

# Hate Crime

## Report it Now

### Guidance to using the third party reporting form<sup>9</sup>

A hate crime is any criminal offence perceived by the victim as being motivated by either hate or prejudice – some examples are as follows: race, colour, ethnic origin, nationality or national origins, religion, gender or gender identity, sexual orientation or disability.

#### 1 - Who is likely to report?

Generally, victims or witnesses who would report a hate crime to you rather than directly to the police would either be scared or not confident in reporting to the Police, hence your role is important to reassure and support the victim when you take a report.

**Note: If the victim is an asylum seeker, explain that reporting a hate crime, either to the Police or to you, will not affect their asylum claim in any way.**

#### 2 - Make sure you have a quiet area

Meeting, interview room, etc., away from your main office where the person can talk comfortably, privately and in trust.

#### 3 – If language (i.e. not English) or BSL is an issue

Phone:- Salford Link: 0161 707 8219 (Office hours) or 07786 627 395 (Out of hours) – free for Salford City Council departments

- Languages express: 0161 792 4800
- Language Line, if your organisation is registered: 0845 310 9900
- Manchester Deaf Centre (BSL support):  
Telephone: 0161 273 3415  
Voice: 0161 273 3415

#### 4 - Explain the procedure

- You will fill in the reporting form with him/her.
- S/he needs to give as many details as possible of the incident so it can be dealt with as efficiently as possible.
- Give the context and purpose of the form. It is a tool to record hate crime in Salford. The more people that report, the more incidents are recorded, the better the police can tackle hate crime.

#### 5 - Filling in the form

- Further police action  
Explain that the form will be sent to the Police.

##### “YES, further action”:

If the victim or witness wants the crime to be followed up, the Police will contact him/her (by letter, phone call, appointment with the Police at your premises, visit from a Police Officer with or without police uniform, appointment at Police station, etc.) to follow up.

##### **Please write on the form how the victim wants to be contacted.**

##### “NO further action”:

Make clear that the incident will then only be recorded but no action will be taken by Police. Continue filling in the form and identify what type of support the victim might need.

##### • Section 1

Address of complainant (details of complainant)  
Please put the name and address of the complainant  
If the victim/witness does not want to give any contact details, at least use the name of an area, shop nearby, etc., for reference.

Language spoken or preferred

Have you reported to any other agency...:  
Carry on filling the form whether it is “YES” or “NO”, as the victim might tell you details of the incident that would not have been mentioned in a previous report.  
The Police will use the form to gather intelligence.

##### • Section 2

Fill in as directed

##### • Section 3

This form does not have a section 3

##### • Section 4

Date / Time of the incident

Where did the incident happen and on which street:  
Put as many indications of location as possible.

Please describe what happened:  
If it is verbal abuse, use exact words used in assault. If physical violence has occurred, please include as many details as possible.

Also describe any damage caused to property otherwise there may not be enough evidence of a crime/incident. Please use additional sheet(s) if needed.

<sup>9</sup>Adopted from Salford GMP.

# Hate Crime

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## Report it Now

### • Section 5

Turn the form to the victim for him/her to fill in. If language is an issue, read out the words to the interpreter on the phone.

- Tear off slip (section3): important for University records  
You can either:
  - A/1- Photocopy the form (keep the copy for University records)
  - 2- Give the tear off slip to the victim/witness (details of support agencies)
  - 3- Send the form to the freepost address mentioned on the top of the form/with the freepost envelope.
- B/1- Keep the tear off slip for University records
- 2- Phone support agencies for the victim if need be
- 3- Copy the numbers for him/her
- 4- Send the form.

Encourage the victim to keep a detailed record of any further incidents and if possible notes of how it made him/her feel it will be crucial evidence if the incident goes to Court.

It is important to contact both the University Hate Crime Coordinator and Security Office (Crescent House).

### Address to send Third Party Reporting Form to police:

Hate Crime Co-ordinator  
FREEPOST NWW1358  
Salford M27 7BD

or send to University Hate Crime Coordinator who will forward the form to police.

For replenishment of the Third Party Hate Crime Reporting Forms please contact the University Hate Crime coordinator.

### And if you need any help or further information, please contact:

#### Sakina Khan

Community Race Relations Officer – GMP Salford  
Telephone: 0161 856 5139  
E-mail: sakina.khan@gmp.pnn.police.uk

#### Tara Leach

Senior Advisor on Race, Religion and Belief  
Ground Floor, Humphrey Booth House  
University of Salford  
Telephone: 0161 295 2041  
E-Mail: t.n.leach@salford.ac.uk

### Keeping these records will assist the Community Cohesion Unit to evaluate and produce a Hate Crime report.

*Note: If possible please photocopy the form and send it to the University Hate Crime Coordinator. They will be able to work with Security and the police to target problem areas and increase security on and around campus. If it is not possible to photocopy, make a note of the incident and contact details and send to the Crime coordinator, either via internal post, email, telephone or just stop by. We recognise that it may not be possible to forward all details of the incident by any info given will assist in providing the University & police with information that will be used to prevent future incidents*

<sup>10</sup> Appointment The information will be kept in accordance with the University's policy on Data Protection and will only be used for the purpose of campus security. It will be destroyed when no longer needed.

# Hate Crime

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### Further contacts/useful links/information

#### Crimestoppers

<http://www.crimestoppers-uk.org>  
0800 555 111

#### England and Wales Police website:

<http://www.police.co.uk>

#### Greater Manchester Police: <http://www.gmp.police.uk/>

#### Greater Manchester Police Hate Crime Unit:

0161 856 5047

#### Home Office: <http://www.homeoffice.gov.uk/>

#### Home Office (Crime and Victims): <http://www.homeoffice.gov.uk/crime-victims/>

Victim Support website:

[http://www.victimsupport.org.uk/vs\\_england\\_wales/index.php](http://www.victimsupport.org.uk/vs_england_wales/index.php)

Victim Support website (Manchester): <http://www.victimsupport-gm.co.uk/>

Victim Supportline: 0845 30 30 900

#### Victim Support & Witness Service Salford

153-157 Chorley Road

Swinton

Manchester

M27 4AE

telephone: 0161 727 0230

fax: 0161 727 0238

email: [info@victimsupport-salford.co.uk](mailto:info@victimsupport-salford.co.uk)

web: <http://www.victimsupport-salford.co.uk/>

### Hate crime co-ordinators for the University of Salford

#### Salford University Hate Crime Coordinator Tara Leach

Senior Advisor on Race, Religion and Belief  
Ground Floor, Humphrey Booth House  
University of Salford  
Manchester, M5 4WT  
UK

Telephone: 0161 295 2041

E-Mail: [t.n.leach@salford.ac.uk](mailto:t.n.leach@salford.ac.uk)

#### GMP Community Race Relations Officer Sakina Khan

Swinton Police Station

Chorley Road

Swinton, M27 6AZ

Telephone: 0161 856 5139

E-Mail: [sakina.khan@gmp.police.uk](mailto:sakina.khan@gmp.police.uk)

#### University Campus Police Officer PC Tony Beckett

Telephone: 0161 295 2006 (Campus)

Telephone: 0161 856 5007 (Station)

E-Mail: [Anthony.beckett@gmp.police.uk](mailto:Anthony.beckett@gmp.police.uk)

**If you require this information in another format please contact the Hate Crime Co-ordinator on 0161 295 2041**

# Hate Crime

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## Report it Now

### Who are our local police officers/community support officers?

Tony Beckett PC 7671 – 0161 856 5007  
Karl Rogers PSCO 65302 – 0161 856 5007

### The Samaritans

Samaritans provides confidential non-judgemental support, 24 hours a day for people experiencing feelings of distress or despair, including those which could lead to suicide.

Telephone: 08457 90 90 90 (UK)

Email: [jo@samaritans.org](mailto:jo@samaritans.org)

72-74 Oxford Street  
Manchester M1 5NH  
Telephone: 0161 236 8000

Usual hours open to receive callers: 08.30 - 20.30 daily Facilities for visitors with disabilities: Fully accessible to wheelchair users. Accessible toilet.

### True Vision

The self-reporting system, supported by a consortium of police forces, allows a victim, witness, parent, career or any concerned person to report an incident to the police by giving as little or as much personal information as wanted.

### Refugee Action – 0800 917 2719 / 0161 233 1431

Could visit the victims to provide support, contact local refugee community organization or involve people in regular activities to avoid isolation.

Can liaise with NASS (National Asylum Support System) to relocate the victim.

### Lesbian and Gay Foundation Helpline – 0161 235 8000

6pm-10pm daily (staffed during these hours, automated service out of these hours)

### Domestic Violence Unit - 0161 856 5171

### Women's Aid – 0161 736 0737

Offers women refuge and has an outreach service.

There is also a range of support agencies that are affiliated with a specific religion, please refer to the University Chaplaincy Service for further information.

### Manchester Rape Crisis - Rape and Sexual Abuse Counselling Service

Manchester Rape Crisis is a confidential support service run by women for women and girls who have been raped or sexually abused.

Office: 0161 273 4591 (Tuesday to Friday 10 - 4pm)

General Help line: 0161 273 4500\*

B.M.E. Line: 0161 273 4514

Email: [mrcrasacs@btconnect.com](mailto:mrcrasacs@btconnect.com)

<http://www.manchesterrapecrisis.co.uk/>

### Disability Support

Salford Disability Forum - 0161 743 2032

[www.salforddisabilityforum.co.uk](http://www.salforddisabilityforum.co.uk)

# Salford Multi-Agency Hate Crime Reporting Form

## IN AN EMERGENCY CALL THE POLICE IMMEDIATELY 999

### Guidelines for completion of Hate Crime reporting forms.

We recommend that if at all possible hate incidents are reported direct to the police. Dial 999 for emergency, and 0161 872 5050 for non-emergencies.

- This form is only for use if the victim/reporter of the crime does not feel comfortable contacting the police direct.
- Although name and contact details do not have to be given, please be aware that there is a limited amount that we can do without them. If the person feels able to give these details we are far more likely to be able to properly investigate the incident.
- We will only make contact by the person's chosen method of contact, and will at all times be guided by them.
- Please return this form as soon as possible to: Hate Crime Co-ordinator, Freepost NWW1358, Salford M27 713113

The Police will not take action regarding this incident unless you tick the YES box.

YES (I would like the Police to take action)

NO Police action

Please complete yellow areas in all cases.

1.	Date of report: .....	Time of report: (please use 24 hour clock).....
	Organisation: .....	Completed by: .....
	Tel no.: .....	

### Address of complainant

..... Telephone Number:.....  
 ..... Mobile:.....  
 ..... E-mail Address:.....

Language spoken or preferred:

Have you reported this to any other agency such as the Council or Police? Yes  No

	Were you the victim? Yes <input type="checkbox"/> No <input type="checkbox"/>
2.	Do you believe the incident was because of: (Please tick)
	Race <input type="checkbox"/> Sexuality <input type="checkbox"/> Religion/Faith <input type="checkbox"/> Disability <input type="checkbox"/> Gender <input type="checkbox"/>
	Other: Please specify: .....

Reducing crime IN Salford

(OFFICE USE ONLY)

Date of Report: .....

Time of Report: .....

Completed by: (Please insert your name) .....

Organisation: .....

Tel No: .....

	Date of incident: .....	Time of incident:.....
	Where did the incident happen? (town/district/area): .....	
	And on which street? (Near venue/junction/landmark): .....	
4.	Please describe what happened ( e.g. assault, verbal abuse, damage etc) ..... ..... .....	
	Were you or the victim physically hurt? Yes <input type="checkbox"/> No <input type="checkbox"/>	
	If yes, please describe the injuries/hospital treatment/Name of Hospital: ..... .....	
	Did anyone else see what happened? Yes <input type="checkbox"/> No <input type="checkbox"/>	
	If yes, please can you give their name/telephone address: .....	

Please tick all the boxes which best describe the victim:

5.	<b>Gender</b>	<b>Sexuality (if relevant)</b>			
	Female <input type="checkbox"/>	Lesbian <input type="checkbox"/>	Bisexual <input type="checkbox"/>	Transvestite <input type="checkbox"/>	
	Male <input type="checkbox"/>	Gay <input type="checkbox"/>	Heterosexual <input type="checkbox"/>	Transsexual <input type="checkbox"/>	
	<b>Faith (if relevant)/Religion</b>				
	Christian <input type="checkbox"/>	Muslim <input type="checkbox"/>	Hindu <input type="checkbox"/>		
	Jewish <input type="checkbox"/>	Sikh <input type="checkbox"/>	Buddhist <input type="checkbox"/>		
	Other (please specify)				

6.	<b>Ethnicity</b>			
	<b>WHITE</b>		<b>ASIAN or ASIAN BRITISH</b>	<b>CHINESE or other ETHNIC GROUP</b>
	British <input type="checkbox"/>	Indian <input type="checkbox"/>	Chinese <input type="checkbox"/>	
	Irish <input type="checkbox"/>	Pakistani <input type="checkbox"/>	Any other Ethnic Group <input type="checkbox"/>	
	Any other White Background <input type="checkbox"/>	Bangladeshi <input type="checkbox"/>	Refugee/Asylum Seeker <input type="checkbox"/>	
		Any other Asian Background <input type="checkbox"/>	Gypsy/Travelling Community <input type="checkbox"/>	
	<b>MIXED</b>		If any other please specify .....	
	White and Black Caribbean <input type="checkbox"/>	<b>BLACK or BLACK BRITISH</b>		
	White and Black African <input type="checkbox"/>	Caribbean <input type="checkbox"/>		
	White and Asian <input type="checkbox"/>	African <input type="checkbox"/>		
Any other Mixed Background <input type="checkbox"/>	Any other Black Background <input type="checkbox"/>			

Police non emergency 0161 872 5050

Crimestoppers 0800 555 111

Victim Support & Witness Service 0161 727 0230

Lesbian & Gay Foundation Helpline 0161 235 8000  
6pm-10pm daily (automated advice outside these hours)

Refugee Action 0800 917 2719  
Mon, Tue, Thurs & Fri 10.00-13.00 14.00-16.30

Citizens Advice Bureaux 0870 1202424

Samaritans 0845 7909090

Witness Outreach Service 0161 793 3580/90

Women's Aid 0161 736 0737

Community & Race Relation Officer 0161 856 5139

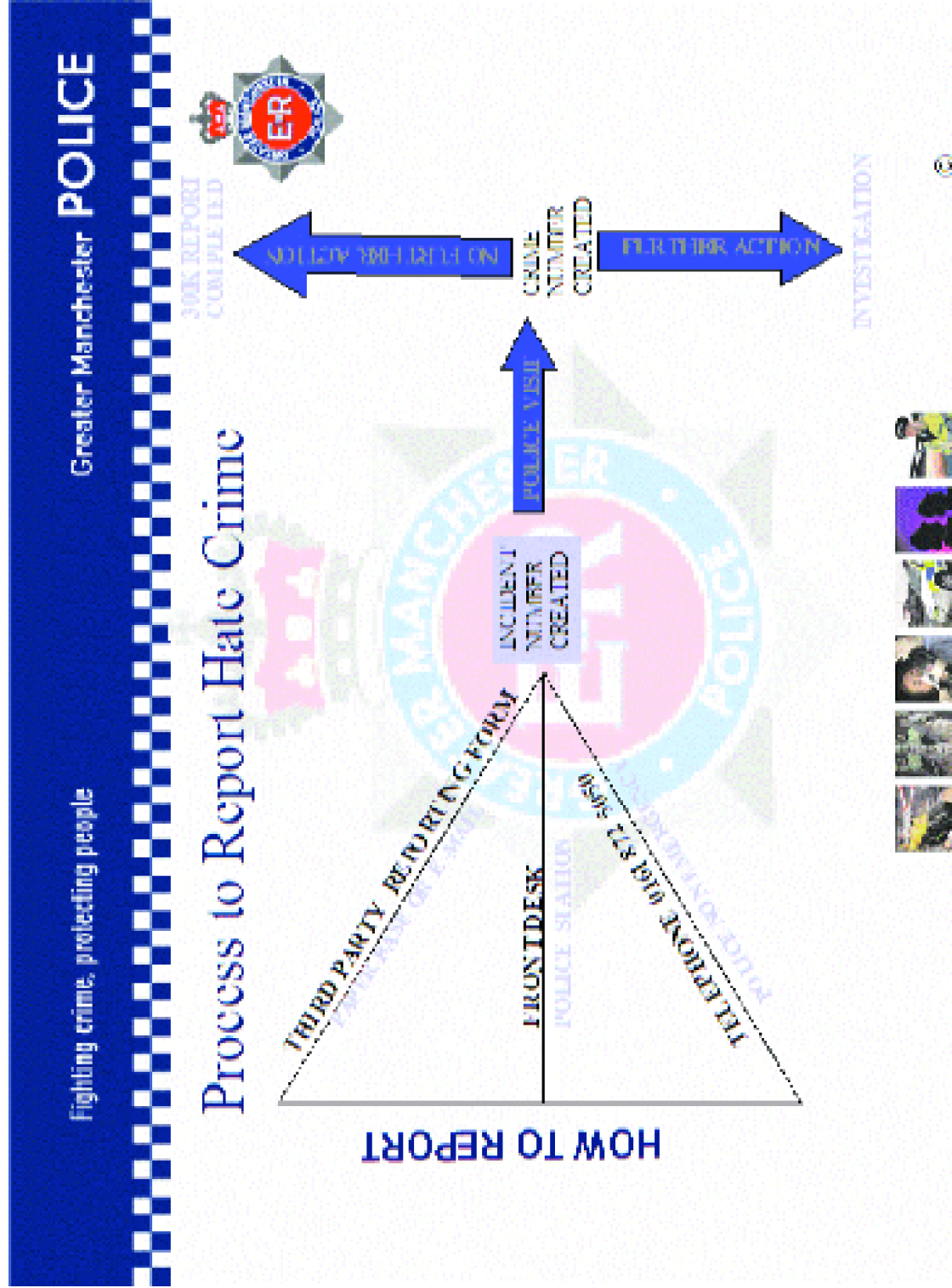
Domestic Violence Unit 0161 856 5171

Hate Crime Liaison Officer 0161 856 5047

# Hate Crime

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## Report it Now



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## Report it Now

### List of hate crime reporting centres in Salford Partnership

Team/service	Address	Phone number
<b>New prospect</b>		
<p>Please note that victims of hate crime who would like to phone New Prospect to report now have a centralised number to ring: <b>0161 909 6513 (Customer Contact centre)</b></p> <p>They would then be directed to the team below.</p>		
<b>Anti-social behaviour team</b>	Elmstead House, 143 Partington Lane Swinton M27 0SS	0161 793 2480
<b>Asylum Team</b>	Halton House 38, Eccles Old Road Salford	0161 607 1603
<b>Tenancy Management Team Salford North</b>	Salford North Office, St Simon street Manchester M3 7ES	0161 607 6618
<b>Tenancy Management Team Salford Precinct</b>	Precinct Area Office Churchill Way Salford M6 5BU	0161 607 8109 / 14
<b>Space Housing Association</b>		
<b>Anti-Social Behaviour Team</b>	4th Floor, St James's House Pendleton Way Salford M6 5FW	0161 925 7935/7981/7942
<b>United Property Management (UPM)</b>		
	123 Collyhurst Rd Manchester M40 7RT	0161 202 0201
<b>Greater Manchester Fire &amp; Rescue Service</b>		
<b>Salford Command</b>	Salford Command HQ Eccles Fire Station Liverpool Road Eccles, M30 0RZ	0161 609 0223
<b>Salford City Council – Community Safety</b>		
<b>Nuisance Link Team</b>	Elmstead House 143 Partington Lane Swinton M27 0SS	0161 793 3813

# Hate Crime

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### List of hate crime reporting centres in Salford Partnership

Team/service	Address	Phone number
<b>Salford City Council - Neighbourhood Management Areas</b>		
<b>One Stop Shop Little Hulton</b>	Harrop Fold School Longshaw Drive Little Hulton M28 0AZ	0161 975 7400
<b>East Salford Neighbourhood Management Team</b>	East Salford Neighbourhood Management Team Salford North Office, St Simon street Manchester, M3 7ES  or  The Angel Centre St Philip's Place Salford M3 2AA	0161 708 8338 0161 708 0892    0161 212 4977
<b>New Deal for Community</b>		
<b>Community Involvement Team</b>	Cromwell House Cromwell Road Salford M6 6DE	0161 607 8529 0161 607 8532 0161 607 8544
<b>Social Services</b>		
<b>Asylum Team</b>	Sutherland House 303 Chorley Road Swinton M27 6AY	0161 603 4538
<b>NHS</b>		
<b>Horizons Centre</b>	New address coming up	07917 067 862
<b>University of Salford</b>		
<b>Equality and Diversity Office</b>		0161 295 9000
<b>Student's Union</b>		0161 736 7811

# Hate Crime

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Team/service	Address	Phone number
<b>Salford Refugee Link</b>		
<b>Refugee Community Organization</b>	172 Tatton Street Ordsall Salford M5 3PS	07932 253 763
<b>Yemeni Youth centre</b>		
	Liverpool Road, Eccles	07840 438 469
<b>Polish community</b>		
<b>Interpreter</b>		0161 881 4838
<b>Inner enigma</b>		
<b>Voluntary organization supporting intersexed and</b>		0845 838 1264
<b>Toy library Jewish community</b>		
<b>Equality and Diversity Office</b>		0161 795 0024

# Hate Crime

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## Checklist - Have you?

Filled in the form correctly?	
Given the victim an information leaflet with support or further contact	
Informed University HCR and/or Security Office (Crescent House) of the incident or crime? <b>This step is crucial in that that information is used to so that University can target 'hot spots' and increase security on and around campus.</b>	
Sent a photocopy of the incident or crime to the University Hate Crime Coordinator (HCR)?	
Sent the form to the Police	