Confidential Equality Related Incident Report

(Please see Guidance on page 2 for how and when to use this form.)

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| --- | --- |
| **Name of setting** |       |
| **Details of incident** |       |
| **Date** |       |
| **Time** |       |
| **Place** |       |

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| --- |
| **Description of incident**      |
| **Initial response to incident**      |
| **Ideas for long term actions**      |

|  |  |
| --- | --- |
| **Initially dealt with by** |       |
| Signed |       |
| Print name |       |
| Date |       |
| **Incident witnessed by** |       |
| Signed |       |
| Print name |       |
| Date |       |
| Signed |       |
| Print name |       |
| Date |       |
| **Signed by ENCO/Manager** |       |
| Print name |       |
| Date |       |

Guidance for completing this form

**What is this form for?** This is a template to record equality related incidents. It has been produced following requests from staff attending ‘Role of the ENCO’ and ‘Developing Equality’ courses. If you already have a process for recording this kind of incident you do not need to complete this form as well.

**When to use this form** This form should be used to record incidents that relate to equality issues. Incidents should be recorded as soon as possible after they have happened.

**Who should use it?** Any member of staff who witnessed or who was involved in the incident can record it. The setting ENCO should ensure that incident records are reviewed regularly.

**Why should incidents be recorded?** Equality related incidents should be recorded for the following reasons:

* To promote reflective practice in the setting
* To identify why something happened, in order to avoid it happening again
* To help the setting plan short and longer term actions to promote equality
* To ensure the setting has a record of the incident, in case of a complaint

**Please note:** Occasionally incidents may need to be reported further. If the incident relates to safeguarding, the Safeguarding Policy *must* be followed and Ofsted informed. If the incident involves someone getting hurt, the Accident/Emergency Policy *must* be followed and Ofsted informed. Ofsted may also need to be informed if the incident contravenes the welfare requirements of the EYFS, for example if it demonstrates that the Equal Opportunities Policy is not being implemented effectively.

**What sort of incident should be recorded?** Incidents that relate to equality involving parents, children or staff: for example name calling or verbal abuse relating to race/disability/gender/sexual orientation/religion or belief/age, situations where a child is excluded from play/social interaction because of their race/disability/gender etc, incidents where a parent threatens to remove their child because of contact with families of different race/religion etc, incidents where discriminatory views are expressed.

**What should be done with a completed incident record?** The incident record should be stored confidentially. The ENCO, with the setting manager, should review incidents regularly, and use these to promote open and reflective discussion and should inform the development of actions on your Single Equality Scheme. We recommend that the record is kept for three years.

**Who can provide further advice and support regarding the recording of incidents relating to equality?**

Andree Race, Early Years and Childcare Officer for Ethnic Minorities

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