



Hate Incident Monitoring Form

Introduction.

1. Please use this form to tell us about a **hate incident**.

A **hate incident** is something bad that happened to someone because they are different.

It could be something that happens to you or someone else.

It could be because the person is a different age or because the person is disabled.

It could be because the person is a different colour or comes from a different county. Or because they are different in another way.

2. No-one should have to put up with a **hate incident**.

Hate incidents are wrong, telling us makes a difference, if we don't know about it we can't change things.

3. Did the bad thing (**the hate incident**) happen to you?
- This means you are the victim.

Did you see or hear a bad thing happen to someone else?
- This means you are a witness.

Did someone tell you about the bad thing?
- This means you are a third party

3a Don't worry if you can't answer all the questions. Please just answer the questions you can.

3b If you need support to think about your answer and fill the form in please ask your key worker or support worker, someone from your family or a close friend.

Or you can contact the Valuing People Team on:

0116 305 8187 or 0116 305 7992

Or Mosaic, the advocacy service 0116 262 6900

4. We will do everything we can to keep your information safe. We won't tell anyone else unless you agree. The only time we will tell someone else, even if you have not said it is OK, would be if we are very worried about someone's safety.

This is called Data Protection.

At the end of this form, in Section 7, there are 2 questions that the law says we have to ask.

This will help us to know if we can use the information you give. If you don't answer the questions in Section 7, we can't use the information you put on this form.

There are some questions that will give us really important information.

Those questions are marked with a  on the form.

Please try to answer all of those questions. It is OK if your answer is "I don't know".

Section 1.

Please remember – we will not tell anyone what you put on this form, unless you say it is OK. The person or people who did the bad thing (**the hate incident**) will not know that you have filled in this form.



Please tell us about what happened – these are the **Incident** details.

 1. Where did the bad thing (**the hate incident**) happen? ✓

- Where you or the person lives
- At a leisure facility – this could be the leisure centre, swimming baths, park or countryside
- At the pub or in a bar
- On public transport – the bus or the train
- In a restaurant – somewhere you go to eat
- At school or college
- On the school or college transport
- In or near a shop
- In a taxi
- Where you or the person works
- Somewhere else – please tell us where

2. Do you know the address where the bad thing (**the hate incident**) happened?

If you do please write it here.

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Do you know the postcode?
If you do, please write it here.

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It is OK if you don't know the answer.



3. Please tell us why you think the bad thing (**the hate incident**) happened.

You can tick more than one.



- Was it because you or the person is a different age? **Ageist**
- Was it because you or the person is disabled? **Disablist**
- Was it because you or the person is gay or lesbian? **Homophobic**
- Was it because you or the person is a different colour or from a different country? **Racist**
- Was it because of your or the person's religion – because you or they are Catholic or Jewish or Muslim or another religion? **Religious belief**
- Was it because you or the person is a woman or because the person is a man? **Sexist**
- Was it because you or the person is a man who lives as a woman, or a woman who lives as a man? **Transphobic**
- Do you think it was for another reason? Please tell us what you think it was. **Other**

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4. Please tell us what kind of bad thing (**the hate incident**) happened.

You can tick more than one.



- Did something belonging to you or the person get broken or spoiled? **Damage to property**
- Were you or the person threatened? Did someone scare you or the person? **Intimidation**
- Words or pictures that are very unpleasant and upsetting, or that made you scared. **Offensive material**
- Were you or the person hit, kicked, pushed or hurt in some way? **Physical assault**
- Did someone call you or the person names? Or did someone say bad things about you or the person? **Verbal abuse / threats**
- Was it something else? Please tell us what kind of bad thing happened. **Other**

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5. Please tell us what date this happened

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Please tell us what time.

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It is OK if you don't know what date or time.

6. Has this happened before to you or the same person? ✓
Is this part of a series of incidents?

Yes

No

7. Have you already told someone about this happening? ✓
Has the incident been reported previously?

Yes

No

8. Please tell us what happened.
Please describe the incident in detail.

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9. Was the bad thing (the **hate incident**) done by someone you know?



Yes

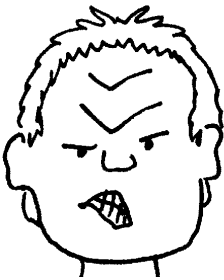
No

If the answer is **yes** – please fill in **Section 2** of this form

If the answer is **no** – please do not fill in Section 2 of this form. Go to **Section 3**.

Section 2.

Please remember – we will not tell anyone what you put on this form, unless you say it is OK. The person or people who did the bad thing (**the hate incident**) will not know that you have filled in this form.



Only answer these questions if the bad thing, (**the hate incident**) was done by someone you know.

This is called **alleged perpetrator details**

10. What is the name of the person who did the bad thing (**the hate incident**)?

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11. Do you know where they live?
If you do, please tell us their address.

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Please tell us their postcode.

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It is OK if you do not know this.



12. Is the person who did the bad thing (**the hate incident**)

✓

- a man

- a woman

13. Can you tell us anything else about the person who did the bad thing (the **hate incident**)?

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14. Is the person who did the bad thing (the **hate incident**)?



White

Chinese

Black

Asian

Mixed race

Traveller

Other

Please tell us if you don't know.
It is OK if you don't know.

15. If the bad thing (the **hate incident**) was done by more than one person, please tell us about all of them.

How many of them were there?

Do you know their names?

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Do you know where any of them live?

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Please tell us if you don't know
It is OK if you don't know

Section 3.

Please remember – we will not tell anyone what you put on this form, unless you say it is OK. The person or people who did the bad thing (**the hate incident**) will not know that you have filled in this form.



Please tell us about the person the bad thing (**the hate incident**) happened to. This person is called the victim.

This could be you or someone else.

This is called the **Victim details**

If the bad thing (**the hate incident**) did not happen to a person or people, please do not fill in this part of the form.
Go to Section 4.

16. What is the name of the person that the bad thing (**the hate incident**) happened to?

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17. Do you know their address?
If you do, please write it here

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18. Do you know their postcode?
If you do, please write it here.

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It is OK if you do not know their name, address or postcode.

19. Do you know their telephone number?
If you do, please write it here.

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20. Do you know their e-mail address?
If you do, please write it here.

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21. Is the person that the bad thing (the **hate incident**) happened to

✓

• a man

• a woman



22. Do you know how old the person is? The person that the bad thing (the **hate incident**) happened to?

✓

• Under 11

• 11 – 15

• 16 – 19

• 20 – 24

• 25 – 29

• 30 – 44

• 45 – 64

• 65 or older

• I don't know



23. Do you know the religion of the person that the bad thing (the **hate incident**) happened to?



- Buddhist
- Christian
- Hindu
- Jain
- Jehovah's Witness
- Jewish
- Muslim
- Rastafarian
- Sikh
- Another religion
- I don't know

It is OK if you don't know.



24. Do you know what language the person speaks? ✓
 The person that the bad thing (the **hate incident**)
 happened to.
 You can tick more than one.

- Bengali
- Chinese
- English
- Gujarati
- Hindi
- Polish
- Punjabi
- Urdu
- Another language
- I don't know

It is OK if you don't know.

25. Do you know what job the person does?
 The person that the bad thing (the **hate incident**)
 happened to.
 If you do, please write it here.

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26. What kind of place does the person live in? ✓
The person that the bad thing (the **hate incident**) happened to.

- Caravan or mobile home
- Council house or flat
- Housing association house or flat
- Living in the house of their family, friends or partner
- A house or flat that belongs to them
- A house or flat that they rent (not council or housing association)
- A residential home or a care home
- Other
- I don't know

It is OK if you don't know.



27. Does the person have a disability? ✓
The person that the bad thing (the **hate incident**) happened to.

- Yes
If you tick this box, please answer question 28.
- No
- I don't know

It is OK if you don't know.

28. If the person has a disability, the person that the bad thing (the **hate incident**) happened to, please tell us about it ✓

- Illness or health condition – this could be something like cancer, diabetes, epilepsy or HIV
- Learning difficulty – this could be something like dyslexia
- Learning disability – this could be something like Down’s Syndrome
- Mental Health condition – this could be something like depression or schizophrenia
- Physical impairment – this could be something like difficulty using your arms or legs
- Sensory impairment – this could be something like not being able to see, not being able to hear
- Other – please tell us about this disability

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29. Is the person that the bad thing (the **hate incident**) happened to

✓

- White
- Chinese
- Black
- Asian
- Mixed race
- Traveller
- Other
- I don't know

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<input type="checkbox"/>
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It is OK if you don't know.

30. Does the person that the bad thing (the **hate incident**) happened to need an interpreter?

✓

An interpreter is someone who helps the person to understand in their own language?

- Yes
- No
- I don't know

<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>

It is OK if you don't know.

Section 4

Please remember – we will not tell anyone what you put on this form, unless you say it is OK. The person or people who did the bad thing (**the hate incident**) will not know that you have filled in this form.



Please answer these questions if there was someone else who saw or heard the bad thing (**the hate incident**).

This is called the **Witness details**.

31. Do you know the name of the witness?
The person who saw or heard the bad thing (**the hate incident**).
If you do, please write it here.
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32. Does the witness - the person who saw or heard the bad thing (**the hate incident**), know the person that the bad thing happened to? ✓

- Yes

If the answer is yes, how does the witness know the person that the bad thing happened to?

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- No

- I don't know

It is OK if you don't know.

33. Do you know the address of the witness?
The person who saw or heard the bad thing (the **hate incident**).
If you do, please write it here.

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Please tell us if you don't know.
It is OK if you don't know.

34. Do you know their postcode?
If you do, please write it here.

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35. Do you know their telephone number?
If you do, please write it here.

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36. Do you know their e-mail address?
If you do, please write it here.

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Please tell us if you don't know their postcode, telephone number
or e-mail address.
It is OK if you don't know.

Section 6.

Please remember – we will not tell anyone what you put on this form, unless you say it is OK. The person or people who did the bad thing (**the hate incident**) will not know that you have filled in this form.

This section asks questions about anything else that has been done about the bad thing (**the hate incident**).

This is called **Further Action**

43. Please tell us about anything that has been done about the person who did the bad thing (**the hate incident**).

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Please tell us if you don't know.
It is OK if you don't know.

44. Please tell us about anything that has been done to support the person that the bad thing (**the hate incident**) happened to.

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Please tell us if you don't know. It is OK if you don't know.

Section 7.


Please remember – we will not tell anyone what you put on this form, unless you say it is OK. The person or people who did the bad thing (**the hate incident**) will not know that you have filled in this form.

Data Protection.




There are 2 questions that the law says we have to ask you.

We need answers to both questions.

 Does the person that the bad thing (the **hate incident**) happened to say it is OK for us to use the information from this form as part of the “Hate Incident Monitoring Project”?

✓

- Yes
- No

 Does the person that the bad thing (the **hate incident**) happened to say it is OK for us to share information from this form with the Police?

✓

- Yes
- No

This part of the form helps us make sure we look after the information you have given us properly.

Please answer both questions so we know if we can use the information for the “Hate Incident Monitoring Project”. It will also help us know if we can share the information with anyone else.

Information from this form will be used to help us stop **hate incidents** in Leicestershire.

Because some of the information is personal we have to ask if it OK for us to use it, or to share it with other organisations like the Police.

The law says we always have to ask if it is OK for us to use personal information, or for us to share it.

If the information is not about you, we can not use it or share it unless the person says it's OK. The only time we might be able to use the information, or share it, even if the person has not said it is OK, is when we have to do something to keep the person safe. If we are able to contact the person to ask if it is OK to use the information, or to share it, we will ask them.

Thank you for completing the hate incident monitoring form

What happens next?

- The information from your form will be recorded on the Leicestershire County Hate Incident Monitoring Database – please accept this as your proof that we have got your form.
- If you need any more information or have any questions about the form you have sent us please contact the Hate Incident Monitoring Project on 0116 3058263
- If you want to tell us what you think of the form, or if you have any ideas to make the form better please e-mail communitysafety@leics.gov.uk



This form meets the Easy write guidelines

