

## **Racist Incident Recording**

### **What is a Racist incident?**

Racial harassment takes many forms but can include racist graffiti, racist insults or comments, damage to property, physical assault, threats of violence, as well as intimidation.

The Council has adopted the following definition of a racist incident:

*"A racist incident is any incident which is perceived to be racist by the victim or any other person"*

[Stephen Lawrence Inquiry Report 1999]

### **Why is it important to collect this information?**

- 1) We are obliged to gather this information for the Audit Commission Performance Indicators.
- 2) The Race Relation Amendment Act places a legal duty on the Council to eliminate unlawful racial discrimination, and promote good race relations between people of different racial groups.
- 3) By recording racist incidents the Council can help to identify where racism is occurring across Charnwood and work with other agencies like the Police, and the Racial Equality Council, to take action to stop it from happening.
- 4) This information will help the Council to ensure that its services are delivered free from discrimination.

### **Who can report an incident?**

There are 3 main types of reporters:

#### **1) Service users**

Service users can report any incidents where they feel they have been the victim of racial harassment. This harassment may have been caused directly by a Council Officer, Elected Member, representative of the Council, or by another service user. Or it may have been caused indirectly by the way in which the Council has supplied a service to them.

#### **2) Council Employees**

Employees can report incidents where they feel they have been the victim of racial harassment either caused directly by a service user, another employee, or an Elected Member. Or if they feel they have suffered indirect racial discrimination caused by the terms and conditions of their employment.

### **3) Third Parties**

Any other person can report a racist incident that they have witnessed happening to a service user or member of staff, either on Council premises or during the delivery of any Council service.

#### **How do we collect this information?**

The Council has a standard Racist Incident reporting form, which will be completed by a member of staff.

Incidents can be reported to any member of staff, although it is better to report it directly to the manager of the service concerned, unless of course this would be uncomfortable or cause upset.

Anyone who reports an incident can remain anonymous if they wish to.

When completing the form staff will not question the perception or motive of the victim or the person reporting the incident, if necessary this can be investigated fully and objectively at a later stage.

#### **What happens to the completed form?**

The completed form will be returned as soon as possible to the Equality Officer, Policy Unit, Southfields Offices.

#### **What happens if the incident is of a serious nature?**

If immediate action needs to be taken (for example, the incident has involved damage to property or an assault of any kind), it may be necessary to contact the police and/or another relevant organisation. Where further action is required by the Council, the Equality Officer will follow this up.