminatory incident?

To support all staff and governors to have a zero tolerance of, and consistent approach to, dealing with discriminatory behaviour, we created a simple flow chart.

Whether discriminatory incidents are reported or observed they cannot be ignored. If observed, staff should verbally summarise what they saw/heard and explain why that behaviour is unacceptable. Explain that actions can be discriminatory regardless of intent. If reported, listen attentively and indicate you are pleased they have been able to tell you. Remain calm. Acknowledge their feelings and reassure them that the matter will be taken seriously and a full investigation will take place.

Document the incident, use the Kilmore Incident Report form (in shared drive/handbook) as guidance, and add to CPOMS. If you use the Incident Form you can scan this into CPOMS (the staff member has the option to select whether they wish to be informed of the follow up)

Immediately inform a member of SLT (Headteacher/Deputy/Assistant Head/SENCO/Pastoral Care) through verbal communication. They will make the decision on who is to continue investigating this. This will be dependent on several facts e.g. the child. SEND, phase etc. The Discriminatory Investigator (DI) could be the Assistant head of that Phase, SENCO or Pastoral Care.

The DI will carry out a full investigation with both/all parties and add this to CPOMS including the sanctions. As well as explaining to the child/ren who committed the discriminatory incident why their behaviour is unacceptable, why the incident is serious and explaining how the act is discriminatory regardless of intent.

DI to decide on most appropriate action* to be taken and make sure the child/ren understands why this action has been taken. Ensure that adults who work with the children are aware of the incident and know the consequences that are being put in place.

DI to inform both/all parents involved (at the earliest opportunity) about the incident and the investigation the school has taken (when speaking to parents no names should be used) including the sanctions/consequences.

DI to update CPOMS with all additional details, including consequences and meetings with parents.

Where appropriate, specialists (SENCO/pastoral care) begin working with the perpetrator(s) and victim(s) involved in the discriminatory incident. Follow up with discussions/education for the perpetrator/ consider whole class learning. This may involve addressing discrimination with the whole class, year group or phase.

DI reports all of the above to entire SLT. They will fill in the statutory file and report this to the Governors and Local Authority (every half term)

* Possible Consequences (some of which is based on the child e.g. age)

- Written and verbal apology (always has to happen)
- Loss of playtime/privileges
- Exclusion from extra-curricular activities
- Time with Nicola
- Referral to SENCO
- Internal exclusion