

MORAY COUNCIL EQUALITIES INCIDENT MONITORING FORM

Please use this form to report any incidents of bullying, harassment, intimidation, verbal or physical abuse.

1. Date reported:

Reported to:

2 Department   
 3 Service

Where did the incident take place?

4. Location, eg playground, school, home   
 5. Town

6. When did the incident happen?

Time  Date

7. Does the incident relate to any of the following? (Tick all that apply)

Age <input type="checkbox"/>	Gender <input type="checkbox"/>	Disability <input type="checkbox"/>	Transgender <input type="checkbox"/>
Religion or belief <input type="checkbox"/>	Sexual orientation <input type="checkbox"/>	Race <input type="text" value="yes"/>	
Other, please specify <input type="text"/>		Don't know <input type="checkbox"/>	

8. Describe the incident, including what was said.

Pupil 1 was approached by Pupil 2 on the playing field and called a 'N.....r'. This was the one and only time Pupil 2 used such language.

9. What action has been taken?

Investigation carried out by SMT in school and both sets of parents contacted. Class teachers to deliver talks/ activities on racial equality. School to deliver assembly on equality. Police may be contacted. The Moray Council racial equality officer contacted. Letter of apology sent to victim. Perpetrator very apologetic.

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11. Does the victim want to be referred to another agency?

Yes

No

yes

12. If yes, tick all that apply

Education

Police

yes

Social Work

Housing

Personnel

Other, please specify

13. Please give victim's contact details, if further action is required

14. Contact details of person completing the report

Martin Collins, DHT, Seafield Primary School , Elgin

date:

Please send this report to

Equal Opportunities Officer

The Moray Council Headquarters

High Street

Elgin

IV30 1BX

email: [equalopportunities@moray.gov.uk](mailto:equalopportunities@moray.gov.uk)