



Community Services: Education

Argyll House
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To: Heads of all Educational Establishments

Dear Colleague

Procedure for dealing with and investigating racist material

Background

The procedure outlined below is designed to give guidance and help to those who receive racist material, or are advised that such material is in circulation.

Racist material ridicules, threatens violence to, and/or portrays in a pornographic manner black and ethnic minority people and may comprise letters, memos, circulars; cartoons etc.

Aim

The purpose of this procedure is to codify the steps to be taken either upon direct receipt of racist material or having been advised that such material is in circulation.

Procedure

Any employee who receives racist material should immediately place the document(s) within a clear plastic folder. All relevant material and information: including any witnesses' and victims' details, should then be passed to the Executive Director of Community Services. The Executive Director will liaise with the police on the nature of subsequent investigations.

Any Council employee who receives racist material will:

- report the matter to their line manager who is required to process the attached form;
- Place the document(s) immediately in a clear plastic folder and pass all relevant material and information to the Executive Director of Community Services.

The Executive Director of Community Services will:

- inform the Chief Executive;

- in non-urgent cases inform the police community liaison personnel and pass all material and relevant information to him/her;
- where urgent, eg in cases where there is the threat of violence and the community liaison personnel are unavailable, telephone the police.
- keep a note of the action taken.

The Chief Executive will:

- liaise with the police on the level of subsequent investigations;
- request the police to provide a final report on the outcome of the investigation.

If an officer is made aware by a third party that racist material which relates to the Council is in circulation, the recipient should be advised to send all original material and relevant information to the Chief Executive who will liaise with the police.

The Council's whistleblowing policy makes it clear that employees who report activities by a third party which are unlawful, fall below established standards or practices, or amount to improper conduct will be able to do so on a confidential basis and without fear of reprisals.

Investigation reports

The Chief Executive will report as required on the amount and type of racist material received, action taken and the outcome of any investigations.

Yours sincerely

Executive Director of Community Services

March 2010

Appendix 1

Procedures to be adopted on receipt of racist material

On discovering that materials received are of a racist nature, the item must be placed in a clear plastic folder and the following details recorded.

1 Details

How was item(s) received?

<input type="checkbox"/> Royal Mail	<input type="checkbox"/> Internal mail system
Other (specify)	
Date/time received	

2 Recipient

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3 Details of all personnel known to have handled the item(s)

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4 Who has been informed

Line manager informed	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Brief details	_____

Chief Executive informed	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Date	_____
Police informed	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Date	_____

5 Disposal/outcome

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