

Racial Harassment Initiative

COMMON REPORTING FORM

1. Victim details

First Name: _____ Surname: _____

Address: _____

_____ Postcode: _____

Telephone: Home _____ Work _____ Mobile _____

Date of Birth or Age: _____ Gender: Male Female

English spoken: Yes No

If No, state which dialect is spoken: _____

Religion: None Buddhist Sikh Christian Hindu
 Jewish Muslim Not known Other religion

Self-defined Ethnicity (see *Guidance Notes leaflet, section 1A*)

White

- British
- Irish
- Any other white background

Mixed

- White and Black Caribbean
- White and Black African
- White and Asian
- Any other mixed background

Asian or Asian British

- Indian
- Pakistani
- Bangladeshi
- Any other Asian background

Black or Black British

- Caribbean
- African
- Any other black background

Chinese of other ethnic group

- Chinese
- Any other

In addition are you a

- Person seeking asylum
- Traveller
- Refugee

Occupation / School (if appropriate) _____

Repeat Victim (see *Guidance Notes leaflet, section 1B*): Yes No

Type of Occupancy/Housing (see *Guidance Notes leaflet, section 1C*): _____

2. Person reporting if different from victim

First Name: _____ Surname: _____

Address: _____

_____ Postcode: _____

Telephone: Home _____ Work _____ Mobile _____

Age/Date of Birth: _____ Gender: Male Female

Relationship to victim: _____

3. Incident

Date of Incident: _____

Approximate time of incident: _____

Description of incident: _____

Extreme organisation involved: (e.g. BNP) Yes No

Exact location of Incident: _____

Type of Location: In/near Home Workplace Street
 Place of Worship Licensed Premises
 Place of Education Public Transport
 Leisure Facility Internet

Who identified the incident as racist:

Victim Police
Police ref. no. _____ / _____ / _____
 Other (please state): _____

4. Witness details

First Name: _____ Surname: _____

Address: _____

_____ Postcode: _____

Telephone: Home _____ Work _____ Mobile _____

Age/Date of Birth: _____ Gender: Male Female

5. Offender details

Offender(s) known to victim: Yes No If Yes, how: _____

Ethnicity of offender(s): White Black
 Asian Unknown

Age of offender(s): 9 and under 10–16
NB: include number of offenders in each box 17–29 30–59
 Over 60 years

Gender of offender(s): Male Female

6. Summary of agreed actions *(see Guidance Notes leaflet, section 8)*

7. Details of person recording/agency

Name: _____ Name of Agency: _____

Address: _____

_____ Postcode: _____

Telephone: _____ E-mail: _____

8. Sharing information *(see Guidance Notes leaflet, section 8)*

The information within this form is CONFIDENTIAL and should NOT be shared with any organisation without the express consent of the victim. Please read through the following organisations with victims and mark appropriately:

Racial Harassment Initiative	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Police	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Victim Support	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Education	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Social Care & Health	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Ipswich and Suffolk Council for Racial Equality	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Racial Harassment Forum	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Housing Provider	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Victim Signature: _____ Date: _____

Signature of behalf of Victim: _____ Date: _____

Interpreters Signature: _____ Date: _____

A signature is required from the victim in **all** cases. Where this is not possible a signature should be acquired on behalf of the victim. If an interpreter is used please obtain their signature to validate their involvement.

Health and Safety risk:

Recording Officer Signature: _____ Date: _____

WHAT TO DO NEXT

Subject to the victims consent the **Common Reporting Form** should be **faxed** to the RHI:

(01473) 215884

This form and the Guidance Notes were created by Taz Hussain (Suffolk County Council) and Peter Haystead (Suffolk Constabulary). If you have any queries or would like additional forms please contact:
The Racial Harassment Initiative on:

(01473) 265162 / 265161

GUIDANCE NOTES

WHAT IS A RACIST INCIDENT?

“A racist incident is any incident which is perceived to be racist by the victim or any other person”. Stephen Lawrence report 1999

WHY COMPLETE THIS FORM?

This form has been designed to capture vital information about incidents, which are reported as being motivated by prejudice towards a person because of their race, religion or colour.

The aim of the form is to assist the victim by gaining and preserving evidence to support positive action against offenders. The information will also be used to make comparisons and identify trends across the county.

If an interpreter is required please follow your own policy.

ADVICE AND SUPPORT WHEN COMPLETING THE FORM:

The first priority in all cases must be the welfare of the victim. If the case involves an assault, ensure that any medical needs are considered. This is especially important in the case of head injuries, however minor.

When completing the form try not to impose your own views and avoid making assumptions about what has happened – it is easy to jump to conclusions.

Section 1

1A Self-Defined Ethnicity

It is vital that you ask the victim what ethnicity they regard themselves as, do not make assumptions.

1B Repeat Victim

For this purpose a repeat victim “is a person or location which has been previously targeted within a rolling 12-month period”.

1C Type of occupancy/housing

Please state whether: owner occupier, council tenant, private tenant or Housing Association and specify landlord.

Section 2

Who identified the incident as racist?

It is important that the victim tells you who identified the

incident as racist. It may be that they have not spoken to the police yet and that your agency is the first to be notified. If the incident has already been reported to the police, ask if the victim has been given a crime or incident reference, which may look like this: IW/04/1234, if so please complete the box.

Section 6

Summary of agreed action

It is important that the summary of agreed actions is made clear to the victim, so they know what you intend to do with the information they have provided. Please ensure that you let them have your name, position and contact details.

Section 8

Sharing information

Sharing information with other agencies will enable us to provide the victim with the best possible support with a view to achieving a lasting solution.

The role of each organisation should be explained to the victim, who should then be invited to consent to the sharing of information they have provided. Please ensure that you tick the yes / no boxes for each agency.

**It is vitally important that you encourage the victim to seek support and assistance from the Racial Harassment Initiative.*

Please ask the victim or person reporting to check what has been written and then obtain their signature.

LEGAL ISSUES

When giving evidence, a witness may refresh their memory from any note or document made at the time, or shortly after the event. Such a record is known in law as an “original note”. The victim or witness may have written a car registration number or a description of an offender on a scrap of paper, this is the only note that can be used, a copy is not admissible. Make sure that any such note is preserved.

If there is concern that the victim is a child at risk the information should also be shared with Social Services. In urgent circumstances the police have access to Duty Social Care services out of hours. They also have emergency powers in relation to child protection.

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