

Logo: United Against Hate
RAHP
Redditch anti-harassment partnership

Hate Incident Reporting Form

Guidance Notes

This Hate Incident Reporting Form should be completed by any person who feels they have been a victim of or witness to a Hate Incident. You can also use this form to report any incident that you know about but may not have witnessed yourself. This is called ‘third party’ reporting.

You can make a report anonymously if you wish, however if you provide your contact details you may be able to receive additional support from other agencies who may also be able to take action on your behalf.

What is a Hate Incident?

Hate Incidents are motivated by a person’s hatred of other people because of their actual or perceived...

- race, colour, ethnic origin, nationality or national origins

- religion
- sexual orientation
- gender or gender identity
- disability
- age

In 1999 a nationally recognised definition of a racist incident was developed and adopted as a result of the inquiry into the death of Stephen Lawrence. It is this definition that guides our approach to recording, investigating and acting on all incidents motivated by Hate.

A Hate Incident is defined as ...

“any incident, which may or may not be a criminal offence, which is perceived by the victim or any other person as being motivated by prejudice or hate”.

Hate Incidents can take many forms including:

- physical attacks – such as physical assault, damage to property, offensive graffiti, neighbour disputes and arson

- threat of attack -- including offensive letters, abusive or obscene telephone calls, groups hanging around to intimidate and unfounded, malicious complaints
- verbal abuse or insults - offensive leaflets and posters, abusive gestures, dumping of rubbish outside homes or through letterboxes, and bullying at school or in the workplace

The victim of a Hate Incident does not have to be a member of a minority group or someone who is generally considered to be 'vulnerable'. A person could be targeted because of their friendship or association with someone from a minority group.

Completing the Form

When completing the form, please provide as much detail as possible writing clearly in black or blue ink. If necessary, use a separate sheet which should then be attached securely to the form.

Section A – Details of the incident(s). Include the type of incident, when and where it happened and whether you are reporting as the victim, a witness or a third party. It is important that we know if these incidents have happened before and if they have been reported to any other agency. When providing a description please include how the incident made you feel and if any other family members have been affected.

Section B – Details about the victim(s). This information will enable us to record and deal with incidents in the most appropriate way. If you are reporting as a witness or third party then you should provide information you know about the victim(s) of the incident.

Section C – Details about the perpetrator(s). It is important that we gather as much information as possible about the people carrying out these incidents in order to identify patterns in behaviour and prevent further occurrences. Names, addresses, descriptions or even nicknames could

provide links to other incidents and any information provided about perpetrators will be treated in the strictest confidence.

Section D – Contact details and authorisation to share personal information. Reports can be provided anonymously, however, we would like you to give your details so that we can offer you additional help and support. If you give your authorisation, we can share the information you have provided with other agencies who may be able to take further action on your behalf.

Hate Incident Reporting Form

(Information will be treated in the strictest of confidence)

If you need help completing this form, speak to a member of staff or call Redditch Borough Council Contact Centre on 01527 534123 and speak to a Customer Service Advisor.

Copies of this form can be made available in Braille or Audio Cassette on request.

SECTION A: ABOUT THE INCIDENT

Are you:

1. the Victim?
2. a Witness?
3. a Third Party?

What do you feel motivated this incident?

1. Racism
2. Homophobia
3. Religion
4. Transphobia (Gender)
5. Disability
6. Age

Type of incident(s) - tick (or give the number of) more than one if appropriate

1. Arson
2. Disputes
3. Harassment
4. Verbal Abuse
5. Nuisance
6. Threat
7. Assault
8. Hate Mail
9. Graffiti
10. Damage to Property
11. Theft
12. Malicious Phone Calls

Other:

Time of incident am/pm

Date

Location/Street

Postcode

Have similar incidents happened before?

No or

Yes

If yes, when

Have you reported this incident to any other agency?

No or

Yes

If yes, who

Brief description of incident(s) or actions

(Describe in as much detail as possible what happened, remember to include how the incident made you feel and if other family members were affected)

SECTION B: ABOUT THE VICTIM

Gender:

Male or

Female

Age Group:

Under 16 or

16-24 or

25-34 or

35-44 or

45-55 or

Over 55

Ethnic Origin (Tick or give the number as appropriate)

1. White British

2. White Irish

3. Any other White Background*

4. Black Caribbean

5. Black African

6. Any other Black Background*

7. Pakistani
8. Indian
9. Bangladeshi
10. Any other Asian* Background
11. White & Black Caribbean
12. White & Black African
13. White & Asian
14. Any other Mixed* Background
15. Chinese
16. Any Other Ethnic Group*
17. Prefer not to Answer

* Please detail

SECTION C: ABOUT THE PERPETRATORS

How many perpetrators were there?

Gender:

Male or

Female

Age Group

Under 16 or

16-24 or

25-34 or

35-44 or

45-55 or

Over 55

Ethnic Origin

(see above)

PERPETRATORS (Additional information)

(Please provide any additional information about the perpetrators including names, addresses or even nicknames, if known. Any information provided will be treated in the strictest confidence.)

SECTION D: AUTHORISATION

I authorise for my personal details to be disclosed to other agencies as indicated below.

1. Police
2. Housing Associations
3. Local Authority
4. Worcs. Racial Equality Council

5. Victim Support
6. All Agencies Listed
7. Others (Please state who)

Signature

Date

Contact Details (Optional)

Name

Tel: No

Address

Postcode

E-mail

Preferred method/time of contact

Name of Reporting Centre:

Report Taken By:

(Office use only) Ref No:

Date:

What happens next?

Once completed, forms should be returned to the Community Safety Project Officer at Redditch Town Hall in the pre-paid envelope provided. If you have given us your contact details, an officer will contact you within 5 working days to discuss your report further.

If you give authorisation for your personal details to be disclosed, the information you have provided will be shared with the agencies indicated on the form. You will be contacted to discuss what action can be taken and what additional support can be offered. You will be kept informed of progress and any proposed actions will only take place with your knowledge and agreement.

If you choose not to provide authorisation then your personal details cannot be disclosed to any other organisation, the information you have provided will be recorded and used for monitoring purposes only.

In some circumstances, there may be a duty of care to disclose certain information if the victim is a child (under 18 yrs old). In these circumstances you will be contacted to

discuss how you can get the help and support that is needed.

The Hate Incident Reporting scheme is supported by a multi agency panel called Redditch Anti Harassment Partnership (RAHP). RAHP was established 1995 and supports victims and witnesses of Hate Crime. Members of RAHP include: Redditch Borough Council, West Mercia Police, Worcestershire Racial Equality Council, Local Housing Associations, Victim Support, Worcestershire County Council, Community Mental Health Services, West Mercia Probation Service, Worcestershire Youth Offending Service, Sandycroft, and Redditch Inter Cultural Association.

This multi-agency approach means that all of the organisations involved in the partnership will work together to offer professional support and assistance to victims and witnesses, take effective action to stop any further incidents and, with consent, prosecute the perpetrator.

For more information about the Redditch & Bromsgrove Joint Hate Crime Partnership, please contact the

Community Safety Team on: 01527 534187 or
communitysafety@redditchbc.gov.uk