Holmer Green First School and Pre-School
Prejudice-Related Incidents Policy

The staff and Governors at Holmer Green First School and Pre-School have an unwavering commitment to the success of every pupil. We are committed to advancing equality of opportunity for all and tackling and eliminating discrimination. We seek to promote harmonious relationships in all areas of school life and promote positive relationships with all stakeholders and the wider community. We recognise the need to provide an environment where everyone is valued and mutual respect is fostered. We welcome the presence of so many cultural and ethnic groups and enjoy the historical and cultural diversity which they bring. We see our tasks as educationalists to enable all children to share each other's heritage and individuality as well as common humanity, and to delight in it. However, we are aware that prejudice and discrimination do exist. We recognise our obligation to strive for equality and justice for all and affirm that any form of prejudice or discrimination is unacceptable.

We all have the responsibility to challenge prejudice in our institution. Action will only be successful if it forms part of a wider policy which is embedded within all our practices.

Definition of a Prejudice-Related Incident

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

We have a commitment to investigate any incident which is perceived to be a specifically prejudice-related incident involving the protected characteristics as set out by the Equality Act 2010. As such, it requires effective listening supported by impartial investigation procedures that allow both the victim and the alleged perpetrator to be given a fair hearing.

Incidents will be investigated and recorded when there has been a perception or allegation that there was an incident even if it is found that they were unsubstantiated.

The most common prejudice-related incidents take the form of:
- prejudicial language.
- ridicule and jokes.
- verbal abuse.
- physical assault.
- graffiti or damage to property.
- discriminatory behaviour e.g. refusing to work with a pupil because of their religion.

January 2026

• incitement to behave in a prejudicial manner e.g. wearing racist badges, recruiting to racist organisations, bringing in homophobic literature.
• cyber bullying.

Roles and Responsibilities

- The Governing Body is responsible for ensuring the school complies with equality legislation and the duty to promote community cohesion.
- The Headteacher and Senior Leadership Team are responsible for ensuring effective policies, procedures and recording and reporting systems are in place and all prejudice-related incidents are dealt with effectively.
- All members of the school community are responsible for complying with the school policy and following the procedures.

Recording the Prejudice-Related Incident Investigation

The purpose of recording incidents is not to label pupils, but instead to ensure that prejudicial attitudes and behaviours are dealt with effectively, so that all young people and staff members can work in a positive and safe environment without the fear of experiencing prejudice.

The Headteacher has overall responsibility (which may be delegated to an appointed senior member of staff) for managing prejudice-related incidents. She should ensure that the school has:

- Made it a requirement to investigate, record and report where there is a perception that a prejudice-related incident may have taken place.
- Communicated the school's commitment to tackling prejudice-related incidents to all members of the school community.
- Logged the Prejudice-Related Incident on Cpoms as soon as possible, within 2 days, after an incident has taken place.

Management of Prejudice-Related Incidents

No incident that is, or appears to be prejudice or discriminatory, should go unchallenged and every member of staff has a responsibility for responding to the situation. They should make explicit that any prejudice-related behaviour is unacceptable and contravenes the school's policy, culture and ethos.

Immediate Action

- Treat the issue seriously.
- Respond immediately.
- Reinforce the school's position on discrimination and prejudice.

- Focus on the perpetrator's behaviour, rather than the person, making sure they know that the behaviour is not acceptable.
- Ensure that witnesses know what behaviour is unacceptable and the reasons why.

Investigation

- Investigate thoroughly and record the incident as a Prejudice-Related Incident on Cpoms in any instance where the victim or perpetrator is a pupil.
- Inform relevant members of the Senior Leadership Team and inform parents/carers if necessary.
- Ensure that both the perpetrator and target have a fair hearing and are given the opportunity separately to fully explain the incident, ensuring privacy for discussion, and using a calm and non-confrontational approach.
- Address underlying issues, for example, an incident may not be prejudice related in origin, instead it might be a dispute over resources in which prejudice-related abuse has been used; in which case the original issue should be resolved as well as the unacceptable behaviour that made it a prejudice-related incident.
- Approach witnesses for a statement to inform the investigation.
- Bring both parties together to give them a chance to be involved in resolving the situation.
- Ensure that all parties understand what is being done to address the incident and the reasons behind this.
- Ensure that the prejudice is dealt with - this requires and ability to explain why the incident was prejudice-related if the investigation proves it to be. If the incident is proven not to be prejudice-related, ensure the reasons why are explained to all parties involved.
- Ensure that actions taken are in line with all relevant policies.

Longer Term Response

- Agree follow up meetings with the perpetrator and target after an agreed time period to inform them of further actions taken and provide opportunities for additional support if required.
- Consider any training curriculum implications, including the need for a special assembly or changes to the school's behaviour code or other policies.
- Share incident monitoring actions with staff to ensure relevant discussion and development of good practice.
- Work with other agencies and the community to foster good relations within the school.
- Consider seeking advice from the Equalities and School Improvement Manager at Buckinghamshire Council.
- Support for the Victim (if a pupil).
- Support for the alleged Perpetrator (if a pupil).
- Consider if there is a child protection issue in this case.

Support for the Victim (if a pupil)

- Take appropriate action to offer support to the victim.
- Meet with the pupil's parent(s)/guardian/carer to discuss the matter and explain the action taken.
- Reinforce the school's position on equality and diversity.

Support for the alleged Perpetrator (if a pupil)

- An appropriate member of staff should intervene and take immediate action, for example, separating the victim(s) from the perpetrator(s).
- Any prejudice or discriminatory behaviour should be challenged immediately. The perpetrator should be told that his/her behaviour is unacceptable and will not be tolerated.
- Appropriate action should be taken to support, educate and monitor the behaviour of the perpetrator to ensure that the prejudice-related behaviour will not be repeated.
- The incident should be reported to the Headteacher and she should decide whether any further action needs to be taken, including notifying the police and informing the parent(s)/guardian/carer of the relevant pupil(s) of any investigation and the outcome.
- The Headteacher should consider the use of a full range of sanctions including the use of fixed term or permanent exclusion.
- Discuss the incident with the alleged perpetrator's parent(s)/guardian/carer (if appropriate) and reinforce the school's position on equality and diversity.

Dealing with Members of Staff as alleged Perpetrators or Victims

All members of staff are required to abide by the School's Equalities and Cohesion Policy. Substantiated prejudice or discriminatory behaviour by any member of staff may be considered as misconduct and the perpetrator may be subject to disciplinary action. In the event of such an allegation being made against a member of staff, the Headteacher should investigate the allegation in accordance with the relevant Disciplinary Procedures. All members of staff have the right to use the school's grievance procedure if they suffer discrimination and cannot get satisfactory management support.

The Governing Body and Headteacher have a duty of care towards employees, and must ensure that they address any complaints from employees about discrimination by pupils, parents or colleagues, and provide appropriate support and referrals as necessary.

Dealing with Members of the Public as alleged Perpetrators

Prejudice and discriminatory motivated conduct by members of public requires an immediate response. The following procedure is to be followed in cases of prejudice-related incidents involving a member of the public:

- The incident to be reported to the Headteacher as soon as possible.
- The police to be informed of incidents involving violent, threatening or abusive behaviour.

Managing the impact of prejudice-related incidents in the school and the community

- Prejudice-related graffiti or slogans that appear in or around school should be photographed (with a date) and removed immediately.
- Prejudice-related literature, badges and insignia should be confiscated immediately, giving a clear explanation setting out the reasons why the property has been confiscated. The confiscated property should be handed to the police in criminal proceedings or returned to the pupil or his/her parents at an early opportunity, as appropriate. A teacher may not deliberately destroy a confiscated item unless such action is necessary in the immediate interests of safety.
- If the incident has caused damage or is seen as a threat of damage to a person or property, it may be appropriate to call a special meeting either with staff only or with pupils to discuss what has happened. Support and advice may also need to be sought from the Police, the Equalities and School Improvement Manager at Buckinghamshire Council, Victim Support group or another appropriate agency.

Reporting to the Police

Violent, criminal or other serious prejudice-related incidents may be reported to Thames Valley Police. This applies to all prejudice-related incidents brought to the attention of the school, regardless of the relationship of the parties to the school. Thames Valley Police have the discretion to decide to pursue action based on incidents.

Reporting to Governing Body

The Governing Body will receive a termly report on any prejudice-related incidents in the Headteacher's Report to Governors.