

PAN SUSSEX RACIST INCIDENT REPORT FORM

RESTRICTED*

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

Stephen Lawrence Inquiry Report 1999.

Racist incidents can be directed at someone or their property because of their race, colour, nationality, religious beliefs, ethnic, or cultural background. Examples include:

- Racist abuse: Verbal or written threats or insults
- Racist abusive behaviour: Inciting others, spitting, taunting, etc.
- Personal attacks: On individuals, friends or relatives
- Damage to property: Arson, graffiti, home, vehicles
- Circulating racist material: Internet material, leaflets, etc.

If in doubt, treat the incident as a racist incident.

PART ONE - RECORDING AGENCY / ORGANISATION DETAILS

Name of Agency:	
Agency Ref.:	
Address and / or Email:	
Telephone Number:	
Name of Person Completing Form:	
Job Title:	
Date and Time Form Completed:	
3 rd Party Relationship to Victim:	

* Information sharing: Please explain to the client that all incidents can be reported anonymously and clients do not have to give their personal details unless he or she specifically requests further support from the Racist Incident Caseworker. Also, information provided will be used for monitoring purposes. However if a criminal investigation occurs, a copy of this form would be given to the police and the Crown Prosecution Service for use in the case.

GUIDANCE NOTES:

Please refer to these and, where applicable, choose only from the categories provided. Thank you.

ⁱ If yes, please state language. Also if the interview is conducted in a language other than English, please sign the declaration below.

ⁱⁱ Please state if client requires signing interpreter, wheelchair access or has any other specific needs.

ⁱⁱⁱ Client could be either victim or witness. If both, please tick victim and continue. If client is neither victim or witness, please state relationship to victim above.

^{iv} Post code required if known. Otherwise please supply the geographical location (e.g. street name or area).

^v Please choose from: Home / Street / Shops / Work / Place of Education / Public Transport / Park / Place of Worship / Licensed Premises / Restaurant / Beach / Other (please state).

^{vi} Where an incident appears to be criminal it is advisable to inform the police. If this is done the police will want to talk to the client. The choice of referring the incident must be with the client alone.

^{vii} Categories based on Census 2001 categories (Asian or Asian British: Asian Bangladeshi / Asian Indian / Asian Pakistani / Asian Other / Black or Black British: Black African / Black Caribbean / Black Other / Chinese / Mixed White Asian / Mixed White Black Caribbean / Mixed White Black African / Mixed Other / Traveller (Romany Gypsy, Irish or New) / White British / White Irish / White Other / Any Other / Not stated – client to self select).

^{viii} Space is provided here for client to be able to describe their ethnicity in their own words.

^{ix} Please note the actions to be explained to and agreed with the client. This could include providing advocacy, assisting with contacting the police, giving crime prevention advice, referring to Victim Support or counselling service, or other such action.

^x By signing this form the client gives consent for information to be shared by agencies working in partnership to resolve the issues reported on this incident form.

Declaration by Person Completing this Form:

I, _____ (please print name) have completed this form to the best of my ability. Information was provided entirely in English / partly in English, partly in _____ / entirely in _____ (please delete the statements which do not apply, stating language used as necessary). Where the client has provided information in a language other than English, I have translated to the best of my ability (if an interpreter was used, please ask interpreter to state name and sign the form also).

Signature of Person Completing the Form _____ Date: _____

Interpreter's Name: _____ Interpreter's Signature _____

Does the client need an interpreter? ⁱ	YES		NO		
Does the client have disability access needs? ⁱⁱ	YES		NO		
Is client victim (V) or witness (W) or 3 rd Party(3P) ⁱⁱⁱ	V		W		3P

PART TWO – DETAILS OF THE INCIDENT

Time of incident		Day of incident		Date of incident	/	/
Postcode of incident ^{iv}		Location type ^v		Date reported	/	/

Brief description of incident:

Incident Type (tick more than one if necessary)

Abuse – Verbal/Gestures		Missile		Dispute/Threats		Gang (specify number)	
Criminal Damage		Arson		Physical Violence		Extremist organisation	
Graffiti		Sexual		Harassment (ongoing)		Weapons	
Written/Printed		Other (please specify)				Emotional abuse	

	Yes	Please give details if possible	No	Don't Know
Were other victims involved?				
Has this incident been recorded/reported elsewhere?				
Does the client want to report this incident to the police? ^{vi}				
Is this report being made with the knowledge of the victim?				
Has client experienced similar incident before?				

If this has already been reported to the police, please supply police serial number:

PART THREE – CLIENT DETAILS

Surname/Family Name:			
First Name(s):			
Address:			
Postcode:			
Telephone Numbers:			
Email Address:			
Date of Birth:		Age:	
Faith / Religion:		Nationality:	
School / College:		Occupation:	
Ethnicity ^{vii}		Gender:	
Description of Ethnicity ^{viii}			

If client is one of the following, please tick below:

Overseas Student		Traveller (Romany Gypsy, Irish or New)		Refugee	
School Pupil		Asylum Seeker (Awaiting Decision)		Tourist	
Other (please specify)					

If applicable, date arrived in UK: _____ Country of origin: _____

Residential Status (please tick):

Council Tenant		Host Family	
Private Tenant		Traveller Site (authorised/unauthorised, please specify)	
Housing Association		No Fixed Abode	
Owner Occupier		Other (please specify)	

PART FOUR – ACTION PLAN^{ix}

Please detail the actions your organisation has taken and the actions you will take in response to this incident.

Signature of client^x: _____ **Date:** _____