



Private and Confidential Equality Act Incident



This form should be used for identifying and noting incidents where matters can be resolved without the request for further support and where no external agencies are involved.

| | |
|-------|--|
| Date: | |
|-------|--|

The following boxes must be ticked if the victim, any witness, anyone reporting or you believes them or states them to be relevant.

Which of the protected characteristics of the Equality Act 2010 does this relate to:

| | | | | | | | |
|-------------------------|--|------------|--|---------------------|--|--------------------------------|--|
| Age | | Disability | | Gender Reassignment | | Marriage and Civil Partnership | |
| Pregnancy and Maternity | | Race | | Religion and Belief | | Sex | |
| Sexual Orientation | | | | | | | |

Was this incident believed or stated to be:

| | | | | | |
|----------------|--|------------|--|---------------|--|
| Discrimination | | Harassment | | Victimisation | |
|----------------|--|------------|--|---------------|--|

- **Discrimination** means treating one person worse than another because of a protected characteristic (known as direct discrimination) or putting in place a rule or policy or way of doing things that has a worse impact on someone with a protected characteristic than someone without one, when this cannot be objectively justified (known as indirect discrimination).
- **Harassment** includes unwanted conduct related to a protected characteristic which has the purpose or effect of violating someone's dignity or which creates a hostile, degrading, humiliating or offensive environment for someone with a protected characteristic.
- **Victimisation** is treating someone unfavourably because they have taken (or might be taking) action under the Equality Act or supporting somebody who is doing so.

Type of incident:

| | | | | | | | |
|--------------|--|---------------|--|------------------------|--|--------------------|--|
| Verbal Abuse | | Written Abuse | | Physical Assault | | Damage to Property | |
| Public Order | | Graffiti | | Other (please specify) | | | |

Location of Incident:

| | | | | | | | |
|-----------------|--|-------------|--|----------|--|---------------|--|
| Off school site | | Classroom | | Corridor | | Hall | |
| Playground | | School Gate | | Toilets | | Playing Field | |

Time of incident:

| | | | | | | | |
|--------------------|--|-----------|--|---------------|--|--------------|--|
| Playtime/Lunchtime | | Classroom | | Before School | | After School | |
|--------------------|--|-----------|--|---------------|--|--------------|--|

About the people involved:

| | | | | | | | | | | | |
|------------------------------------|----------------------------|----------------------------|----------------------------|---------|------------------------|-----------------------------|----------------------------|----------------------------|----------------------------|---------|------------------------|
| Year Group of Complainant/Victim | | | | | | Year Group of Perpetrator | | | | | |
| Gender of Complainant/Victim | | | | | | Gender of Perpetrator | | | | | |
| Ethnic Group of Complainant/Victim | | | | | | Ethnic Group of Perpetrator | | | | | |
| White | Mixed | Asian And Asian British | Black And Black British | Chinese | Other | White | Mixed | Asian And Asian British | Black And Black British | Chinese | Other |
| British | White and Black Caribbean | Indian | Caribbean | Chinese | Any other Ethnic group | British | White and Black Caribbean | Indian | Caribbean | Chinese | Any other Ethnic group |
| Irish | | Pakistani | African | | Unknown or Unstated | Irish | | Pakistani | African | | |
| Traveller of Irish Heritage | White and Black African | Bangladeshi | Any other Black background | | | Traveller of Irish Heritage | White and Black African | Bangladeshi | Any other Black background | | Unknown or Unstated |
| Gypsy Roma | White and Asian | Any other Asian Background | | | | Gypsy Roma | White and Asian | Any other Asian Background | | | |
| Any other White Background | Any other Mixed Background | | | | | Any other White Background | Any other Mixed Background | | | | |

You must not guess or infer this information. It must be checked through the school's management system.



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Details of Complainant/Victim if known

| | |
|--|--|
| Name | |
| Date of Birth | |
| Address | |
| Name of contact with parental responsibility from SIMS (if applicable) | |

Details of Perpetrator if known

| | |
|--|--|
| Name | |
| Date of Birth | |
| Address | |
| Name of contact with parental responsibility from SIMS (if applicable) | |

Description of incident

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Summary of action taken

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| |
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Reporter

| | |
|-----------------------|--|
| Name of reporter | |
| Signature of Reporter | |
| Job Title | |