



Diary Sheets: Guidance on Keeping a Written Record of Hate Crime

This information sheet is for LGBT people facing an on-going pattern of harassment that includes hate crimes or non-criminal hate incidents.

Why keep a written record?

When you are facing harassment (repeated unwanted behaviour that causes alarm or distress) over a number of weeks, months or years it can be difficult to remember details about everything that happened. Having a written record of each occasion when you are targeted, including dates and reference numbers, is useful in helping services to understand your situation and to take appropriate action. This guide suggests what information is useful to record. It also includes a diary sheet you can use.

What information should you include?

- **What happened** - Try to be specific and concise
- **What was said** - Write the exact words used in verbal abuse
- **Who was involved** - If you do not know names, describe their appearance
- **Where did the incident take place** - Be specific about road names, bus numbers, etc.
- **Were there any witnesses** - Details of people who saw what happened
- **What was the impact on you** - How it effected you practically or emotionally
- **Reporting details** - Reference number for the incident you reported to the police or date you reported it

What are diary sheets?

Diary sheets are written lists of instances when you were targeted. They can be written down on paper or saved as a computer file. Social housing providers and council anti- social behaviour teams often have their own diary sheets they provide you with, or you can use the diary sheet at the end of this factsheet.

This information sheet was produced by Galop, an LGBT anti-violence charity providing support, advice and advocacy to people facing hate crime, domestic abuse or sexual violence. It is a part of a series of 17 resources on hate crime for LGBT people and service providers, created on behalf of the National LGBT Hate Crime Partnership.

Find out about our work at www.galop.org.uk and www.lgbthatecrime.org.uk

Hate Crime and Non-Criminal Hate Incident Diary Sheet

Name :

Sheet number:

Address :

When (date and time)	Where (road name, bus number, etc.)	What (what happened, exact words used, by who, where, any witnesses)	Effect on you (practical or emotional)	Any reference numbers

Signature:

Date: