



## Racist Incident Procedure

### Equalities Named Coordinator (ENCo):

- Emma Wright-Davison

### Introduction

Houghton and Wyton Pre-school is committed to promoting an inclusive, respectful, and anti-racist environment. Racist incidents are a safeguarding concern and will be taken seriously, recorded, and addressed promptly. This policy outlines how we respond to, record, and monitor any incidents of racism within the setting, in line with our duties under the **Equality Act 2010**, the **Statutory Framework for the EYFS (2023)**, and local authority procedures.

### Aim

To provide a safe, inclusive environment in which all children, families, staff, and visitors are treated with dignity and respect, and where racist behaviour or language is not tolerated.

### Objectives

We will:

- Take prompt and proportionate action in response to any racist incident
- Support those affected by racism and restore trust and inclusion
- Record and monitor incidents to identify patterns and improve practice
- Challenge discriminatory behaviour from any source, including staff, parents, visitors, and children

### Roles and Responsibilities

- **Equality Named Coordinator (ENCo):** Monitors termly patterns of prejudice-related incidents, including racist incidents, and supports the team in developing inclusive practice. Reports anonymised trends to the Board of Trustees. Where patterns are identified, additional staff training or reflective sessions are planned to strengthen inclusive practice.
- **Manager/Designated Safeguarding Lead (DSL):** Responds to and records individual racist incidents, assesses safeguarding risk, and ensures appropriate actions are taken
- **All Staff:** Are expected to challenge racist behaviour, report incidents immediately, and support affected children and families
- **Trustees:** Review incident patterns and ensure staff are supported to uphold anti-discriminatory values

### Implementation Procedures

#### 1. What is a Racist Incident?

A racist incident is defined as:

“Any incident which is perceived to be racist by the victim or any other person.” — Macpherson Report

Examples include:

- Use of racial slurs, name-calling, or stereotypes
- Exclusion or unfair treatment based on race, ethnicity, culture, or religion
- Derogatory jokes or gestures
- Discriminatory graffiti or images
- Expressions of intolerance or hate speech

#### 2. Responding to Racist Incidents

- Staff must respond immediately and calmly, making clear that racist behaviour is not acceptable
- Staff reassure and support any children or adults affected



- The incident is reported to the **Manager/DSL** the same day
- The DSL assesses whether a safeguarding referral is required
- If the perpetrator is a child:
  - Age-appropriate restorative conversations are used
  - Support and education are offered
- If the perpetrator is a staff member:
  - The matter is addressed under the **Staff Disciplinary Procedure**
- If the perpetrator is a parent or visitor:
  - They are asked to leave the premises if needed
  - The Manager follows up with written communication and may restrict access to the setting
- See also: Visitor Policy, for procedures related to managing inappropriate or discriminatory behaviour from visitors

### 3. Recording and Monitoring

- A **Prejudice-Related Incident Form** is completed for all racist incidents
- Records are stored securely in the safeguarding file in line with the Data Protection Policy and include:
  - Names (if known)
  - Date and time
  - Nature of incident
  - Action taken
- The **Equality Named Coordinator (ENCo)** monitors incident patterns termly and reports anonymised data to Trustees. Where patterns are identified, additional staff training or reflective sessions are planned to strengthen inclusive practice.

### 4. Supporting Children and Families

- Children affected by racism are offered emotional reassurance and appropriate support
- Staff engage parents/carers respectfully, sharing actions taken and outcomes
- Support may include storybooks, small group activities, or referrals to local services if needed

### 5. Promoting Anti-Racism

- Anti-racism is embedded in everyday practice through books, resources, celebrations, and discussions
- Staff regularly reflect on their own practice, biases, and expectations
- Racism is addressed not just reactively, but proactively through inclusive teaching

### Monitoring and Review

This policy is reviewed annually by the Board of Trustees or sooner if an incident prompts a review. Records of racist incidents are reviewed each term to identify patterns and inform training.

### Legislation and Guidance

- Equality Act 2010
- Statutory Framework for the EYFS (2023)
- Working Together to Safeguard Children (2018)
- Prevent Duty (2015)
- Children Act 1989 & 2004
- Cambridgeshire County Council Prejudice-Related Incident Reporting Protocol



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### **Acknowledgment**

All staff, volunteers, trustees, and regular visitors are expected to read and uphold this policy. By doing so, they commit to promoting an anti-racist culture and safeguarding all members of our pre-school community.