

FORM A - TENANT HARASSMENT INCIDENT REPORT

Was the complainant harassed because of any of the aspects listed below?

(Tick the appropriate box)

Race/ethnicity/nationality	<input type="checkbox"/>	Gender	<input type="checkbox"/>	Religion or belief	<input type="checkbox"/>
Disability	<input type="checkbox"/>	Sexuality	<input type="checkbox"/>		
Age	<input type="checkbox"/>	HIV/AIDS	<input type="checkbox"/>		

COMPLAINT DETAILS:

LOCAL OFFICE:

Name:

Tel. No:

Address:

Age:

Gender: Male ☐ Female ☐

Disabled: Yes ☐ No ☐

Interpretation/Signing required? Yes ☐ No ☐ Language

Translation required? Yes ☐ No ☐ Language

ETHNICITY:

Of Victim

Bangladeshi	<input type="checkbox"/>	British	<input type="checkbox"/>
Indian	<input type="checkbox"/>	Irish	<input type="checkbox"/>
Pakistani	<input type="checkbox"/>	Other White	<input type="checkbox"/>
Chinese	<input type="checkbox"/>	White and Asian	<input type="checkbox"/>
Other Asian	<input type="checkbox"/>	White and Black African	<input type="checkbox"/>
African	<input type="checkbox"/>	White and African Caribbean	<input type="checkbox"/>
African Caribbean	<input type="checkbox"/>	Other Dual Heritage	<input type="checkbox"/>
Any other Black origin	<input type="checkbox"/>		
Other Ethnic group	<input type="checkbox"/>	Please state below which	

Of Suspect (if known)

Bangladeshi	<input type="checkbox"/>	British	<input type="checkbox"/>
Indian	<input type="checkbox"/>	Irish	<input type="checkbox"/>
Pakistani	<input type="checkbox"/>	Other White	<input type="checkbox"/>
Chinese	<input type="checkbox"/>	White and Asian	<input type="checkbox"/>
Other Asian	<input type="checkbox"/>	White and Black African	<input type="checkbox"/>
African	<input type="checkbox"/>	White and African Caribbean	<input type="checkbox"/>
African Caribbean	<input type="checkbox"/>	Other Dual Heritage	<input type="checkbox"/>
Any other Black origin	<input type="checkbox"/>		

When did it happen? Date Time

Where did it happen? *(Address/street/town/name of shop/club etc)*

What happened? *(Brief details)* _____

Has the incident been reported to the Police? YES ☐ NO ☐

Name of officer dealing with case _____

Crime Ref. Number (if obtained) _____

Details of alleged perpetrator *(if known)*

Name: _____

Address: _____

Tel. No: _____

**Are they a Derby Homes
Tenant?**

YES

NO

DK

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

WITNESS DETAILS

Name: _____

Address: _____

Tel. No: _____

Name: _____

Address: _____

Tel. No: _____

PERSON REPORTING *(if different from complainant)*

Name: _____

Address: _____

Relationship to complainant

Tel. No: _____

NAME OF PERSON COMPLETING FORM

Name: _____

Job Title: _____

Tel. No: _____

I authorise the Derby Homes to fully investigate my complaint and share this information with other relevant agencies as necessary.

Signed: _____ *(complainant)* Print Name _____

Date: _____

Action Required ☐ (Investigation)

Action not Required ☐

Signature: _____

Date: _____

NO FURTHER ACTION REQUIRED

If an investigation was **not required**, give reason(s) from the choices below: -

Fear of reprisal against victim: ☐

Fear of reprisal against witness(es): ☐

Unable to identify perpetrator(s): ☐

Lack of witness(es) to incident: ☐

Other reason (please state below): ☐

GRAFFITI

Only complete the section below if the incident relates to graffiti, posters or literature distributed in the locality.

(Remember to complete the first part of the form indicating whether the graffiti related to 'race', sexuality etc.)

Indicate which category the incident recorded falls under: -

Graffiti (on Derby Homes property): ☐

Graffiti (on other property): ☐

Reported to graffiti hotline: YES ☐
NO ☐

Posters: ☐

Literature/leaflets/flyers: ☐

PLEASE SEND THIS FORM TO EQUALITIES ADVISER (within 2 working days)

ADVICE ON COMPLETING TENANT HARASSMENT INCIDENT REPORT - FORM A

On completing FORM A, please refer to the following points:

1. Do not forget to complete the section on Category of Incident so that we know the basis of the harassment e.g. the victim's race, disability etc.
2. Try and keep the description of what happened brief and to the point.
3. When describing where it happened, give the exact location if possible.
4. Ask whether the complainant had any previous contact or knowledge of the suspect.
5. If another RSL has been told of the incident, include when and to whom (if known) the report was made.
6. If an owner-occupier wishes to complain of harassment by a Derby Homes tenant, details of the incident should be recorded and the matter followed up in the usual way.
7. If the complaint against one of our tenants is from a tenant of a RSL other than Derby Homes, the complainant ought in the first instance to be referred to their own landlord, who is expected to take details of the harassment complaint and then liaise with Derby Homes over the matter. Where there is a serious threat to the complainant's safety, the Manager LHO should take appropriate supportive action (see point 9).
8. If a Derby Homes tenant complains of harassment from a tenant of a different RSL, details ought to be recorded and this information passed to the other RSL for investigation. The LHO Manager needs to ensure feedback is received from the other RSL to pass on to the complainant.
9. If a refugee/asylum seeker brings a complaint where there is a serious threat to their safety, the Manager LHO should take appropriate supportive action e.g. report the matter to the police, and then contact Refugee Housing to inform them of the interim action taken. Refugee Housing should be requested to take up matter. The matter can also be referred to Derby REC.
10. Agree the next steps with the complainant and any continued contact, how outcome will be agreed/communicated, whether the incident requires referral to another agency, e.g. formal police referral.
11. Advise the complainant that a record of all incidents is shared with other agencies but that no personal details will be disclosed.

12. If there is to be no investigation of the complaint, ensure that you complete the section marked **NO FURTHER ACTION REQUIRED** on page 3 of the form, stating reasons.
13. To report instances of graffiti complete Form A.
14. In instances of graffiti (or offensive) posters and leaflets ensure that you complete the section marked **GRAFFITI** on page 3 of the form. If graffiti is being reported there is likely to be no investigation required, so please ensure you complete the section marked **NO FURTHER ACTION REQUIRED**. In the text box, simply write graffiti (or posters/leaflets).

Amended
November 2004