SEXUAL HARASSMENT POLICY

Purpose

The School emphasizes our commitment to providing a safe and supportive environment which fosters personal respect and physical and emotional safety for all members of the School community. Sexual harassment is not acceptable at St Heliers School and complaints of sexual harassment must be considered in an empathetic, serious, confidential and timely manner so that staff can feel comfortable in their work, free from offensive behaviour.

Guidelines

1. A person has been sexually harassed in the school if they are subjected by another to any form of unwanted sexual advance.
   a) *This could:*
      - Imply or overtly promise preferential treatment in the school; or
      - Imply or overtly threaten detrimental treatment in the school; or
      - Imply or overtly threaten the present or future status of the person in the school
   b) *By way of:*
      - The written or spoken word e.g. sex-related jokes; or
      - Physical behaviour e.g. unwanted, deliberate physical contact; or
      - Visual material e.g. pornographic material.

2. The School is committed to investigate and attempt to resolve any alleged incident of sexual harassment. In the event of a complaint the complainant is entitled to enlist the assistance of independent supporting person(s) from St Heliers School including:
      - The Principal and/or
      - A member of the Board of Trustees and/or
      - A staff member

3. The complaint must be fully documented by the complainant with the assistance of the support person(s).

4. The person against whom the complaint is made must be fully informed of the nature of the complaint and be advised that the behaviour is unacceptable and must stop.

5. If the behaviour does not stop or the complainant wishes to take the matter further it must then be dealt with through the Complaints Policy.

6. If further action is required a decision may be taken to lay a complaint through one of the following channels:
      - An NZSTA Industrial Advisor or a NZEI Field Officer.
      - Human Rights Commission
      - The Police