

Hate Incident Reporting in Schools* (HIRS) Form

*and Academies and other Children's Services settings in Leeds

- Report an incident within 5 working days of occurrence.
- Do not record a child's name within the form or the file name.
- Return form to reporthatecrime@leeds.gov.uk
- Queries relating to this form? Telephone 07712 214103 or email above address.
- Use the right hand column to record your response.
- **For multiple-choice questions, please use "X" to indicate your response.**
- Complete in conjunction with Hate Incident Reporting in Schools (HIRS) Guidance, August 2016

What is your establishment name?		
What date did the incident occur?		
Where did this occur?	In setting Out of setting	
What is the incident type?	Ethnicity / Race Sexual identity Religious / Belief Gender identity Disability / SEN Bullying (No Hate) Other	
What is the incident category?	Cyber bullying Physical assault Damage Behaviour designed to exclude Verbal abuse	
What happened?		
How did you support the victim(s)?	Involve/discussion with parent Restorative conversation Targeted provision Safer Schools Officer Involve police Involve cluster targeted services Other	
How did you support the perpetrator(s)?	Involve/discussion with parent Restorative conversation Targeted provision Safer Schools Officer Involve police Involve cluster targeted services Other	
Who identified the incident?	Staff member Peer Parent/Carer Other	
Who is leading your response?		
Do you need further assistance?	Yes	
	No	
If required, use this space for further comments.		

