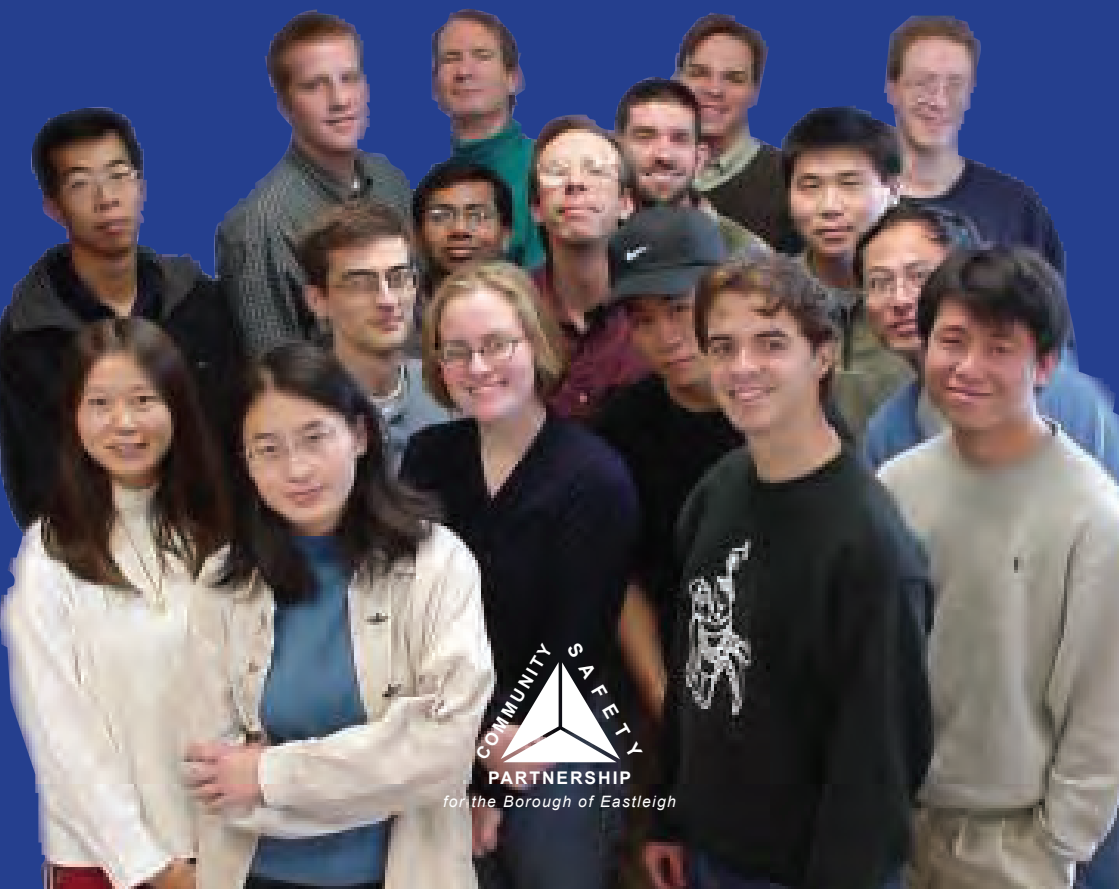


# Eastleigh Tackling Harassment Partnership

Harassment incident reporting form



for the Borough of Eastleigh

# Harassment and Hate Crime Reporting

## ■ What is harassment and hate crime?

Harassment or hate crime is a crime which maybe motivated by malice or ill-will towards a group. Hate crime and harassment can be based on any characteristic including race, faith, disability, sexual orientation, gender identity, gender or age. It can be:

- Verbal abuse, threats, insults, nuisance telephone calls, name calling and every other form of verbal harassment;
- Physical assaults and physical violence which can vary from pushing to serious attacks;
- Attacks against someone's property, for example insulting graffiti, vandalism, breaking windows, theft, damaging cars and even arson;
- Publishing and disseminating materials such as leaflets and newspapers that are likely to incite racial hatred is also a criminal offence.

## ■ What should I do?

When you experience or know anyone who is experiencing harassment or hate crime, you should report the incident.

## ■ Why Report it?

If we don't hear about harassment, we can't do anything about it. We can help with individual incidents in a sensitive way. Reported information is also useful in identifying trends which may lead to escalating problems.

## ■ Will the information be kept confidential?

Yes - reports can be made anonymously and information will only be passed on by consent.

# Harassment Incident Reporting Form

Please give as much information as possible. All sections do not need to be completed.

## ■ About the incident

**Are you a...** (Please tick)

- Victim
- Witness
- Third Party
- Relative
- Friend
- Neighbour

Please give a description of the incident below, giving as much detail as possible. (Use a separate sheet if necessary).

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## Where and when did the incident happen?

Time \_\_\_\_\_

Day \_\_\_\_\_

Date \_\_\_\_\_

Location \_\_\_\_\_

\_\_\_\_\_

## What do you think was the reason for the incident? (Please tick)

Racism                       Religion     Transphobia

Gender                       Age             Homophobia

Disability                   Other \_\_\_\_\_

## ■ Personal details of the victim (If you are not the victim please give as much information as possible).

Name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_ Postcode \_\_\_\_\_

Tel \_\_\_\_\_

Email \_\_\_\_\_

## Would you define the victim as disabled? (Please tick)

Yes                       No (If yes, please give details below)

\_\_\_\_\_

**Age** \_\_\_\_\_

**Gender** (Please tick)

Male

Female

Transgender

**■ First language**

**If the victim would like to be contacted please indicate below how and when.**

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**To help us deal with harassment appropriately, please tick the relevant box overleaf to show how you would describe the person who was the victim in the incident.**

**■ Religion** (Please tick)

Buddhist

Christian

Hindu

Jewish

Muslim

Rastafarian

Sikh

Other

No religion

Don't know?

**Ethnicity** (Please tick)

White British

White Irish

Gypsy/Roma

Traveller of Irish heritage

Any other white background (Please specify)

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White & Black Caribbean

White & Black African  White & Asian

Any other mixed background (Please specify)

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Indian

Pakistani

Bangladeshi

Black Caribbean

Any other Asian background? (Please specify)

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Black African

Any other black background (Please specify)

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Chinese

Any other ethnic background (Please specify)

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Don't know?



**If possible please describe the offender(s).** (Consider age, sex, height, build, ethnicity, distinguishing marks or features and clothing).

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**■ Witness/Third Party Information**

**Name** \_\_\_\_\_

**Address** \_\_\_\_\_

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\_\_\_\_\_ **Postcode** \_\_\_\_\_

**Tel** \_\_\_\_\_

**Email** \_\_\_\_\_

**Organisation** (if appropriate) \_\_\_\_\_

**Do you want to be contacted about the incident? (Please tick)**

Yes

No

**Please state how you would like to be contacted.**

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**■ Sharing information with partner organisations**

**Do you agree to this information being passed to other agencies including the police? (Please tick)**

Yes

No

**Do you agree to the incident details, without any personal information, being collated for monitoring purposes and shared with other Eastleigh Tackling Harassment Partnership agencies? (Please tick)**

Yes

No



## ■ Can third parties report?

We recognise that many people are fearful or mistrustful of approaching the police directly. Third party reporting is an important way to overcome this. Reports can now be made, by victims' relatives, friends, neighbours, witnesses or organisations.

## ■ Can I report anonymously?

Yes, reports can be made anonymously online, on paper, by telephone or in person.

## ■ Who and where can I report it?

You can complete reporting form in the Harassment and Hate Crime leaflet and send it to the Community Safety Team at Eastleigh Borough Council. Or you can report online at [www.eastleigh.gov.uk](http://www.eastleigh.gov.uk) or in person or by telephone to;

**Adult Services** - 023 8061 8722

**Atlantic Housing** - 023 8068 4300

**Eastleigh Borough Council** - 023 8068 8000

**Citizens Advice Bureau** - 023 8061 6046

**Hampshire Constabulary** - 0845 045 4545

**Swaythling Housing Society** - 023 8062 8000

**Victim Support** - 023 8023 7348

## ■ What happens after reporting an incident?

All reports go to the Community Safety Team based at Eastleigh Borough Council unless they are made directly to the police. If the reporter has asked to be contacted then a team member will contact them. No action will be taken without consent unless the safety of the victim or others is at risk.

**Please return all Harassment Incident  
Reporting Forms to**

FREEPOST RRJY-AYYG-UCHH  
Eastleigh Borough Council  
Health and Community Team  
Civic Offices  
Leigh Road  
Eastleigh  
SO50 9YN

For further information please contact 023 8068 8204.

This information can be produced in other  
formats including large print, audio tape,  
Braille and other languages if requested.

