**Hailey CE Primary School Prevention of the Use of Derogatory Language and guidance for Staff Response to incidents**

Hailey School has a Behaviour Policy, and an Anti-Bullying Policy. This guidance supplements these policies and should be applied in conjunction with their content.

If any member of staff or pupil hears derogatory language or a joke about any protected characteristic the incident is should be logged in an Action Log/Action Record. The form should be completed by any qualified reporting member of staff. It is not a joke or banter if: there is an imbalance of power or numbers of children involved; if it is adult to pupil; if the joke makes fun of the characteristic ie being unable to run for someone in a wheelchair.

Action to take if any derogatory language is heard:

1. Stop the language and immediately say that it is inappropriate.
2. Investigate what language was used and why.
3. Complete an Action Log/Action Record.
4. Discuss the use of derogatory language with the person to whom the language was aimed – find out if there have been previous instances, when they occur and who the perpetrator is. Find out how he or she wants it handled. Do they want anonymity; do they want restorative justice, do they want parents to be involved, do they want it to be handled confidentially or through another way e.g. assembly, RE or PSHCE lesson? Do not automatically assume parents should be involved or there should be restorative justice in these instances.
5. If the derogatory language is racist or homophobic it must be reported to the designated child protection officer and/or headteacher.
6. If the perpetrator is a member of staff, visitor, parent and carer it must be referred to the headteacher, or to the Chair of Governors if the perpetrator is the headteacher or a governor.

Derogatory language/jokes and banter to be logged in an Action Log/Action Record and given to the Head teacher. Definitions of Derogatory language/ jokes/banter are:

* physical, verbal, written, on-line or text abuse or ridicule-based on differences of race, heritage, gender, gender identity, perceived or actual sexuality, nationality, religion or belief, language, culture, disability
* refusal to co-operate with others on the basis of any of the above differences
* derogatory name-calling, insults, jokes, banter, songs, rhymes and language
* stereotyping
* graffiti
* incitement of others to act in a racist, homophobic or discriminatory manner
* provocative behaviour such as wearing homophobic, racist badges or insignia
* promoting offensive materials such as leaflets, magazines or computer software
* unwanted/inappropriate physical contact
* sexual innuendo
* suggestive propositioning
* distribution/display of pornographic material aimed at an individual
* graffiti with sexual/sexist content aimed at an individual

For other types of bullying or serious behaviour incident, staff should follow the Behaviour Policy guidelines and complete an Action Report and give this to the Head teacher. Types of bullying include:

* online or using forms of ICT including text
* excluding someone from activities, groups
* spreading false or malicious rumours
* use of power to get others to do your will
* extortion, stealing, bribing or blackmailing
* intimidation, harassment
* physical attacks
* threats or verbal attacks