

This guidance aims to help you complete the Hate Incident Reporting Form (HIRF), step by step, with a Frequently Asked Questions section at the end of the document. Further information, if required, can be obtained from Victim Support Sussex on 0845 38 99 528.

Information sharing

In the vast majority of cases, it will be your decision about whether any action should be taken by an organisation about the incident, and if so, what form that action should take. However, where an incident is so serious in nature that it presents a real and significant risk of harm to you (or another person), agencies *may* need to share information with others to reduce the risk to you and/or others. Wherever possible, this would be done with your knowledge. Agencies have policies regarding when and how this information should be shared. If you have any concerns about information on your case being shared, you can discuss these with Victim Support - please call 0845 38 99 528.

Section A

Victim - the person who experienced the incident

Witness - a person or persons who saw or heard the incident happening

Third party – a member of the public or member of an agency/organisation (e.g. the police, youth worker, housing officer) who becomes aware that the incident happened

A racist incident is any incident which is perceived to be based upon prejudice towards or hatred of the victim because of their race, colour, ethnic origin, nationality/national origins or religion, whether actual or perceived.

A homophobic incident is any incident which is perceived to be based upon prejudice towards or hatred of the victim because of their sexuality, where the victim is or is perceived to be lesbian or gay.

A biphobic incident is any incident which is perceived to be based upon prejudice towards or hatred of the victim because of their sexuality, where the victim is or is perceived to be bisexual.

A transphobic incident is any incident which is perceived to be based upon prejudice towards or hatred of the victim because of their gender identity, where the victim is or is perceived to be transexual or transgender.

A disablist incident is any incident which is perceived to be based upon prejudice towards or hatred of the victim because of their disability, whether actual or perceived.

Box 1

Please state any action taken so far and/or any action planned: This refers to any action already taken or that will be taken by the you or by another person or agency. For example – 'I reported the incident to my landlord who will contact the police and the district anti-social behaviour team'.

Where did the crime/incident take place? Please select the incident location. (Public Sex Environment describes any open space, public or private, that is habitually

used for the purpose of consensual sexual activity with the same and/or opposite sex. This may include public toilets, car parks, lay-bys, parks, for example.)

When did the crime/incident take place? If not known, please give the approximate date, e.g. month and year.

Address and postcode of incident location: If not known, please give as much information as possible, e.g. street name and town.

Section C

This section records the victim's details. It can be completed by a witness or third party but should be about the victim only.

Date of birth: Where this is not known, please supply approximate age.

Occupation: If you are not in employment, it would be helpful to state whether you are a student, unemployed, in receipt of sickness benefits, prohibited from working due to immigration status, etc.

Language: This information is to allow Victim Support to be aware of any interpreting/translating needs when or if they make contact. It does not form part of any statistical monitoring.

Religion/Faith, Ethnicity, Sexuality, Gender identity: This is for the victim to select the categories s/he feels are most appropriate to him/her. If you are a witness or third party and are uncertain which category applies, please leave the relevant section(s) blank.

Disability: If you are unsure if the question, '**Do you consider you have a disability?**' relates to you, please take time to consider if any description(s) in the list below apply to you:

Hearing Impairment

Deaf BSL user

Visual Impairment

Physical impairment

Learning Difficulty

Specific Learning Difficulty e.g. dyslexia

Mental or emotional distress (mental health issues)

Long term health condition (e.g. diabetes, arthritis, HIV, MS)

If you are able to identify your disability in the list above, please tick the **YES** box and using a description above, complete the following line on the HIRF: '**if yes, please give details** _____'.

If you consider yourself not to have a disability after reading the list above, please tick the **NO** box and move on to section D of the HIRF.

Still unsure - cannot find a suitable description? If an appropriate description is not stated in the list above then please indicate in your own words what you consider your disability to be by using the space provided that states: '**if yes, please give details** _____'.

(Please remember to tick the **YES** box next to the question '*Do you consider you have a disability?*')

Immigration Status – please indicate whether you believe you fall into any of the following groups:

- **Asylum seeker:** A person who has left their country of origin and formally applied for asylum in this country but whose application has not yet been decided.

- **Refugee:** Someone whose asylum application has been successful and who is allowed to stay in this country having proved they would face persecution back home.
- **Migrant worker (also known as economic migrant):** Someone who is not a UK national and has moved to this country to work.
- **Overseas student:** Someone who is not a UK national and who is in this country wholly or mainly for the purposes of receiving education.
- **Tourist:** Someone who is not a UK national and who is in this country for recreational and leisure purposes for up to 6 months.

Section D

This section is to obtain the victim's contact details and for him/her to state whether s/he wishes to be contacted by Victim Support for help in dealing with the incident. If the victim does not know the report is being made, **please do not** complete this section and go to Section E instead.

Frequently asked questions:

My employer does not appear on the list in Section A. Why are there not more employers listed?

The employers listed are mostly statutory bodies which are working in partnership to promote hate incident reporting via the HIRF. They are particularly keen to be able to monitor incidents which happen at any of their workplaces so they can take steps to address any problems. People not working in the statutory sector should tick the private (i.e. commercial) or voluntary sector boxes.

What difference can completing the form make?

The details of the incident are entered onto a countywide database. The statistics from the database are used to compile quarterly reports on the level and type of incidents happening across East & West Sussex. This information is used by a variety of agencies and professionals, including East & West Sussex County Councils, to inform decisions about where support and resources to tackle hate incidents/crimes should be focussed. Completing a form helps to build up this picture, and the evidence it provides may result in preventative and educational initiatives.

Where does the form go?

The HIRF goes to Victim Support Sussex. Victim Support Sussex have a contract with the Harm Reduction Team (part of the Community Safety Unit at West Sussex County Council) and with the East Sussex Safer Communities Partnership (part of East Sussex County Council) to record and monitor the reports received and to provide assistance to victims of incidents, if requested.

Who else uses the HIRF?

The HIRF was set up by multi-agency forums in both East & West Sussex. It is designed to be used by individuals and as many agencies as possible, such as the police, local authorities, schools, voluntary and community organisations and healthcare professionals.

Why doesn't it request details about the perpetrator?

The nature of the incidents and structure of the form mean that an alleged perpetrator's details could be held without him/her knowing of the allegation. Data protection regulations do not allow us to do this.