
| FAO: The Headteacher | For Action | For Information | Meeting/Event |
|------------------------------|------------|-----------------|---------------|
| All Schools | ✓ | | |
| Copy to: | | | |
| Chair of Governors | | ✓ | |
| Designated Safeguarding Lead | | ✓ | |

8th January 2020

Dear Colleague

Racist Incidents: Report Summary for Autumn Term 2019

As you will be aware, we maintain a database of racist incidents occurring in West Sussex schools. In order to ensure that we have accurate data from each school in the county, we ask all schools to complete a termly report summary form (attached). We hope this will assist schools in collating data for monitoring purposes and in ensuring compliance with school statutory duties. To provide effective safeguarding and create an outstanding quality of education for students, it is key that ongoing logs of racist incidents, as well as evidence of action taken and the impact that this has had, are kept within schools.

Could we therefore ask that you complete and return the enclosed form by **Friday 24th January 2020** to CommunitySafety.Wellbeing@westsussex.gov.uk. *Please do this even if you have no incidents to report by entering 'nil' on the form.*

A copy of this document is available for download from WSSfS.

Just to remind you that resources including lesson plans and ideas are available on the Service for School website under 'Hate Crimes & Hate Incidents'.

If you have any queries about the use of this form, please don't hesitate to contact us.

Many thanks for your assistance.

Yours sincerely

BEVERLY KNIGHT

Countering Extremism Team Manager
Community Safety & Wellbeing

OLLY DAVIDSON

Team Manager (EMTAS)
Ethnic Minority, Traveller Achievement
Service