

## Reporting a racist incident

### What is a racist incident?

A racist incident is any incident which is perceived to be racist by the victim or any other person.

The City Council believes that everyone who lives or works in or visits Westminster has the right to be treated with dignity and respect and to live without fear of discrimination. We want to remove all forms of racist discrimination or harassment in our services and will use our powers to stop racist incidents, act against the people who commit them and provide maximum possible support to any victim.

### Why is it important to report racist incidents?

We need to know the number, type and range of racist incidents in Westminster. This will show us where the problem areas are and help us to improve services to deal with racist incidents. Please report all racist incidents, even those that may not seem serious, to help us in our work.

### How do I report a racist incident?

You can report a racist incident:

**in person** to a member of staff who will help you fill in this form in a private place

or

**by post:** fill in the form on the back and post it to the Race Equality Manager

or

**by web/email:** download the form from [www.westminster.gov.uk/citygovernment/raceequality/index.cfm](http://www.westminster.gov.uk/citygovernment/raceequality/index.cfm). Fill in the information and email it back to the Race Equality Manager

or

**by phone:** call **(020) 7641 3131** and give these details over the phone.

You do not need to give your name when you contact us.

### What will happen next?

If you report an incident we record it only for statistical reasons. If you want help to take action, a City Council officer will contact you within 7 working days to find out more. We will not give details about you or the incident to anyone, including the police or other organisations, without asking you first. Where legal action is taken as a result of the incident you may be asked to give evidence.

# Racist incident reporting form

1. Type of incident

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> Threatening behaviour | <input type="checkbox"/> Verbal abuse    | <input type="checkbox"/> Written abuse           |
| <input type="checkbox"/> Email abuse           | <input type="checkbox"/> Physical abuse  | <input type="checkbox"/> Threat of assault       |
| <input type="checkbox"/> Damage to property    | <input type="checkbox"/> Racist graffiti | <input type="checkbox"/> Other (please describe) |

2. Are you the victim in the incident you are reporting?  Yes  No

3. (i) If you have answered **No** to question 2, please describe the nature of your relationship to the victim. Example: relative; friend; neighbour; employer, witness.

(ii) Has the victim given their consent for you to report this incident?  Yes  No

4. Describe the incident and when and where it happened.

5. Do you want help to take action on the incident?  Yes  No

6. If you have answered **Yes** to question 5 please fill in the details below so that we can help you.

Name

Address

Postcode

E-mail Address

Telephone Numbers: Home

Work

Mobile

Thank you for taking the time to fill in this form. Your information will help us improve services to deal with racist incidents, offer victims support and enable us, where possible, to take action against people who carry out incidents. Please send it to the address below. You do not need a stamp.

**Race Equality, Westminster City Council, 18th floor, Freepost LON17996, LONDON SW1E 6YT.**



**Data Protection Act 1998:**

This information will only be used to record racist incidents. Please address any data protection enquiries to the Data Protection Officer, Information Services, 16th Floor, Westminster City Hall, 64 Victoria Street, London SW1E 6QP.

**Office Use Only:**

RESPOND Unique Reference Number:

Service Area/ Department: