

TIMBOON P-12 SCHOOL

Sexual Harassment

POLICY

Definition: Sexual Harassment is defined as any verbal or physical conduct of a sexual nature when any of the following occur:

- It is uninvited, unreciprocated, unwelcome and/or repeated;
- Submission to such conduct is implicitly or explicitly a term or condition of an individual's employment;
- Submission to such conduct is implicitly or explicitly a term or condition for decisions which might affect promotion, salary or any other job condition;
- Such behaviour creates an intimidating, hostile or offensive work environment for one or more employees;
- People are defined in terms of their gender or sexual preference and their individual contribution and worth are denigrated or ignored as a result.

1.0 PURPOSE OF POLICY

- 1.1 To ensure that the school environment is free of sexual harassment
- 1.2 To establish channels for redress from sexual harassment

2.0 PRINCIPLES

- 2.1 The Principal will ensure that proper standards of conduct are maintained at all times and that sexual harassment is actively discouraged
- 2.2 Members of the school community should be aware of the School's Code of Conduct
- 2.2 Staff should be aware of the relevant legislation and the DEECD policy in relation to eliminating sexual harassment in the workplace
- 2.3 Staff should be aware of the forms of sexual harassment that constitute serious misconduct
- 2.4 Staff should be aware that through DEECD sexual harassment policies and procedures, personal support is available
- 2.5 Maintaining a school environment free from sexual harassment should be seen as a whole school responsibility
- 2.6 School community concerns regarding sexual harassment should be addressed to the Principal

3.0 HOW THIS POLICY WILL BE PUT INTO PRACTICE

- 3.1 Students will be made aware of what constitutes sexual harassment
- 3.2 All staff will positively promote tolerance and equality
- 3.3 Copies of the school's **Student Code of Behaviour** will be available in the student diaries, on the school's website and on school signage
- 3.4 Staff will be expected to maintain professional standards of conduct
- 3.5 The staff welfare team will act as a contact point and will:
 - 3.6.1 Provide advice and empathetic support for staff who have a complaint
 - 3.6.2 Provide the complainant with the various avenues available for advice and procedures for complaint
 - 3.6.3 Ensure confidentiality in all matters pertaining to sexual harassment
 - 3.6.4 Ensure that the relevant procedures for a complaint are carried out
 - 3.6.5 Keep documentation in the format required by DEECD

- 3.6.6 Advise appropriate DEECD personnel of circumstances which may lead to cases of sexual harassment and make recommendations for change
- 3.6.7 Receive the support of the Principal in the carrying out of these duties
- 3.6 In line with DEECD procedures, the Principal will take the following steps in the event of sexual harassment occurring in the school:
 - 3.7.1 **Employee-Employee:** Where allegations of sexual harassment occur between two employees of the school the Principal will apply the DEECD policy and guidelines and relevant procedures
 - 3.7.2 **Employee-Student:** Where allegations of an employee sexually harassing a student occurs Emergency Management will be immediately notified and their advice acted upon.
 - 3.7.3 **Student-Staff and Student-Student:** Where an allegation of a student sexually harassing staff or other students occurs, Emergency Management will be immediately notified and their advice acted upon.
 - 3.7.4 **Voluntary Workers and Visitors:** Where allegations of sexual harassment involving voluntary workers or visitors to the school occur, Emergency Management will be immediately notified and their advice acted upon.