

**December 2018**  
**Management Circular No. 93**

To Heads of all Educational Establishments

## **Procedure for Dealing with, and Investigating, Hate/ Discriminatory Material**

### **BACKGROUND**

Glasgow City Council will not tolerate inequality and discrimination in the city and will take action to address the underlying causes and support its most vulnerable citizens. In particular, the Council Family will work to eradicate the hostility, prejudice and violence that continue to be manifested against particular groups.

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

Hate/ Discriminatory material ridicules, threatens violence and/or portrays vulnerable groups in an inappropriate and unacceptable manner 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 Hate/Discriminatory material or having been advised that such material is in circulation.

### **PROCEDURE**

Any employee who receives Hate/Discriminatory material will handle the material as little as possible by placing the document(s) within a clear plastic folder. All relevant material and information, including any witnesses' with victims' details, should be passed to the Executive Director of Education Services.

Any Council employee who receives racist material will:

- Report the matter to their line manager who is required to process the attached form
- Handle the material as little as possible by replacing the document(s) in a clear plastic folder and pass all relevant material and information to their Executive Director

The Executive Director will:

- Inform the chief executive, and the lead officer for Equalities
- Where urgent, eg. in cases where there is the threat of violence Police Scotland should be informed
- Keep a note of the action taken

The Chief Executive will:

- Liaise with the Local Authority Liaison/Officer on the level of subsequent investigations
- Request the Local Authority, Liaison/Officer to provide a report on the outcome of the investigation

If an officer is made aware by a third party that Hate/Discriminatory 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 Police Scotland or Local Authority Liaison Officer.

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 to the Leader and the Corporate Management Team on the amount and type of Hate/Discriminatory material received, action taken and the outcome of any investigations.

Maureen McKenna  
Executive Director of Education Services

# Procedures to be adopted on receipt of racist material

PLEASE USE BLACK INK AND BLOCK LETTERS

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

Email ☐ External Mail ☐ Social Media ☐ Other (*please-specify*) \_\_\_\_\_

Date received

Time received

## 2 RECIPIENT

## 3 DETAILS OF ALL PERSONNEL KNOWN TO HAVE HANDLED THE ITEM(S)

## 4 WHO HAS BEEN INFORMED

Line Manager informed ☐ N:H ☐ CD Brief details \_\_\_\_\_

Chief Executive informed ☐ N:H ☐ CD Date \_\_\_\_\_

Police informed ☐ N:H ☐ CD Date \_\_\_\_\_

## 5 DISPOSAL/OUTCOME

